1. Meeting Materials

Documents:

DECEMBER 2, 2015 ARCHITECTURAL REVIEW COMMITTEE FINAL AGENDA.PDF
DECEMBER 2, 2015 ARCHITECTURAL REVIEW COMMITTEE ACTION AGENDA.PDF
ARCHITECTURAL REVIEW COMMITTEE
Wednesday, December 2, 2015
FINAL AGENDA
Town Hall Meeting Room
7:00 PM
Greenwich Town Hall
First Floor
101 Field Point Road, Greenwich, CT

EXTERIOR ALTERATION

1. 1 Lafayette Place

Application PLPZ2015 00445 for Exterior Alteration review to modify the water feature on site on a property located at 1 LAFAYETTE PLACE GREENWICH in the CGB Zone. Proposed use: office Existing use: office

DECISION STATUS:
☐ AS SUBMITTED  ☐ AS NOTED  ☐ RETURN  ☐ DENIED

☐ PUGLIESE  ☐ DOYLE  ☐ COHEN  ☐ CONTADINO
☐  ☐ WOODS  ☐ HEIN  ☐ CONTE
☐  ☐  ☐ STRAZZA  ☐ SMITH

2. Nathaniel Witherell

Application PLPZ2015 00559 for Exterior Alteration review to install a new deck on a property located at 70 PARSONAGE ROAD GREENWICH in the RA-4 Zone. Proposed use: nursing home Existing use: nursing home

DECISION STATUS:
☐ AS SUBMITTED  ☐ AS NOTED  ☐ RETURN  ☐ DENIED

☐ PUGLIESE  ☐ DOYLE  ☐ COHEN  ☐ CONTADINO
☐  ☐ WOODS  ☐ HEIN  ☐ CONTE
☐  ☐  ☐ STRAZZA  ☐ SMITH
2. Greenwich Skating Club

Application PLPZ2015 00540 for Exterior Alteration review to modify the previously approved clubhouse building design on a property located 15 CARDINAL ROAD GREENWICH in the RA-1 Zone. Proposed use: private club Existing use: private club

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED

☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ Woods ☐ Hein ☐ Conte
☐ ☐ ☐ Strazza ☐ Smith

3. Innis Arden Pergola

Application PLPZ2015 00526 for Exterior Alteration review to add a pergola on a property located 120 TOMAC ROAD in the R-12 Zone. Proposed use: private club Existing use: private club

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED

☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ Woods ☐ Hein ☐ Conte
☐ ☐ ☐ Strazza ☐ Smith

4. Ada’s

Application PLPZ2015 00517 and PLPZ2015 00522 for Exterior Alteration and sign and awning review for a new sign, lights and fencing on a property located at 112 RIVERSIDE AVENUE, RIVERSIDE in the R-12 Zone. Proposed use: retail food Existing Use: retail food

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED

☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ Woods ☐ Hein ☐ Conte
☐ ☐ ☐ Strazza ☐ Smith
5. 41 South Water Street

Application PLPZ2015 00539 for Exterior Alteration review for new fire egress from unit #3 on a property located at 41 SOUTH WATER STREET, GREENWICH in the R-6 Zone. Proposed use: residential Existing Use: residential

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ ☐ ☐
☐ Woods ☐ Hein ☐ Conte ☐ wooded
☐ ☐ ☐ ☐
☐ Strazza ☐ Hein ☐ Conte ☐ Smith

6. 28 Havemeyer Place

Application PLPZ2015 00560 for Exterior Alteration review to add new windows in enlarged openings and a temporary egress staircase on a property located at 28 HAVEMEYER PLACE, GREENWICH in the CGB Zone. Proposed use: none Existing Use: bank (Wells Fargo)

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ ☐ ☐
☐ Woods ☐ Hein ☐ Conte ☐ Smith
☐ ☐ ☐ ☐
☐ Strazza ☐ Hein ☐ Conte ☐ Smith

7. The Harbor

Application PLPZ2015 00542 for Exterior Alteration review to make modifications to Building “C” on a property located at 2 ONEIDA DRIVE GREENWICH, in the GB Zone. Proposed use: residential Existing Use: residential Note: P and Z review of the modification required.

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ ☐ ☐
☐ Woods ☐ Hein ☐ Conte ☐ Smith
☐ ☐ ☐ ☐
☐ Strazza ☐ Hein ☐ Conte ☐ Smith
8. 295 Delevan Avenue (Borchetta)

Application PLPZ2015 00541 for Exterior Alteration review to add mechanicals without screening to a courtyard on a property located at 295 DELEVAN AVENUE, GREENWICH, in the R-6 Zone. Proposed use: residential Existing Use: residential

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED

☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ HEIN ☐ CONTE
☐ ☐ STRAZZA ☐ SMITH

9. 301 Davis Avenue

Application PLPZ2015 00362 for Exterior Alteration review to demolish existing residential structures on site for a new two-family and a new single-family dwelling on a property located at 301 DAVIS AVENUE, GREENWICH in the LBR-2 Zone. Proposed use: residential Existing Use: residential

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED

☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ HEIN ☐ CONTE
☐ ☐ STRAZZA ☐ SMITH

COMMITTEE BUSINESS

1. TO ESTABLISH AN AGENDA FOR A POLICY MEETING.

2. NOVEMBER 2015 MINUTES

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED

☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ ☐ HEIN ☐ CONTE
☐ ☐ STRAZZA ☐ SMITH

(CONTINUES ON NEXT PAGE)
ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE
FINAL AGENDA
Monday, November 30, 2015
Cone Room
10:30 AM
Greenwich Town Hall
Second Floor
101 Field Point Road, Greenwich, CT

SIGNS

1. Zeste

Application PLPZ2015 00530 for Sign and Awning review for a façade sign and awnings, on a property located at 58 WILLIAM STREET, GREENWICH in the LBR-2 Zone. Proposed use: retail Existing use: retail

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ Woods ☐ HEIN ☐ CONTE
☐ STRAZZA ☐ SMITH

2. Garden Catering Hamilton Avenue

Applications PLPZ2015 00537 and PLPZ2015 00538 for Exterior Alteration and Sign and Awning and review for new signs and alterations to the
storefront on a property located at 177 HAMILITON AVENUE, GREENWICH in the LBR-2 Zone. Proposed use: retail food Existing use: retail food

3. LeSalon Bleu

Application PLPZ2015 00524 for Sign and Awning review for a façade sign on a property located at 270 MASON STREET, GREENWICH in the CGB Zone. Proposed use: salon Existing use: salon

4. The Granola Bar

Application PLPZ201500536 for Sign and Awning review for new façade signs on a property located at 41 GREENWICH AVENUE, in the CGBR Zone. Proposed use: retail food Existing use: retail food

5. Val’s Putnam Wines and Liquors
Application PLPZ201500535 for Sign and Awning review for new façade signs on a property located at 125 WEST PUTNAM AVENUE, in the GB Zone. Proposed use: retail Existing use: retail

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ Woods ☐ HEIN ☐ CONTE
☐ ☐ STRAZZA ☐ SMITH

6. Greenwich Tile & Marble

Application PLPZ201500557 for Sign and Awning review for new façade signs on a property located at 402 WEST PUTNAM, GREENWICH in the GB Zone. Proposed use: Existing use:

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ Woods ☐ HEIN ☐ CONTE
☐ ☐ STRAZZA ☐ SMITH

7. Mason Street Fitness

Application PLPZ201500XXX for Sign and Awning review for new free standing sign on a property located at 67 MASON STREET, GREENWICH in the CGB Zone. Proposed use: personal fitness Existing use: personal fitness

NOTE: The applicant has to demonstrate that this was not a change of use.

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ PUGLIESE ☐ DOYLE ☐ COHEN ☐ CONTADINO
☐ Woods ☐ HEIN ☐ CONTE
☐ ☐ STRAZZA ☐ SMITH
NOTICE TO APPLICANTS
Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. Please record all recommended revisions to your design that are requested by the Architectural Review Committee during your public hearing.

If an application is “approved as submitted” and no revisions are required, plans may be picked up by the applicant at the Planning and Zoning Department. These plans will not be available any sooner than 9:00 am on the Friday following the meeting.

If an application requires revisions the Committee may review subsequent revisions via email in order to expedite the process for the applicant. The applicant will be told at the meeting if this option is available to them. These revisions can be emailed to: ctyminski@greenwichct.org. The Committee will review these revisions and comments and/or conditions will be emailed back to the applicant.

Once revisions are approved, three new final design plan sets must be submitted that incorporate the required changes to the design. No Sign plans will be accepted that are smaller than 11” x 17” in size. Exterior Alteration plans must be full size and scalable. Planning and Zoning Staff will stamp the revised and approved drawings on Fridays from 9:00 -11:00 AM. If you need to schedule an alternative time to have your revised drawings stamped, please contact staff at: ctyminski@greenwichct.org.

Occasionally the Committee will request that subsequent revisions be reviewed at a future meeting. You will be scheduled for another meeting once revised plans are received by the Planning and Zoning department. Plans must be received at least three weeks prior to a meeting date to be scheduled for a particular meeting.

To complete the permitting process the applicant must apply to the Zoning Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. No sign shall be erected, relocated or altered until a building permit has been issued per Section 6-175 of the Building Zone Regulations. Applicants are requested to contact the Building Division for building permit requirements. Please note that any changes to approved plans will require additional Architectural Review Committee review and must return to a meeting.
ARCHITECTURAL REVIEW COMMITTEE  7:00PM -11:45PM

Wednesday, December 2, 2015

FINAL AGENDA

Town Hall Meeting Room

7:00 PM

Greenwich Town Hall
First Floor
101 Field Point Road, Greenwich, CT

ARC MEMBERS PRESENT: Paul Pugliese (chair), Louis Contadino, Richard Hein, Katherine LoBalbo, Heidi Brake Smith, and Mark Strazza.

STAFF MEMBER PRESENT: Cindy Tyminski

EXTERIOR ALTERATION

1. 1 Lafayette Place

Application PLPZ2015 00445 for Exterior Alteration review to modify the water feature on site on a property located at 1 LAFAYETTE PLACE GREENWICH in the CGB Zone. Proposed use: office Existing use: office

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese, Contadino, Hein, LoBalbo, Smith, Strazza.

Proposed:
• Blue scheme glass tiles in wave pattern.
• Will grade the color of the mortar as well.

2. Nathaniel Witherell

Application PLPZ2015 00559 for Exterior Alteration review to install a new deck on a property located at 70 PARSONAGE ROAD GREENWICH in the RA-4 Zone. Proposed use: nursing home Existing use: nursing home

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese, Contadino, LoBalbo, Smith, Strazza.
Recused: Hein
Proposed:
- Azek silver oak decking material
- Post and Balustrade is Azek that is White; no cable rail will be used.

Modification:
- Suggest modifying the decking pattern, if possible.

3. Greenwich Skating Club

Application PLPZ2015 00540 for Exterior Alteration review to modify the previously approved clubhouse building design on a property located 15 CARDINAL ROAD GREENWICH in the RA-1 Zone. Proposed use: private club

Existing use: private club

DECISION STATUS: RETURN

Proposed:
- Removed stair tower.
- Use punched windows instead of storefront window. Windows will be operable.
- Breaking up the rooflines.
- Using the same siding and trim materials as was approved.
- Landscaping. The screening hasn’t changed, but added a “winter garden” at the entrance.
- Use existing color palate of khaki, red trim and dark green roof.
- Will return in the next month.

Modifications:
- The entrance needs a sense of arrival and this façade needs significant attention. It should be redesigned
- Landscape modifications may be required as the entrance gets reworked.
- The roof pitch needs to be much steeper.
- Resolve issues with the 2 foot wide flat fascia on balcony and the heavy gauge aluminum rake on roof. These details should be resolved, and expressed to the Committee at the next meeting and detailed in CDs.
- Consider using a residential type roof material to reduce costs.
- Need landscaping plans for all the Committee to review.

4. Innis Arden Pergola
Application PLPZ2015 00526 for Exterior Alteration review to add a pergola on a property located 120 TOMAC ROAD in the R-12 Zone. Proposed use: private club Existing use: private club

**DECISION STATUS:** APPROVED AS SUBMITTED
Voting to approve: Pugliese, Contadino, Hein, LoBalbo, Smith, Strazza.

5. Ada’s

Application PLPZ2015 00517 and PLPZ2015 00522 for Exterior Alteration and sign and awning review for a new sign, lights and fencing on a property located at 112 RIVERSIDE AVENUE, RIVERSIDE in the R-12 Zone.

Proposed use: retail food Existing Use: retail food

**DECISION STATUS:** APPROVED AS NOTED
Voting to approve: Pugliese, Contadino, Hein, LoBalbo, Smith, Strazza.

Proposed:
- Color: BM New London Burgundy is the field of the sign and color of door. Navajo white is upper floor of the building and it is also the color of the letters on the sign.
- No fence.

Proposed:
- Use a post lamp with a similar style to the ones on the building.
- Flood lights are not permitted on commercial buildings.

6. 41 South Water Street

Application PLPZ2015 00539 for Exterior Alteration review for new fire egress from unit #3 on a property located at 41 SOUTH WATER STREET, GREENWICH in the R-6 Zone. Proposed use: residential Existing Use: residential

**DECISION STATUS:** RETURN
Proposed:
- Need to provide Committee with colors.
- Need to provide more details in the plans such as railing details.
- Need to provide the proposed Light fixtures with cut sheets.
- Need a photo of the back of the building.
- Need to provide copies for each Committee members.

7. 28 Havemeyer Place
Application PLPZ2015 00560 for Exterior Alteration review to add new windows in enlarged openings and a temporary egress staircase on a property located at 28 HAVEMEYER PLACE, GREENWICH in the CGB Zone.

Proposed use: none Existing Use: bank (Wells Fargo)

DECISSION STATUS: APPROVED AS NOTED

Voting to approve: Pugliese, Contadino, Hein, Smith, Strazza.

Recused: LoBalbo

Proposed:
- Window and door change out; Kolbe custom windows.
- The staircase on the outside is temporary and will not be permanent. Did not show the ARC the staircase.
- Replace sash of lower windows.
- Use ultra-clear at the entry opening and take out all the muntins or mullions. Doors will have a pull that is like the one in the drawing and not the photograph. Low iron glass. Stainless steel spandrel and pulls.
- Not changing any exterior lighting.
- Will not need any brick, will patch the brick with the existing brick that has been removed.

Modifications:
- Need an application to replace mechanical units.
- Resend electronically plans of the south façade of the building with the changes of the windows.

8. The Harbor

Application PLPZ2015 00542 for Exterior Alteration review to make modifications to Building “C” on a property located at 2 ONEIDA DRIVE GREENWICH, in the GB Zone. Proposed use: residential Existing Use: residential Note: P and Z review of the modification required.

DECISSION STATUS: APPROVED AS NOTED

Voting to approve: Pugliese, Contadino, Hein, LoBalbo, Smith, Strazza.

Proposed:
- Two glassed enclosed rooftop stair towers and elevator shafts.
- The footprint of the building has not changed.
- No landscaping adjustments and the site work has not changed.

Modifications:
• Elevation sheet 204: The two chimneys must match in height; taller one should be lowered.
• Elevation sheets 202 and 204: The windows need to be aligned and resolve scale issues.
• Glass railings out of character because there are too many railing types on the same building.
• Consider softening the mansard roof on the third floor.

9. 295 Delevan Avenue (Borchetta)

Application PLPZ2015 00541 for Exterior Alteration review **to add** 
**mechanicals without screening to a courtyard** on a property located at 295 DELEVAN AVENUE, GREENWICH, in the R-6 Zone. Proposed use: three-family residential Existing Use: three-family residential Note: Needs to show that this is a legal three-family house.

DECISION STATUS: APPROVED AS NOTED
Voting to approve: Pugliese, Contadino, Hein, LoBalbo, Smith, Strazza.

Proposed:
• Put mechanical units in the front.
• Building on the corner of Chestnut and Delevan.
• Need to document that this is a legal three family home; applicant states it just got converted recently.

9. 301 Davis Avenue

Application PLPZ2015 00362 for Exterior Alteration review **to demolish** 
**existing residential structures on site for a new two-family and a new single-family dwelling** on a property located at 301 DAVIS AVENUE, GREENWICH in the LBR-2 Zone. Proposed use: residential Existing Use: residential

DECISION STATUS: RETURN

Modifications:
• Landscape professional needs provide a revision to the landscape plan. Not to scale, no specific species.
• Need to provide a site section through the buildings and walls.
• Need to provide a cut sheet of the lights on the building.
• Flood lights do not meet code.
• Consider small residential post lights or lights over the garage.
• Need to provide a lumen plan.
• Need colors of hardiboard shingles.
• Need a sheet of all the materials and colors that are used.
• Add some architectural details to make the development more elegant.

COMMITTEE BUSINESS

1. TO ESTABLISH AN AGENDA FOR A POLICY MEETING.
   a. Vote/volunteer for new secretary or vice president.
   b. Sign Ordinance.
      i. Working on modifications to it.
      ii. The group can start work on the sign design guidelines as well.
      iii. Consistency with second story signs.
      iv. Naming building loophole; not in regulations. This can be considered a sign.
   c. Attendance.
      i. It is simple; if you cannot come you must inform P&Z staff at least a day in advance. Some members have not been informing staff at all.
   d. Violations; how do we preserve our approvals?
      i. Chase Bank lighting appears not to be in conformance with lighting code. Is it possible to hire a lighting professional?
   e. Advisory to P&Z; how do we get our point across to them more effectively and accurately?
      i. What do we do when applicants misrepresent what we said?
2. **NOVEMBER 2015 MINUTES**

**DECISION STATUS:** APPROVED AS SUBMITTED

Voting to approve: Pugliese, Contadino, Hein, LoBalbo, Smith, Strazza.

(CONTINUES ON NEXT PAGE)
DECISION STATUS (12/2/2015): APPROVED AS SUBMITTED
TO APPROVE the recommendations of the Sign Sub-committee:
Voting to approve: Voting to approve: Pugliese, Contadino, Hein,
LoBalbo, Smith, Strazza.

SIGNS

1. Zeste

Application PLPZ2015 00530 for Sign and Awning review for a façade sign
and awnings, on a property located at 58 WILLIAM STREET, GREENWICH
in the LBR-2 Zone. Proposed use: retail Existing use: retail

DECISION STATUS: DID NOT SHOW
Note: Postponed to January 4, 2015 meeting.

2. Garden Catering Hamilton Avenue

Applications PLPZ2015 00537 and PLPZ2015 00538 for Exterior Alteration
and Sign and Awning and review for new signs and alterations to the
storefront on a property located at 177 HAMILTON AVENUE, (AKA 15
GRAND STREET) GREENWICH in the LBR-2 Zone. Proposed use: retail
food Existing use: retail food

DECISION STATUS: RETURN
Proposed:
- Hoods to be replaced in like-kind
- Crown molding to remain as-is and painted.
- New windows and moldings on the windows.
- Building is directly on property line on north façade.

Modifications:
- Need to meet lighting ordinance (no trespass) and setbacks in regards to fixtures.
- Maximum 16” letter maximum font size.
- Second line maximum letter sign should be 4”.
- Details of “V” grooves.
- Need a survey; cannot go past the property line.

3. LeSalon Bleu

Application PLPZ2015 00524 for Sign and Awning review for a façade sign on a property located at 270 MASON STREET, GREENWICH in the CGB Zone. Proposed use: salon Existing use: salon

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese, Smith, Strazza.
Proposed:
- Pin mounted letters with no lighting.
- Applicant to discuss with property owner the missing shutter.
- No signs on the north side of building which are not legal.

4. The Granola Bar

Application PLPZ201500536 for Sign and Awning review for new façade signs on a property located at 41 GREENWICH AVENUE, in the CGBR Zone. Proposed use: retail food Existing use: retail food

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese, Smith, Strazza.
Proposed:
- Paint railings black.
- Will return with an application for running a vent along the side of the building.
- LED, Halo lit signs.

5. Val’s Putnam Wines and Liquors
Application PLPZ201500535 for Sign and Awning review for new façade signs on a property located at 125 WEST PUTNAM AVENUE, in the GB Zone. Proposed use: retail Existing use: retail

DECISION STATUS: APPROVED AS NOTED, Return
Voting to approve: Pugliese, Smith, Strazza.
Proposed:
- Return electronically with revisions.
- Install new awning on front to match the awning that is proposed on the south façade of the building.
- East facing façade sign is being removed from this proposal.
- There is a variance for sign area.
- Put name on the front skirt only of the entrance awning. The awning on the Post Road to have no sign.

6. Greenwich Tile & Marble

Application PLPZ201500557 for Sign and Awning review for new façade signs on a property located at 402 WEST PUTNAM, GREENWICH in the GB Zone. Proposed use: Existing use:

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese, Smith, Strazza.
Proposed:
- Paint railings black.
- Will return with an application for running a vent along the side of the building.
- LED, Halo lit signs.

7. Mason Street Fitness
Application PLPZ201500561 for Sign and Awning review for new free standing sign on a property located at 67 MASON STREET, GREENWICH in the CGB Zone. Proposed use: personal fitness Existing use: personal fitness

NOTE: The applicant has to demonstrate that this use was approved.

DECISION STATUS: RETURN ELECTRONICALLY

Proposed:
- White background with black letters.
- No carved letters.

Modifications:
- Need to see if the free standing signs were approved at one point. Are there building permits for the other signs? No ARC approvals were found.
- Signs should be same size as the other signs.
- Are signs over the property line?

NOTICE TO APPLICANTS

Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. Please record all recommended revisions to your design that are requested by the Architectural Review Committee during your public hearing.

If an application is “approved as submitted” and no revisions are required, plans may be picked up by the applicant at the Planning and Zoning Department. These plans will not be available any sooner than 9:00 am on the Friday following the meeting.

If an application requires revisions the Committee may review subsequent revisions via email in order to expedite the process for the applicant. The applicant will be told at the meeting if this option is available to them. These revisions can be emailed to: ctyminski@greenwichct.org. The Committee will review these revisions and comments and/or conditions will be emailed back to the applicant.

Once revisions are approved, three new final design plan sets must be submitted that incorporate the required changes to the design. No Sign plans will be accepted that are smaller than 11” x 17” in size. Exterior Alteration plans must be full size and scalable. Planning and Zoning Staff will stamp the revised and approved drawings on Fridays from 9:00 -11:00 AM. If you need to schedule an alternative time to have your revised drawings stamped, please contact staff at: ctyminski@greenwichct.org.

Occasionally the Committee will request that subsequent revisions be reviewed at a future meeting. You will be scheduled for another meeting once revised plans are received by the Planning and Zoning department. Plans must be received at least three weeks prior to a meeting date to be scheduled for a particular meeting.

To complete the permitting process the applicant must apply to the Zoning Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. No sign
shall be erected, relocated or altered until a building permit has been issued per Section 6-175 of the Building Zone Regulations. Applicants are requested to contact the Building Division for building permit requirements. Please note that any changes to approved plans will require additional Architectural Review Committee review and must return to a meeting.