



TOWN OF WESTPORT
CONSERVATION DEPARTMENT

TOWN HALL – 110 MYRTLE AVENUE
WESTPORT, CT 06880
P 203.341.1170 F 203.341.1088

CERTIFICATES OF MAILING REQUIRED - PUBLIC ACT 06-80

Pursuant to Public Act 06-80 all Inland Wetland and Watercourse applications requiring a Public Hearing submitted after October 1, 2006 are required to have submitted a Certificate of Mailing as proof that notice of the meeting was sent to all property owners who are required by our regulations to receive notice. This is not to be confused with a certified mailing.

As part of our procedures, please:

- Complete the Certificate of Mailing form with each name and address for each envelope.
- Bring form and envelopes to the Post Office and request a “Certificate of Mailing”.
- Bring stamped form from the Post Office back to the Conservation Department.

The stamped Certificate of Mailing must be received in the Conservation Department on the same day as the Inland Wetland and Watercourse Application is submitted

NOTICE LETTER

Date: _____

To whom it may concern:

Notice is hereby given that _____ has submitted an application to the: _____
(Applicant's full name)

Westport Conservation Commission

Flood and Erosion Control Board for a regulated activity

(Check one or both)

for the property identified as _____
(Street Address / Tax Map # / Lot #)

It is anticipated that this application will be heard at:

The Flood and Erosion Control Board's hearing on _____

The Conservation Commission's hearing on _____

Proposed Activity:

(Applicant's Signature)

(Date)

A Legal Notice of the Public Hearing for the application will be published twice in the Westport News.

To view the details concerning this Application, please visit the Conservation Department office in Room 205 or the Engineering Department office in Room 210 at Town Hall, 110 Myrtle Avenue, Westport, CT 06880 between the hours of 8:30 am – 4:00 pm Monday through Friday.

If you wish to receive copies of all Town legal notices and meeting agendas by e-mail, please follow these directions:

1. Go to www.westportct.gov
2. Click on "**Subscribe**" under Popular Services
3. Enter your e-mail and name
4. Under "**Calendar**" click on each Board/Committee you want to receive an E-mail Notification for.
5. Click "**Submit**" and look for the verification email with link to confirm your subscription.