



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

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:

- Residential project options: New House, Addition, Accessory Structure, Apartment - Accessory, Apartment - Pre-1959, Interior Renovations, Swimming Pool, Temp. Zoning Permit, Tennis Court, Other

COMMERCIAL PROJECTS:

- Commercial project options: 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)

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

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

# Zoning Permit Requirements

Email all questions to [pandz@westportct.gov](mailto:pandz@westportct.gov).

Below please find the information required and necessary steps to obtain a Zoning Permit for your project.

- It is up to the applicant to contact each department necessary to obtain their approvals prior to submission of the Zoning Permit Application.
- All materials including required department approvals must be submitted all at once.
- All P&Z forms can be located on the Town Website [www.westportct.gov](http://www.westportct.gov) on the Planning and Zoning Dept. tab.

1. **Zoning Permit Data Form:** Must be filled out in its entirety. If any document is missing or incorrect the Application will not be accepted until we receive the items required.

## Application Materials Include:

- A complete Zoning Permit Application w/ applicant and owner signature (or owner authorization letter)
- A check made out to the Town of Westport for the Zoning Permit Fee  
(*all after-the-fact approvals are subject to double the zoning fee.*)
  - You may reach out to P&Z staff via email or phone with your estimated cost of construction (*same amount as shown on #9 of the application*) or;
- All required department approvals (*see below for requirements*)
- 1 hard copy of a signed and sealed proposed survey to scale by a CT Licensed Surveyor. *Required for all projects with any change in footprint, coverage and/or square footage.*
- 1 Hard copy of a signed and sealed building plans to scale. *If applicable.*
- 1 Hard copy of the signed and sealed drainage report. *If applicable.*
- A New House Construction Cost Estimate Form is required for all proposed new house permits, it must be notarized and submitted with the application. You may request the form by calling/ emailing the P&Z Office or located on the Town Website [www.westportct.gov](http://www.westportct.gov).
- A digital copy (*PDF format on a flash drive*) of all signed and sealed plans and drainage reports.

*Note: All revisions, supplemental plans, reports, and/or documents will need to be submitted to each department in which prior approval was received. A new digital copy and hard copy will be required to be submitted to the P&Z office as well.*

2. **Health Dept.** (203-227-9571). – Once approval is received from the Health Dept. please submit only the 8 ½ x 11 signed approval form from Health Dept. with your Packet. **Do not submit your only copy of the stamped plans as your P&Z submission.** *Plans that were submitted to P&Z will not be returned to the applicant.*

### Health Department approval is required if:

- a. If property is on septic system or well and/or;
- b. If the lot is on Sewer and project is a Pool/Spa and/or;
- c. Home Occupation that requires an increase in water use and/or
- d. If a business is food, skin or hair related.

3. **Conservation Dept.** (203-341-1170) – **All projects** must obtain Conservation approval prior to applying for a Zoning Permit.
4. **Drainage Review:** The Engineering Dept. will review all drainage plans and reports that were submitted to the P&Z Dept. A drainage review is required if your project is more than 100sf. If your project is over 850sf, your drainage report must be prepared by a CT Certified Engineer. You may reach out to Edward Gill ([egill@westportct.gov](mailto:egill@westportct.gov)) for any specific questions pertaining to Drainage.