

ACCESSORY APARTMENT - Zoning Permit Requirements

TOWN OF WESTPORT PLANNING & ZONING - Room 203 203-341-1030 Rev: 7/29/20

TO CREATE AN ACCESSORY APARTMENT IN YOUR HOME YOU NEED TO DO THE FOLLOWING:

- CONTACT EACH DEPT LISTED BELOW (Conservation, Health, Public Works) – Ask what their process is to obtain written approvals and obtain approvals **before** applying to P&Z.

ELIGIBILITY REQUIREMENTS:

- Owner or Tenant must be 62+ years of age or Receiving Social Security Disability (SSD).
 - Owner must reside/ occupy space in residence (either main house or apartment).
 - Please provide either of the following documents for proof of eligibility:
 - Driver's License or;
 - Birth Certificate or;
 - Proof of (SSD).
1. **Complete attached Affidavit to verify the property is:**
 - a. Owner Occupied and;
 - b. Owner or Tenant is 62+ or Receiving SSD.
 2. **Health Department** (203-227-9571). - If *property is on septic* system call the Health Department to obtain written approval prior to submission of application to Planning and Zoning.
 3. **Conservation Department** (203-341-1170) – All projects must obtain approval from Conservation prior to submission of application to Planning and Zoning.
 4. **Sewer Assessment Letter** - If *property is on sewer* the following is required:
 - a. Complete attached Sewer Assessment Letter & with Owner's signature, or authorization letter
 - b. Contact Bryan Thompson (Public Works Dept.) via e-mail, Bthompson@westportct.gov, with a copy of your completed Sewer Assessment Letter and he will reach out with further instructions to obtain approval.
 - c. Once approval is obtained bring a signed copy of approval along with your Zoning Permit Application Submission.

P&Z PERMIT IS REQUIRED

- After appropriate approvals have been obtained:
 - d. Mail, or drop off a completed Zoning Permit Application form along with the requirements listed above as well as the requirements listed with the Zoning Permit Application form.
 - e. A check made out to the Town of Westport for the Zoning Permit is required with submission packet.
 - i. You may reach out to the P&Z Office for the fee for your permit via phone or email.
 - ii. The cost of the Zoning Permit is based off of the estimated cost of construction (which is #9 on your Zoning Permit application form).

AFTER ZONING PERMIT HAS BEEN ISSUED

1. **Building Department** (203-341-5025) –A Building Permit is required for any construction or demolition.
2. **Closing your Zoning Permit:** When your project is complete; Call P&Z to request a Final Zoning Inspection.
 - a. Once Inspection is successful P&Z will send a ZCC to Bldg. Dept., they will issue your Certificate of Occupancy.
3. **Annual Affidavit:** The Owner will receive an Annual Affidavit Letter from P&Z, which you will need to Notarize & return to P&Z to verify eligibility. *If the annual Affidavit is not returned by date listed on letter, or the property is no longer eligible, the Zoning Permit is VOID and a new permit will need to be obtained.*



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

APPLICANT'S AFFIDAVIT for ACCESSORY APARTMENT

(See #2 Applicant **MUST** Complete this Form in Full, have Notarized and Submit at your Permit Appointment)

Project Address: _____

Property Owner's Name: _____

Owner's Tel #: _____ E-Mail: _____

(If Applicant is different than Property Owner)

Applicant's Full Address: _____

Applicant's Tel #: _____ E-Mail: _____

I hereby affirm that I, the owner of the above named property, am ***In residence and*** that one of the intended occupants of either dwelling unit is at least ***62 Years of Age or older, or receiving Social Security Disability payments.***

Owner's name: _____

Tenant's name: _____

Property Owner's Signature: _____ **Date:** _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20____,

By _____ Personally known _____

or List type of Identification produced: _____

Notary Public

Sewer Assessment Letter

See Apartment Requirements sheet for full instructions on how to process this WPCA approval request.

**Water Pollution Control Authority
Town of Westport - Room 310
110 Myrtle Ave.
Westport, CT 06880**

Date: _____

To the Water Pollution Control Authority:

I hereby request that the Water Pollution Control Authority determine an additional benefit assessment for my property located at: _____ **Westport, CT 06880**
Print your Street Address

The reason for the request is so that the Planning and Zoning Commission can approve an additional dwelling unit that is or will be connected to the sewer system as an;

PRE-1959 Apartment **ACCESSORY** Apartment **AFFORDABLE** Accessory Apartment.

Thank you,

PRINT- Name of Property Owner

***Signature* of Property Owner**

Owner's Telephone # _____

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OFFICAL USE ONLY:

Date application received by the Board of Selectman
(MUST be Date-Stamped by the First Selectman's Office; Return a copy to the P&Z office Room 203.)

WPCA REFFERALS:

Public Works Engineering / WPCA Coordinator Planning & Zoning Dept.



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:

- 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):

Blank lines for describing the project and dimensions.

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.

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 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.
- 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. 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) for any specific questions pertaining to Drainage