



**Town of Greenwich**  
**Planning & Zoning Department /**  
**Town Hall – 101 Field Point Road, Greenwich, CT 06830-2540**  
**Phone: (203)622-7894 – Fax: (203)622-3795**

## APPLICATION FOR SIGN / AWNING REVIEW

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Building Zone: \_\_\_\_\_

Proposed Use of Floor Space: \_\_\_\_\_

Previous Occupant: \_\_\_\_\_ Previous Use: \_\_\_\_\_

Other tenants/uses in the building: \_\_\_\_\_

Changes to the floor area (GSF): Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Site plan been submitted to Planning and Zoning for this site/project?  NO  YES: \_\_\_\_\_

Has this project been reviewed by ARC prior to this submission?  NO  YES: \_\_\_\_\_

Building Frontage \_\_\_\_\_ Number of Proposed Signs \_\_\_\_\_

Size of sign(s) \_\_\_\_\_ Size of awning(s): \_\_\_\_\_

Is sign illuminated?  NO  YES: (method of illumination) \_\_\_\_\_

Is the sign free standing?  NO  YES: (dimensions of post) \_\_\_\_\_

Total Area of all signs: \_\_\_\_\_

Zoning Enforcement preliminary review (initials): \_\_\_\_\_

Will there be any site work?  NO  YES: (describe) \_\_\_\_\_

Will there be any changes to exterior of the building?  NO  YES: (describe) \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Email: *This email address will be used to contact you.* \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Sign/Awning Company: \_\_\_\_\_

Sign/Awning Company's Phone Number: \_\_\_\_\_

Email address of the sign Company: \_\_\_\_\_

Check # \_\_\_\_\_ Check Amount: \_\_\_\_\_ PLPZ \_\_\_\_\_

## **Architectural Review Committee SIGN/AWNING review: APPLICATION REQUIREMENTS**

**All applicants must make an appointment** to submit this application with the Applications Coordinator, Peter Mangs, who can be reached by (email) [Peter.Mangs@greenwichct.org](mailto:Peter.Mangs@greenwichct.org) or (phone) 203-622-7894. For **submittal deadline** dates, refer to the Meetings list, at the Architectural Review Committee page at [www.greenwichct.gov](http://www.greenwichct.gov) or in the P+Z office.

**Exterior Alterations.** Proposed alterations to the site or building require a separate Exterior Alteration application.

Submit the following:

**Application form.** Three (3) copies of a completed application form with owner signature(s), email addresses and Zoning Enforcement preliminary review completed. Zoning Enforcement Hours: M through F, 8am to 1pm., 2<sup>nd</sup> floor of Town Hall, across from the elevators.

**Tax Card.** One (1) copy of the tax card from the Tax Assessor's office.

**Sign/Awning Rendering.** Five (5) copies of a color rendering showing all proposed sign(s) and/or awning(s), in their proposed locations on the building, detailing the overall height, length, width of each sign and/or awning, along with the mounted height of the awning(s) from the ground. \*

**Sign/Awning Mechanical Drawing.** Five (5) copies of scalable mechanical drawings for each sign and/or awning indicating proposed colors, font, font size, and height / length / width of all lettering and logo(s). Drawings must also include the method of attachment to the building and method of illumination (see also "Lighting" below). \*

**Lighting.** Five (5) copies of specifications and cut sheets for proposed illumination of signage and awnings, including temperature and photometric calculations. If lighting fixtures are proposed, include dimensions and finish material.\*

**Site Plan.** For freestanding signs only, three (3) copies of a site plan, prepared by a professional land surveyor or engineer, showing the location of the sign and posts.

**Color photographs, subject property.** Three (3) sets of color photographs of the existing building, all sides.

**Color photographs, streetscape.** Three (3) sets of color photographs of all adjacent buildings and the streetscape.

**Material list.** A list of all sign and awning materials and colors that are proposed.

**Samples.** Samples of all sign and awning materials, including color samples.

**Other material.** Additional material may be deemed appropriate to enable the Committee to evaluate the design.

**Processing fee.** The applicant shall submit fees with the application as shown on the fee schedule made payable to the Town of Greenwich.

*\*Examples of mechanical drawings, renderings and specs are included with this application for your reference.*