



TOWN OF WESTPORT

PLANNING & ZONING DEPT.

110 Myrtle Ave. Town Hall - Room 203
Westport, CT 06880 Tel: 203-341-1030 Fax: 203-454-6145
www.westportct.gov

ZONING PERMIT DATA FORM

OFFICE USE

Master ID# \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

1. Property Address: \_\_\_\_\_
(As listed on Assessor's Card)

2. Owner's Name: \_\_\_\_\_ / \_\_\_\_\_ Daytime Tel: \_\_\_\_\_
(Person's Name) / (Company Name)

3. Owner's Address: \_\_\_\_\_ "E-mail Required"

4. Applicant: \_\_\_\_\_ / \_\_\_\_\_ Daytime Tel: \_\_\_\_\_
(Person's Name) / (Company Name)

5. Applicant's Address: \_\_\_\_\_ "E-mail Required"

6. Existing Uses of Property: \_\_\_\_\_
(Example: 2-Story Single Family House with Pool)

NOTE: If project is a NEW HOUSE: SUBMIT with this Application a "New House Construction Cost Estimate Form" Completed & Notarized.

7a. Check type of proposed project below:

7b. Check one, property is on: [ ] Sewer or [ ] Septic

RESIDENTIAL PROJECTS:

COMMERCIAL PROJECTS:

- [ ] New House
[ ] Addition
[ ] Accessory Structure
[ ] Apartment - Accessory
[ ] Apartment - Pre-1959
[ ] Interior Renovations
[ ] Swimming Pool
[ ] Temp. Zoning Permit
[ ] Tennis Court
[ ] Other \_\_\_\_\_

- [ ] Building - New
[ ] Building - Addition
[ ] Change of Use
[ ] Interior Renovations
[ ] Restaurant Patio Permit
[ ] Retail to Retail
[ ] Signage
[ ] Excavation & Fill
[ ] Site Changes
[ ] Other \_\_\_\_\_

8a. Will any part of any structure be demolished? No [ ] Yes [ ] 8b. Did you obtain any ZBA Variances? No [ ] Yes [ ]

9. Estimated total cost of your proposed project: \$ \_\_\_\_\_

10. Describe your project below and provide exact dimensions: (List width x length x height, if applicable):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I hereby certify that the above information is correct and that I have submitted herewith all of pertinent documentation required by the regulations and in accordance with the P&Z bylaws.

Applicant's Signature (If different than Owner)
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

Owner's Signature (Must be signed or letter of authorization provided)



PLANNING & ZONING DEPARTMENT  
TOWN OF WESTPORT

Town Hall, 110 Myrtle Ave Room 203, Westport, CT 06880  
Tel: 203 341-1030 Fax: 203-454-6145

### Zoning Permit Requirements

For Questions: Zoning Officials are available Monday - Friday from 9:00am to 11:30am to review projects.

**To Obtain a Zoning Permit: Maximum Sizes for all Plans & Surveys are NOT to exceed 24"x 36"**

- 1. **Health Dept. Approval:** MUST be submitted with Zoning Permit Application *IF* your project is one of the four following project types:  
a). *If* the lot is on septic or b). *If* the lot is on Sewer and project is a Pool/Spa or c). *If* Home Occupation that requires an increase in water use or d). *If* a business is food, skin or hair related. Contact WWHD for their requirements at 203-227-9571, 180 Bayberry Ln.

**We can NO LONGER ACCEPT drainage materials before Health Approval. Submit ALL materials together with Application.**

- 2. Collect ALL materials required for your project as listed below or if not sure come in for question time daily 9:00 -11:30.

**Zoning Permit Data Form:** Complete the reverse side of this sheet be sure to get owner's signature or authorization letter.

**Drainage Below:** Find your project size to see if needed. if YES bring items to P&Z & we will send to Eng. Dept. The Engineering review may take approx. 7 to 14 days.

- Additions up to **99 square feet (sf) of new foot print or new structure\*** - No Drainage review is needed.  
**\*Note:** Replacement structures are considered "New" which, may need Drainage check with staff.

- Additions & Pools: **100 - 849 sf** Submit: **3 Building Plans** (2 for P&Z 1 for Eng), Any drawings **Max Size 24"x36"**, **3 Surveys** or **3 Site plans** prepared by CT certified Engineer. If your project involve **FEMA** compliance bring **4**.

- Additions **850 sf or more & New Houses:** Submit: **3 Building Plans; Max Size 24"x36"** + **2 Drainage Reports** **3 Surveys** or **3 Site Plans** prepared by a CT certified Engineer

**Building Plans Max Size 24"x36"** or other Construction Documents - Must be drawn to scale showing proposed project, **SUBMIT:** the Elevations & Proposed Floor Plans ONLY. (**FOLDED, NOT ROLLED**).

**Survey or Site Plans Max Size 24"x36"** At least one (1) survey or site plan submitted to P&Z Must be **signed & sealed** by Surveyor or Engineer – CT certified. Survey or site plan MUST include the following: proposed project, building envelope with setback lines, updated coverage calculations, topography including steep slopes, wetlands, existing, proposed average grade and MUST show flood information. (**FOLDED NOT ROLLED**).

**Conservation Dept. BEFORE** submitting to P&Z. Visit room 205 to request a QUICK SHEET or Copy of CONSV. PERMIT.

**Substantial Improvement Review:** May be required *If* property is located in a **Flood Zone** & work is being proposed in an existing building that does NOT conform to FEMA requirements, (*Fee \$50.00*). Allow seven (7) working days **PRIOR** to Zoning Permit issuance *to review Substantial Improvements process contact; P&Z's "Flood Plain Coordinator" 203-341-1077.*

**New House Construction Cost Estimate Form:** If a New House is proposed, complete New House Construction Form, Have it notarized & submit with application. The form is available from Staff or on the forms rack outside the P&Z Office.

- 3. **Drop Off Permit:** along with all your project materials to P&Z: **Monday - Friday from 9:00 to 3:00.** Staff will review and **call you when Permit is ready to be picked up.** The fee is based on the estimated cost of construction.

- 4. A Building Permit may be required. Call **203-341-5025** for their requirements. **515 Post Rd E. (2nd Floor of Fire House)**



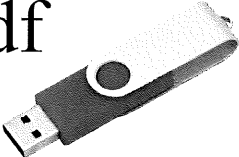
Town of Westport  
Planning and Zoning Department  
Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
Tel: 203-341-1030 Fax: 203-454-6145  
www.westportct.gov

---

MEMORANDUM

---

# Application Requirements

- ✓ Zoning Permit: 1 set of submitted plans
- ✓ P&Z App.: 12 sets of submitted plans
- ✓ ZBA App.: 8 sets of submitted plans
  
- ✓ **FLASH DRIVE:** 1 separate pdf  
for each document set 
  
- ✓ Payment in the form of check or cash at  
time of submission

Please see the Staff in the Planning & Zoning  
Department for any questions.

Thank You – Planning & Zoning Staff