

MAP or TEXT AMENDMENT APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

OFFICE USE ONLY

Application # _____

Submission Date: _____

Receipt Date: _____

Amount Fee Paid: _____

TEXT CHANGES APPLICATION

Complete #1- #3 Only & See Pg2 for Requirements:

TEXT – AMENDMENT TO ZONING REGULATIONS

TEXT – AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT

1. Applicant's Name: _____ Daytime Tel: _____

Applicant's Address: _____ E-mail: _____

2. Text Section Added or Modified: _____

3. Estimated time needed for presentation: _____

ZONING MAP CHANGES APPLICATION *Complete # 1- #14, See Pg2&3 for Requirements:*

MAP – AMENDMENT TO ZONING REGULATIONS

MAP – AMENDMENT TO PLAN OF CONSERVATION AND OF DEVELOPMENT

3. Property Address: _____

4. Property ID# (9 Digits - staff will provide) _____

5. Existing Zoning District/Plan Designation: _____

6. Proposed Zoning District/ Plan Designation: _____

7. Lot Area: _____

8. Property Owner: _____ Daytime Tel: _____

Owner's Address: _____ E-mail: _____

9. Agent's Name (if different): _____ Daytime Tel: _____

Agent's Address: _____ E-mail: _____

10. Zoning Board of Appeals Case # (if any): _____

11. A previous zone change/land use designation has has not been requested for this property
If change was previously requested, indicate date (s) _____

12. A List or A Map showing each ZBA Variance Case Number for all lots within 250' of subject property.

13. This property is is not within 500' of an adjoining municipality.

14. Estimated time needed for presentation: _____

I hereby certify that the above information herewith is correct and all of the pertinent documentation required by the Zoning Regulations.

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed)

1. 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

TEXT CHANGES REQUIREMENTS (#1 - #5 ONLY)

1. **Application:** 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.
2. **Application Fee:** Cash or Check Only (*Made payable to the Town of Westport*) Total Fee \$560.00.
3. **Explanatory Statement:** 12 hard copies describing the need for this proposed amendment & identifying any benefits to Town.
4. **Proposed Text Change:** 12 hard copies; underline new language and [~~bracket and strike-out language to be removed~~].
5. **Digital Copies:** E-mail electronic versions of the following to pandz@westportct.gov after submitting your P&Z Application.
 - a. A copy of the Proposed Text Amendment in “Word Format”
 - b. Explanatory Statement.
 - c. Signed Application Form.

MAP CHANGES REQUIREMENTS (#1 - #9)

1. **Application:** 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.
2. **Application Fee:** Cash or Check Only (*Made payable to the Town of Westport*) Total Fee **\$560.00**.
3. **Explanatory Statement:** 12 hard copies describing the need for this proposed amendment & identifying any benefits to Town.
4. **Existing Survey:** 12 copies; by CT licensed Land surveyor to A-2 Standard, to scale, signed and sealed.
5. **Rezoning Map:** 12 copies; full size (24"x36") and 12 copies reduced (11"x17") to scale, signed and sealed, as described in §42-3.1.1, §42-3.1.2 & §42-3.1.3 in Regulations.
6. **ZBA Case Map or List:** Prepare a List or Map showing each Address & ZBA Variance Case Numbers for all lots within 250' of subject property.
7. **Digital Copies:** A digital copy (*PDF format on a flash drive*) of all signed and sealed plans/surveys.
 - *Note: All revisions, supplemental plans, reports, and/or documents will need to be submitted in both hard copy and digital format.*
8. **Neighbor Notification Process:** A week prior to submission email pandz@westportct.gov to prepare mailing materials. Preparation Fee is \$25, you will receive 250' neighbor list, assessor's map, field card & labels for both envelopes & certificate of mailing form. Envelopes with pre-stamped return address and required red stamp are additional \$.10 each. The proof of mailing must be returned to the office up to 48 hours after submission.
 - **Note:** The neighbor notifications must be mailed the same day as you submit your application. Premature mailings may result in a supplemental mailing.
9. The applicant is required to send written notice to the State Commissioner of Public Health and also to the local Water Company for any application located within Aquifer Protection Overlay Zone, which is depicted on the official Westport Zoning Map.
As per Pursuant to Public Act 06-53 - All P&Z & ZBA Applications received after 10-01-06.

Color Key for these maps:

Yellow = Residential

Red = Commercial

Blue, light & dark = Water and Institutional

Green = Open Space

Brown = Multi-family Residential

Purple = Industrial

Notice Letter

Date _____

To Whom It May Concern:

Notice is hereby given that _____ has filed a _____
(*Print Your Full Name*) (*List Type of Application*)

for _____
(*Complete Description of Project*)

with the Town of Westport Commission for approval for:

(*Address of Property*)

The public hearing date for this application will be, scheduled at the discretion of the P&Z Commission.
A Legal Notice of Public Hearing for this application will be, published twice prior to the hearing in a local newspaper.

To view application details please:

Visit www.westportct.gov under *Planning & Zoning Department, Pending Applications*, or
Visit the P&Z office in room 203 at Town Hall, 110 Myrtle Ave, Westport, CT 06880. Monday - Friday 8:30 - 4:30

To submit a letter of support or objection for above project: Mail or E-mail letter to pandz@westportct.gov.

For Future Reference:

If you wish to receive E-mail Notifications of future hearings follow these directions:

1. Go to Town Website at www.westportct.gov.
2. On left tool bar Click: **Sign up for e-Notification**, Subscription page will open.
3. Type in your E-mail Address, *twice as requested*.
4. Click each **Board / Committee / Category** you want to receive E-mail Notifications from.
5. When you complete your selections, Click: **Subscribe**.
6. You will soon receive an E-mail confirmation.

Thank you,
