

# P&Z Notice Letter

*To whom it may concern:*

Date: \_\_\_\_\_

This letter is being sent to you to make you aware of the Application listed below.

Notice is hereby given that \_\_\_\_\_ has filed a \_\_\_\_\_  
(Applicant's Full Name) (List Type of Application)

For Listed Proposed Project Description below:

With the Town of Westport / **Planning and Zoning**

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 Notice of Public Hearing for this application will be published on the town's website.

**To view application details please:** Visit [www.westportct.gov](http://www.westportct.gov) under *P&Z Pending Applications & Recent Approvals*.

**To submit comments for above project:** Mail or E-mail letter to [pandz@westportct.gov](mailto: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](http://www.westportct.gov)
2. On the top tool bar Click: **How Do I . . .**
3. On the left tool bar Click the following in order: **Communicate with the Town** then **Subscribe to Westport Emergency, Meetings, and News eNotifications**
4. Scroll down to **Meeting & News eNotifications** and type in your E-mail Address and your Name.
5. Click each **Board / Committee / Category** you want to receive E-mail Notifications from.
6. When you complete your selections, Click: **Submit**.
7. You will soon receive an E-mail confirmation.

Thank you, \_\_\_\_\_  
(Applicant's Full Name)