

MAP *or* TEXT AMENDMENT APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

OFFICE USE ONLY

Application # _____

Submission Date: _____

Receipt Date: _____

Amount Fee Paid: _____

TEXT CHANGES APPLICATION

Complete #1- #3 Only & See Pg2 for Requirements:

TEXT – AMENDMENT TO ZONING REGULATIONS

TEXT – AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT

1. Applicant's Name: _____ Daytime Tel: _____

Applicant's Address: _____ E-mail: _____

2. Text Section Added or Modified: _____

3. Estimated time needed for presentation: _____

ZONING MAP CHANGES APPLICATION *Complete # 1- #14, See Pg2&3 for Requirements:*

MAP – AMENDMENT TO ZONING REGULATIONS

MAP – AMENDMENT TO PLAN OF CONSERVATION AND OF DEVELOPMENT

3. Property Address: _____

4. Property ID# (9 Digits - staff will provide) _____

5. Existing Zoning District/Plan Designation: _____

6. Proposed Zoning District/ Plan Designation: _____

7. Lot Area: _____

8. Property Owner: _____ Daytime Tel: _____

Owner's Address: _____ E-mail: _____

9. Agent's Name (if different): _____ Daytime Tel: _____

Agent's Address: _____ E-mail: _____

10. Zoning Board of Appeals Case # (if any): _____

11. A previous zone change/land use designation has has not been requested for this property
If change was previously requested, indicate date (s) _____

12. A List or A Map showing each ZBA Variance Case Number for all lots within 250' of subject property.

13. This property is is not within 500' of an adjoining municipality.

14. Estimated time needed for presentation: _____

I hereby certify that the above information herewith is correct and all of the pertinent documentation required by the Zoning Regulations.

Applicant's Signature (If different than owner)

Owner's Signature (*Must be signed* ¹)

1. If the applicant is unable to obtain the signature of the property owner, a letter of authorization signed by the property owner may be submitted instead, as per §43-3.3

TEXT CHANGES REQUIREMENTS (#1 - #4 ONLY)

1. Text Change Application Fee - Cash or Check Only (*Made payable to the Town of Westport*) Total Fee \$560.00.
2. Twelve (12) **EXPLANATORY Statement** describing the need for this proposed amendment & identifying any benefits to Town.
3. Twelve (12) copies of proposed **TEXT CHANGE**; underline new language and [~~bracket and strike out language to be removed~~].
4. **URGENT: E-MAIL ELECTRONIC VERSIONS** of these 3 items to: **pandz@westportct.gov** After submitting Application to P&Z.
 - a) **TEXT** in "WORD FORMAT"
 - b) **EXPLANATORY STATEMENT**
 - c) **APPLICATION FORM**

MAP CHANGES REQUIREMENTS (#1 - #12)

1. Map Change Application Fee - Cash or Check Only (*Made payable to the Town of Westport*) Total Fee \$560.00.
2. An **EXPLANATORY Statement** describing Map change identifying any benefits to Town.
3. Two (2) **EXISTING CONDITIONS** by Land surveyor to A-2 Standard. Submit **ALL** Maps **FOLDED NOT ROLLED**
4. Twelve (12) copies of **REZONING MAP FULL SIZE** 24'x36" Max. as described in §42-3.1.1, §42-3.1.2 & §42-3.1.3 in Regulations.
5. Twelve (12) copies of **REZONING MAP REDUCED to SCALE** 11" x 17"
6. Submit an electronic version of EACH project MAP = (**CD, USB or E-mail: pandz@westportct.gov are acceptable**).
Note: If any map is revised you must submit a new full electronic updated version.
7. Prepare a **LIST** or **MAP** showing **each Address & ZBA Variance Case Numbers** for all lots within **250'** of subject property.
8. **Two weeks prior** to submitting your Application: **Call Staff** 203-341-1030 to request Staff prepare the Mailing materials 9a.
Preparation FEE = \$25.00 (Cash or Check only Payable to Town of Westport), *So you have time to prepare New #9*.
9. **NEIGHBOR NOTIFICATION PROCESS: Envelope MUST have new RED STAMP on it before mailing see 9 b&c.**
 - a. **MATERIALS: 500'** Neighbor List, Assessor's Map, Field Card & LABELS for Envelopes & Mail Cert Form.
STAFF will CALL you to pick up (a) when all ready & will review the **NEW Envelope process**.
 - b. **The NEW ENVELOPE preparation process has changed: BEFORE YOU PREPARE ENVELOPES NOTE:**
Return address MUST be Planning & Zoning 110 Myrtle Ave Westport, CT 06880 = LABELS are in P&Z office.
NEW STAMP IS REQUIRED on each ENVELOPE saying: URGENT TOWN NOTICE LETTER in "red".
 - c. **When Staff Calls you to pick up your mailing materials you need to TELL STAFF that you will EITHER:**
 1. **Bring in your own #10 White Envelopes to P&Z and You will apply our Red Stamp to them in office OR**
 2. **Purchase the Pre-Printed Envelopes from P&Z at .15 each. Staff will advise quantity per 9a above.**
 - d. **NOTICE LETTER FORM is attached:** Fill in the blanks: **Date:** Use Date you will submit Application.
Project Description: Write **Subdivision** and **how many lots**. **PHOTO COPY letter:** *Quantity per list from #9a.*
Fill each envelope with a Notice Letter and **bring** all stuffed envelopes to P&Z office **WITH** your **Application**.
DO NOT MAIL - PREPARE ONLY, PREMATURE MAILING may require that you REPEAT mailing process.
 - e. *Staff will give you Post Office CERT Form #3877 and review process to Prepare Certificate of Mailing Form.*
AFTER your application is accepted, you will be advised to bring Mailing materials to Post Office.
 - f. **URGENT:** The Post Office will then **STAMP** your **Certificate of Mailing Form**.

Continue to next page for #10 FINAL INSTRUCTION REQUIREMENT for MAP AMENDMENT:

10. The applicant is required to: **SEND WRITTEN NOTICES** to the **STATE COMMISSIONER of Public Health** and **ALSO** to the **local WATER COMPANY** for any application located within Aquifer Protection Overlay Zone, which is depicted on the official Westport Zoning Map. *As per Pursuant to Public Act 06-53 all P&Z and ZBA Applications received after October 1, 2006.*

*** Color Key for these maps:** Yellow = **Residential**
Red = **Commercial**
Blue, light & dark = **Water and Institutional**
Green = **Open Space**
Brown = **Multi-family Residential**
Purple = **Industrial**

Notice Letter

Date _____

To whom it may concern:

This letter is being sent to you to make you aware of the Application listed below.

Notice is hereby given that _____ has filed a _____
(Print Your Full Name) (List Type of Application)

For Listed Proposed Project Application Description below:

with the Town of Westport / **Planning and Zoning Commission** for approval for property address:

(Address of Application Property)

The public hearing date for this application will be, scheduled at the discretion of the P&Z Commission. A Legal Notice of Public Hearing for this application will be, published twice prior to the hearing in a local newspaper.

To view application details please:

Visit www.westportct.gov under *Planning & Zoning Department, Pending Applications*, or
Visit the P&Z office in room 203 at Town Hall, 110 Myrtle Ave, Westport, CT 06880. Monday - Friday 8:30 - 4:30

To submit a letter of support or objection for above project: Mail or E-mail letter to pandz@westportct.gov.

For Future Reference:

If you wish to receive E-mail Notifications of future hearings follow these directions:

1. Go to Town Website at www.westportct.gov.
2. On left tool bar Click: **Sign up for e-Notification**, Subscription page will open.
3. Type in your E-mail Address, *twice as requested*.
4. Click each **Board / Committee / Category** you want to receive E-mail Notifications from.
5. When you complete your selections, Click: **Subscribe**.
6. You will soon receive an E-mail confirmation.

Thank you,

(Print Applicant's Name)