
**Telecommunication Service Facilities
Special Permit *and* Site Plan Application
For Commercial Wireless**
WESTPORT PLANNING AND ZONING COMMISSION

FOR OFFICE USE ONLY

Application #: _____
Submission Date: _____
Receipt Date: _____
Fee: _____

APPLICATION INFORMATION

1. Property Address (as listed in the Assessor's Records) _____
2. Assessor's Map # _____ Lot # _____ Lot Area _____
3. Town of Westport Zoning District: _____
4. Applicant's Name _____
Applicant's Address _____ Zip Code _____
Applicant's E-mail: _____ Day Tel #: _____
5. Property Owner _____
Owner's Address _____ Zip Code _____
Owner's E-mail: _____ Day Tel #: _____
6. Agent's Name (if different than owner) _____
Agent's Address : _____ Zip Code _____
Agent's E-mail: _____ Day Tel #: _____
7. Zoning Board of Appeals Case # (if any) _____
8. Existing Uses of Property: _____
9. Describe the Proposed Project: _____

10. This property is is not within **1500** feet of an adjoining municipality.
11. Estimated time needed for presentation: _____

I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required by the zoning application.

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

TELECOMMUNICATION SITE PLAN AND SPECIAL PERMIT APPLICATION

1. An application fee of \$460.00 in Cash or Check made payable to "The Town of Westport."
2. A written statement describing the Existing and the Proposed uses.
3. Three (3) copies **FULL SIZE** (Max 24"x 36") Existing Condition Survey to A2 accuracy, *FOLDED NOT ROLLED*).
4. Twelve (12) copies **FULL SIZE** (Max 24"x36") Proposed Site Plan & detailed Tower Plan.
5. Twelve (12) copies **REDUCED** to Scale 11"x17" Building Plans, Building Floor Plans, Tower Elevations and any other documents as required in accordance with §44-1 of the Zoning Regulations
6. Submit an electronic PDF of EACH Survey, Map & Report; **CD, USB, or E-mail pandz@westportct.gov**,
Note: If any map is REVISED you must re-submit hard copy and E-mail REVISED electronic version.
7. **Two weeks prior** to submitting application: **Call Staff** 203-341-1030 to request Staff prepare the Mailing materials 8a.
*Preparation **FEE = \$25.00** (Cash or Check only Payable to Town of Westport) so you have time to prepare **New #8**, read carefully*
8. **NEW NEIGHBOR NOTIFICATION PROCESS: Envelope MUST have new RED STAMP on it before mailing (8 b&c).**
 - a. **MATERIALS:** 250' Neighbor List, Assessor's Map, Field Card & Labels for both Envelopes & MAIL CERT Form.
STAFF will CALL you to pick up when ready & will review the **NEW Envelope process below**.
 - b. **The 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 color "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 (8a) 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 #8a.*
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 take Mailing materials to Post Office.
 - f. **URGENT:** The Post Office will then **STAMP** your **Certificate of Mailing Form**.
You **MUST BRING** that **STAMPED FORM** back to P&Z office **ASAP** or your **Application will not be "Legal Noticed"** which will cause it to be **delayed & moved to next hearing date.**
10. A description of technological alternatives for the proposed telecommunication tower and a statement containing the reasons for the choice of the proposed facility.
11. A statement containing a description of the siting criteria and the process by which other possible sites were considered and eliminated.

12. Photographs showing existing conditions. Each sight line shall be illustrated by a photograph depicting what can currently be seen from any public road and residential area within a one mile radius.
13. Photographs showing proposed conditions. Each of the existing condition photographs shall have the proposed commercial wireless telecommunication service facility superimposed on it to show what will be seen from public roads and residential area within a one mile radius if the proposed commercial wireless telecommunication service facility is built.
14. A map depicting the extent of the provider's existing and planned coverage and the service area of the proposed commercial wireless telecommunications service facility.
15. If coverage greater than 50% from the proposed commercial wireless telecommunications services facility is outside Westport, the applicant must demonstrate that they are unable to locate, for reasons other than financial, within the municipality which is primarily receiving service from the proposed facility.
16. Please submit ALL Maps and Plans FOLDED NOT ROLLED.
17. Demonstration on a map that reasonable coverage and capacity is either not already being provided in the Town of Westport, or the potential to provide coverage is not possible by modifying other sites.
18. Demonstration on a map and in a written narrative, of the provider's long range plan for location and necessity of facilities within the Town of Westport describing existing and proposed coverage areas. Such long range plan shall span a time period not less than 36 months from the anticipated time of installation. The long range plan shall include a report of technological progress relevant to the application. Special emphasis should be placed upon planning that recognizes that technological progress can be used to both improve the quality of service and lessen the impact upon the quality of life. For example, improved receivers can reduce required power levels. Similarly, improved coding systems can reduce interference and improve signal to noise ratios which reduces the probability of a call being dropped.
19. Pursuant to Public Act 06-53 all P&Z and ZBA applications received after October 1, 2006 require that the applicant provide written notice to the State Commissioner of Public Health and to the local water company for any application located within Aquifer Protection Overlay Zone, which is depicted on the official Westport Zoning Map.
20. Also submit any such information as may be required after the application has been reviewed by the P&Z Staff.

CAM SITE PLAN AND SPECIAL PERMIT

1. All material as noted above, **plus** also Coastal Site Plan Application Form completed & Signed.

Notice Letter

To whom it may concern:

Date Application Submitted: _____

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 Applicant's Full Name) (List Type of Application)

For Listed Proposed Project Description below (Copy from Line #10):

With the Town of Westport / **Planning and Zoning**

For approval for _____
(Address of 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 Full Name)