

MAP SIGN-OFF
for
**FIRST CUT DIVISION OF LAND,
LOT LINE REVISION or
BUILDING LOT DETERMINATION**

WESTPORT PLANNING AND ZONING OFFICE
110 Myrtle Avenue | Room 203, Town Hall | Westport, CT 06880 | Tel: 203-341-1030

- Use this Form for; A parcel of land that; has not been divided since the adoption, of subdivision regulations can be divided into two conforming parcels of land without a subdivision approval by the P&Z Commission.
- A title search may be required to determine whether a first cut has occurred;
- All requests for the determination of eligibility for a first cut division of real property; lot line revisions of lots shown on approved, recorded subdivision maps; and
- Requests to determine if a parcel of land is a building lot must be submitted to the P&Z office for review.

BRING ALL FOLLOWING ITEMS TO P&Z OFFICE for sign off:

1. *Complete & sign attached APPLICATION. If owner not available to sign bring Authorization Letter from owner.*
2. **BRING:** Fee \$ **100.00** f (CASH or CHECK ONLY to Town of Westport) for First Cut Map Sign Off or Lot Determination.
3. **URGENT - NEW Requirements below: When REQUESTING your Mylar Map before submitting to P&Z :**
 - **Advise Surveyors they need to add this “NEW TITLE BLOCK” onto MYLAR, EXACT TEXT below:**
NEW TITLE BLOCK TEXT:

This plan is neither a subdivision nor a resubdivision, as defined by the General Statutes of Connecticut and the Town of Westport and may be recorded without prior approval of the Westport Planning and Zoning Commission.

This map has not been reviewed for zoning compliance and the presence of this signature is not an endorsement of the accuracy of this map by the Town of Westport, or any Board, Commission, Agency, or any official agent, or employee of the Town.

Planning and Zoning, Director / Deputy Director Date

4. **BRING:** The following to P&Z Dept., make sure all 3 prints have the New Title Block Text from #3.
ONE (1) Original Mylar Map and TWO (2) Printed Map paper copies all with #3 added.
You will leave these items with P&Z Dept. for review. Allow approximately a week for processing.
 - *Drawn to A-2 standards, with lot area calculations as per the Zoning Regulations.*
 - *Include the amount of wetlands, steep slopes and a determination that lot shape complies with the Regularity Factor for existing and proposed conditions.*
 - *Include coverage, setbacks and location of structures of all affected lots.*
 - *If property is or proposed to be serviced, by a septic system, you MUST include a signature line for sign off on septic feasibility from the Director of the Health District (203-227-9571 Ext 222.) Continue pg. 3*

5. Bring copies of ALL record maps referenced to in any deed from 1937 to the present.
6. *If* the property is vacant, the assessor's cards for the adjoining properties are also required in order to determine if the property has merged with an adjoining property.
7. *If* for a First Cut Division of land or Lot Line Revision, a narrative that sets forth the legal rationale as to specific circumstance which allows this division without subdivision or a resubdivision approval by P&Z Commission.
8. Please drop off all required documents listed above to P&Z Dept. for staff review.
 - Allow approx. a **WEEK** for P&Z's review; upon signed approval staff will call to pickup & filing onto Land Records at Town Clerk's office call them for their fees 341-1110.
 - If there are wetlands on property, a copy of the signed map will be sent to Conservation Dept.
9. *NOTE:* The review of this map is NOT a check for Zoning compliance, however the map will NOT be signed by the P&Z Director if the change of lot line directly results in the creation of a non-conformity.
10. *FILING:* All Approved Mylars should be, filed in the Town Clerk's office in Room 105,
NO MORE THAN 30 DAYS AFTER P&Z signature date. "*Contact Town Clerk's office for filing fees.*"

APPENDIX D, LOT CALCULATIONS *Revised 10-14-03*

The following directions should be used in conjunction with the "Lot Area Worksheet" attached.

Line 1-Gross Lot Area

Lot area in square feet based on a Class A-2 survey of the lot lines. Do not include the area of the accessway for a rear lot per §31-2.2.4, herein.

Line 2-Above-Ground Utility Easements

Include all easements for above ground utilities, or , in the absence of an easement, the minimum area recommended by a utility company for public safety. Exclude easements for underground utilities.

Line 3-Streets and Roads

Include any and all parts of public or private roads or streets.

Line 4-Other Exclusive Surface Easements

Include any easement that grants **exclusive** surface use of the property to anyone other than the owner.

Exclude drainage easements and conservation easements. .

Line 5-Total Easements and Roads

Sum lines 2, 3, and 4 and enter here.

Line 6-Wetlands

Include: Land covered by waterbodies, water courses and lands officially designated inland and tidal wetlands.

Exclude: Any land located below the mean high water line (MHWL) along the Long Island Sound and/or the Saugatuck River south of the Kings Highway Bridge (Route 57). This land may not be counted in any calculations.

Line 7-Steep Slopes of 25% or greater

Include: Land of severe topography having slopes of 25% or greater. This land must be measured between each contour interval on a topographic map with one (1) or two (2) foot contours.

Exclude: Any land that was counted in the wetlands requirement. (i.e. do not count the overlap, if any, between the two areas here).

Line 8-Total Wetlands & Steep Slopes

Sum lines 6 and 7 and enter here.

Line 9 - District Maximum

No more than 20% of the district minimum lot size may be met by wetlands or steep slopes over 25%. Copy the maximum permitted amount from the table.

Enter whichever number is smaller--either line 8 or line 9.

Line 11 - Actual Lot Size

This is the amount of land available for computing the compliance with the minimum lot regulations. Compute Line 1, minus line 5, minus line 8, **plus** line 10.

Line 12 - District Minimum Lot size

Each district has a minimum allowed lot size. Determine the appropriate zoning district for the lot, and enter the value from the table.

Line 13 - Excess or Shortfall

If line 13 is positive, the lot complies with the zoning regulations for lot area. Otherwise, the lot does not comply.

Line 14 - Total Lot Perimeter

Enter the Lot Perimeter, which is found by adding up the lengths of the line segments found on an A-2 Survey Map. For purposes of this calculation, the lot perimeter may be configured to exclude any portion of lot area in excess of minimum required lot size. This is done in order to avoid having long narrow lots that are conforming in size and shape not meet the Regularity Factor.

Line 15 - Perimeter Squared

Multiply the Perimeter by itself and enter the value into the table.

Line 16 - Lot Area in Square Feet

Enter the gross lot area in square feet and enter the value into the table.

Line 17 - Lot Area Multiplication

Multiply the lot area by the number 16 and enter the value into the table.

Line 18 - Regularity Factor

Divide the number on line 17 by the number on line 15. Enter the resulting number into the table. The number must be at or above 0.55 for the lot to have a complying shape. This is in addition to the lot containing the required rectangle.

LOT AREA WORKSHEET

(All entries in square feet--do not write in shaded areas)			
1.	GROSS LOT AREA		=
2.	Above-Ground Utility Easements	+	
3.	Streets and Roads	+	
4.	Other Exclusive Surface Easements	+	
5.	TOTAL EASEMENTS AND ROADS (Sum of lines 2, 3 and 4)		=
6.	Wetland area	+	
7.	Steep Slopes of 25% or greater	+	
8.	TOTAL WETLAND AND STEEP SLOPES (Sum of lines 6 & 7)	=	

MINIMUM LOT AREA CALCULATION

9.	Zoning District Maximum Enter value: Res AAA: 17,424 Res AA: 8,712 Res A: 4,356 Res B: 1,200 Res C: 870		
10.	Maximum wetlands and slope (Smaller of line 8 or line 9)		
11,	Actual Lot Size (Line 1 minus line 5 minus line 8 plus line 10)		
12.	District Minimum Lot Size Enter Value Res AAA: 87,120 Res AA: 43,560 Res A: 21,780 Res B: 6,000 Res C: 5,000		
13.	EXCESS OR SHORTFALL (Line 11 minus line 12)		

**IF LINE 13 IS POSITIVE, THE LOT COMPLIES.
OTHERWISE, THE LOT DOES NOT COMPLY**

LOT REGULARITY FACTOR WORKSHEET		
14. Lot Perimeter as derived from Survey Map		
15. Perimeter Squared (multiplied by itself)		
16. Lot Area (from Line 1		
17. Lot Area multiplied by the number 16		
18. Divide Line 17 above by line 15, enter number in box. This is the Regularity Factor		
IF REGULARITY FACTOR IS 0.55 OR ABOVE, THE LOT SHAPE COMPLIES. IF REGULARITY FACTOR IS 0.54 OR BELOW, THE LOT SHAPE DOES NOT COMPLY.		

LOT AREA COVERAGE WORKSHEET

BASE LOT CALCULATION			
(All entries in square feet--do not write in shaded areas)			
1.	GROSS LOT AREA		=
2.	Above-Ground Utility Easements	+	
3.	Streets and Roads	+	
4.	Other Exclusive Surface Easements	+	
5.	TOTAL EASEMENTS AND ROADS (Sum of lines 2, 3 and 4)		=
6.	Wetland area	+	
7.	Steep Slopes of 25% or greater	+	
8.	TOTAL WETLAND AND STEEP SLOPES (Sum of lines 6 & 7)	=	
9.	Wetlands/Slopes reduction	0.80 x line 8	=
10.	BASE LOT AREA Lines 1, minus line 5 and line 9)		=
MAXIMUM LOT AREA COVERAGE CALCULATION			
11.	BASE LOT AREA (Copied from line 10, above)		
12.	Square feet of Total Coverage		
13.	Line 12 divided by line 11 for a percentage		
14.	Square feet of Building Coverage		
15.	Line 14 divided by line 11 for a percentage		
IF LINE 13 and LINE 15 ARE EQUAL TO OR LESS THAN THE PERCENTAGE FOR MAXIMUM PERMITTED BUILDING AND/OR TOTAL COVERAGE WITHIN THE ZONING DISTRICT, THE COVERAGE COMPLIES			

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WESTPORT PLANNING AND ZONING OFFICE

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CHECK YOUR REQUEST:

Submission Date: _____

Fee Paid: _____

- LOT LINE CHANGES.**
- FIRST CUT DIVISION OF LAND.**
- MAP SIGN-OFF for FILING OF RECORD MAP in the Town Clerk's Office.**
- BUILDING LOT DETERMINATION.**

1. Address of Property or Properties: _____

2. Property ID (PID#) (9 Digits) _____ Zoning District: _____
(As listed on Assessor's card)

3. Approved Subdivision Map Title _____
Date _____ Land Record Map # _____

4. Owner of Record of Property or Properties: _____

Owner's Address: _____ Daytime Tel #: _____

Owner's E-mail: _____

5. Agent's Name (if different than owner): _____

Agent's Address: _____ Daytime Tel #: _____

Agent's E-mail: _____

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

7. Existing Uses of Property: _____

8. Date of Westport/Weston Health District sign off, if applicable _____

9. Reason for Request: _____

10. MUST have **Property Owners Signature below or Written** Authorization attached:

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed !)

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

All of the above requested information must be included on this form or the request, will not be processed.