



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

LOCATION SIGN-OFF APPLICATION for

GENERATOR, A/C UNIT or ABOVE GROUND MECHANICAL & STORAGE TANK

Submission Date: _____
 Fee = \$ 35.00

1. Address of property: _____
2. Property ID# (9 Digits - Staff will provide) _____ Zoning District: _____
3. Owner of Record of property: _____
 Owner's Address: _____ Daytime Tel #: _____
 Owner's E-mail: _____
4. Agent's Name (if different): _____
 Agent's Address: _____ Daytime Tel #: _____
 Agent's E-mail: _____
5. Existing Uses of Property: _____
6. Health Dept. Approved by Name: _____ Approved Date: _____
7. Conservation Dept. Approved by Name: _____ Approved Date: _____
8. Flood Zone: _____ Base Flood Elevation Required by FEMA: _____
 Proposed Base Flood Elevation: _____
9. Historic Dept. Approved by Name: _____ Approved Date: _____

P&Z Approved by Name: _____ Approved Date: _____

Applicant's signature (If different than owner)

Owner's signature or (Authorization Letter or Contract copy)

UNIT LOCATION SIGN-OFF INSTRUCTIONS

for

GENERATOR, A/C UNIT or ABOVE GROUND MECHANICAL & STORAGE TANK

- It is up to the applicant to contact each department necessary to obtain their approvals prior to submission of the application
- All materials including required department approvals must be submitted all at once.
- AN ABOVE GROUND OIL TANK MUST BE SECURELY ANCHORED AS PER Section 31-11.9 of Westport Regulations.

1. Application Materials: Include:

- A complete Unit Location Sign Off Application w/ applicant and owner signature
(or owner authorization letter/signed contract)
- A check made out to the Town of Westport for the amount of **\$35.00**
(all after-the-fact approvals are subject to double the fee).
- All necessary department approvals.

A copy of the **Property Survey** with a square where unit is wanted or your printed GIS Map*

* **Note:** You may only use a GIS Map when the unit is located at least 20% of the required setback from the property line, which is then added to the required setback amount. For example, if the lot has a required setback of 15', then 20% of that amount is 3', which is added to the 15' to equal 18'. So, if applicant is utilizing the GIS map, then the unit must be at least 18' from the property line, otherwise a property survey will be required.

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 application.
Health Department approval is required if property is on septic system or well.
3. **Conservation Dept.** (203-341-1170) – **All projects** must obtain Conservation approval prior to applying for a Location Sign off.
4. **Flood Zones:** If the mechanical equipment will be in a flood zone you must confirm they will be at or above flood elevation by completing #8 on the application page.
5. **Historic District:** If the property is in a Historic District, you must call the HDC Office at 203-341-1184 to obtain approval, see #9 on the application.
6. **Setbacks:** Condensers & Generators must meet the required setbacks for the property zone (*see survey*).
7. **Commercial Generator & A/C Condensers:** Require Zoning Permits & may require additional approvals.
8. **Building Department:** After obtaining P&Z approval you must contact the Building Dept. (203-341-5025) to obtain an Electrical Permit before installation.