

MUNICIPAL IMPROVEMENT APPLICATION CGS §8-24

WESTPORT PLANNING and ZONING COMMISSION

CAM SITE PLAN

(Check if project is located within Coastal Boundary-see GIS map)

Submission Date: _____

1. Property Address _____
(As listed in the Assessor's records or N/A if not applicable)
2. Property ID# (9 Digits) _____ Zone District: _____
3. This property is connected to: Septic or Sewer
4. Does this project involve demolition of a building 50+ yrs old or more?
 No If Yes = Visit HDC Rm 108, 203-341-1184.
5. Applicant's Name _____ Daytime Tel # _____
6. Zoning Board of Appeals Case # (if any) _____
7. Existing Uses of Property: _____
8. Describe Proposed Project or Attach a Project Narrative: _____

9. This property Is Is Not within 500 feet of an adjoining municipality.
10. List your Estimated time needed for your presentation at hearing: _____

I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required by the zoning application.

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed ¹)

¹ If the applicant is unable to obtain the signature of the First Selectman, a letter of authorization signed by the property owner may be submitted instead.

CAM SITE PLAN REQUIREMENTS:

*All material as listed below, **PLUS** Completed Coastal Site Plan Application Form if applicable.*

MUNICIPAL IMPROVEMENT REQUIREMENTS:

- A written detailed statement describing the **EXISTING property uses** and the **PROPOSED property uses**.
- One (1) copy **FULL SIZE (Max 24" x 36") EXISTING CONDITIONS SURVEY** A-2 accuracy.
- Twelve (12) copies **FULL SIZE (Max 24" x 36") PROPOSED SITE PLAN**. (All plans: Folded *Not Rolled*)
- Submit a **FLASH DRIVE** with this Application of all documents and plans submitted including any subsequent revisions.

NEIGHBOR NOTIFICATION PROCESS:

- MATERIALS:** 250' Neighbor List, Assessor's Map, Field Card & Labels for both Envelopes & MAIL CERT Form.
In the case of mainline sewer extensions, the notice letter shall be mailed by the Responsible Party to all property owners abutting the sewer project, and the abutting property owners.
- The **ENVELOPE preparation process has changed: BEFORE YOU PREPARE ENVELOPES NOTE:**
Return address MUST be Planning & Zoning 110 Myrtle Ave Westport, CT 06880 = LABELS are in P&Z office.
NEW STAMP IS REQUIRED on each ENVELOPE saying: **URGENT TOWN NOTICE LETTER** in color "red".
- Bring in your own #10 White Envelopes to P&Z and You will apply our Red Stamp to them in office **OR**
- If you choose to use the P&Z Pre-Printed Envelopes the cost is \$0.15 each.
- Staff will give you Post Office CERT Form #3877 and review process to **Prepare Certificate of Mailing Form**.
- The Post Office will then **STAMP** your **Certificate of Mailing Form**.
You **MUST BRING** that **STAMPED FORM** back to P&Z office **ASAP** or your Application will not be "Legal Noticed" which will cause it to be delayed & moved to next hearing date.

Notice Letter

To Whom it May Concern:

Date: _____

Notice is hereby given that _____ has filed a **Municipal Improvement Request**, pursuant to CGS §8-24, with the Town of Westport Planning and Zoning Commission.

Project Address: _____

Project Description:

The Public Meeting date for this application will be scheduled at the discretion of the P&Z Chairman.

A Public Meeting Notice will be published in the local newspaper, posted in the Town Clerk’s Office, and posted on the Town’s website, www.westportct.gov.

Use this link to view upcoming meeting schedule: <https://www.westportct.gov/about/advanced-components/meeting-list-calendar>

To view application details:

Visit www.westportct.gov under *Planning & Zoning Department, Pending Applications*; OR

Use this link: <https://www.westportct.gov/government/departments-a-z/planning-and-zoning-department/p-z-pending-applications>; OR

Visit the P&Z office, Rm 203, Town Hall, 110 Myrtle Ave, Westport, CT 06880. Mon - Fri 8:30am - 4:30pm.

To submit comments on this application, send an email to the Planning and Zoning Commission: pandz@westportct.gov .

Thank you, _____

(FILL IN SENDER’S NAME)

Sec. 8-24. Municipal improvements. No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report. Notwithstanding the provisions of this section, a municipality may take final action approving an appropriation for any proposal prior to the approval of the proposal by the commission pursuant to this section. The failure of the commission to report within thirty-five days after the date of official submission of the proposal to it for a report shall be taken as approval of the proposal. In the case of the disapproval of the proposal by the commission the reasons therefor shall be recorded and transmitted to the legislative body of the municipality. A proposal disapproved by the commission shall be adopted by the municipality or, in the case of disapproval of a proposal by the commission subsequent to final action by a municipality approving an appropriation for the proposal and the method of financing of such appropriation, such final action shall be effective, only after the subsequent approval of the proposal by (A) a two-thirds vote of the town council where one exists, or a majority vote of those present and voting in an annual or special town meeting, or (B) a two-thirds vote of the representative town meeting or city council or the warden and burgesses, as the case may be. The provisions of this section shall not apply to maintenance or repair of existing property, buildings or public ways, including, but not limited to, resurfacing of roads.

(1949 Rev., S. 857; 1959, P.A. 679, S. 5; 1963, P.A. 617; 1971, P.A. 862, S. 7; P.A. 85-365, S. 1, 2; P.A. 09-92, S. 1.)