



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

SITE PLAN ADMINISTRATIVE FORM

Property Address: _____

Tax Account Number(s): _____ Zone(s): _____ Lot Area: _____

Owners Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Agent Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please select all relevant items below:

- Accessory Apartment, Affordable
- Accessory Apartment, Elderly
- Coastal Site Plan
- Outdoor Dining
- Soil Erosion and Sedimentation
- Special Event/Tent Review
- Utility of Telecommunications Facility
- Other: _____

Description of Activity or Work Proposed:

Previous Review/Approvals by P&Z (Date And Number): _____

Total Building Square Footage (or total site work area):

Present Use: _____ Proposed Use: _____

Square Footage: _____ Square Footage: _____

For staff use only:

Reviewed by:

Town Planner: _____ Senior Planner: _____

Asst. Town Planner: _____ Planner: _____

(2 signatures required- one must be Town Planner as per §6-13; Town Planner may waive full Commission review of small scale projects but require approval of ARC where appropriate.)

See Attached Conditions of Approval

To be completed by P&Z staff only:

Check # _____ Check Amount: \$ _____

Application # _____



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ADMINISTRATIVE APPLICATION REVIEW CHECKLIST

- Completed Site Plan Administrative Form.
- 3 Copies of a site plan showing the existing and proposed conditions, including any proposed grading and drainage.
- 3 Copies of drainage forms that conform to the current Drainage Manual from the Town of Greenwich website.
http://www.greenwichct.org/Government/Departments/Public_Works/Engineering_Division/Stormwater_Information/drainage_manual/
- 3 Copies of your architectural plans and elevations (the same plans you will be submitting to the Building Department).
- Completed Inland Wetlands and Watercourses Agency Questionnaire, signed by an IWWA staff member.
- Certificate of Mailing receipts, list of all abutting neighbors, and a copy of the mailed letter (form letter in packet).
- GIS map (obtained from Information Technology Office).
- The original completed building permit application form.
- Grade Plane plans and calculations.
- Field Card (obtained from Assessor's Office).
- Greenspace calculations (based on the Town of Greenwich Building Zone Regulations 6-5, 6-98, 6-128, 6-131 & 6-205).
- A check for the correct fee must be submitted (see Fee Schedule).
- Properties located within the 100-year flood zone must comply with Section 6-139.1 of the Building Zone Regulations.
If your project is located within a flood zone, Planning and Zoning staff may request additional information as part of the review process.
- If your application involves any activity requiring a permit from DEEP/OLISP or the Corps. Of Engineers, a copy of everything submitted to them is required as well.

NOTE 1: If you are in the Coastal area as defined by C.G.S. 22a-94, the Building Department will **NOT** process your application until you obtain your Coastal signoff from Planning and Zoning.

NOTE 2: A majority of projects within the coastal overlay zone require sedimentation & erosion controls to be installed. Planning and Zoning staff must inspect the erosion controls on site prior to any sign-off or approvals for 1) the construction of a new single family house, 2) any project that disturbs more than one half (½) acre of land, or 3) any project located directly adjacent to the shoreline or coastal resources. Please factor this into your construction schedule when submitting your application.

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 or (phone) 203-622-7894.



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CERTIFICATE OF MAILING

An affidavit pursuant to Sec. 6-14(a)(16), certifying that all abutting property owners have been notified by mail as evidenced by a certificate of mailings or certified or registered mail receipts, about said application. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property. For projects which require preliminary review by the Conservation Commission, the notice shall be sent by the applicant two weeks prior to any scheduled hearing date by the Conservation Commission.

U.S. POSTAL SERVICE	CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
Received From: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
One piece of ordinary mail addressed to: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

PS Form **3817**, January 2001

SUBMIT THE FOLLOWING FOR ALL P+Z APPLICATIONS:

EXHIBIT A

A schedule of names and addresses shown on a GIS map with lot lines indicating the location of the notified property owners. (This may be obtained from the GIS Office in Town Hall, Ground Floor)

EXHIBIT B: Sample notification letter

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Greenwich Planning and Zoning Commission for (type of application) approval for (address).

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.

Signature

CERTIFICATE OF MAILING



Inland Wetlands & Watercourses Agency
 Town Hall, 101 Field Point Road, Greenwich, CT 06830
 Phone 203 622-7736

PERMIT NEED DETERMINATION QUESTIONNAIRE
[This form is NOT an IWWA Application]

PROJECT: Street Address _____ GW CC RIV OG

PARCEL ID.# - Has there ever been an IWWA application for this site? YES NO Appl.# -

ACTIVITY: (Circle) Addition Demolition Deck Garage Interior renovations New residence Pool Tennis court
 Generator Site Work/Landscaping Septic Other (please specify) _____

Will this activity require an addition to the septic system or B100a? YES NO

FEE: \$65 for reviews requiring a site visit or further in office analysis

Owner's full name [please print] _____ Phone (____) _____

Mailing address _____ Town _____ Zip _____

Authorized Agent's name [please print] _____ Phone (____) _____

Mailing address _____ Town _____ Zip _____

A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY IN RED.
Staff cannot review your proposal without a plan.

IWWA staff will review this questionnaire to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. Do not apply for a Building Permit until this review is complete.

If your project **does not require** an IWWA permit, we will sign off on this questionnaire, which you will need if you are obtaining permits from other departments.

If an IWWA permit **is required**, we will supply you with a permit application packet. You must obtain an IWWA permit prior to the commencement of your project. **No work may begin until you receive an IWWA permit.** The issuance of a building permit alone does not constitute an authorization to proceed.

If you do not receive notice regarding your questionnaire within two weeks of submission, please contact the IWWA office.

As the **property owner** or, **authorized agent** [check one] I believe that the information I have submitted is correct.

Signature _____ Date ____/____/____

If mailing, **return** completed form.

If a site visit is required, you will be notified and asked to remit a \$65 fee (**payable to "Town of Greenwich"**) to the **Greenwich Inland Wetlands & Watercourses Agency**.

The site visit will not take place until this fee is received.

STAFF NOTES

Office Rev Date ____/____/____ Field Inv Date ____/____/____ WET/WC? YES NO TIDAL

Action Required? YES NO If yes, DR AA AR SIA Staff _____

Soils Report Date ____/____/____ Author _____ Soils _____

Comments: _____

Fee Received: YES NO Comment: _____

Received
Date Stamp

Declaratory Ruling

(To be filled out only when directed to by IWWA staff)

There is a \$30 fee for Declaratory Ruling

1. Purpose and description of proposed activity: _____

2. Present use of property in area of proposed activity: _____
3. Distance of closest disturbance to Wetlands/Watercourses: _____
4. Site acreage: _____ Wetland acreage: _____ Linear feet of watercourse: _____
5. Submit **one (1) copy** of the following information:
 - A) ___ Site plan showing:
 - a. ___ existing and proposed features, with detail and accuracy sufficient to understand full scope of proposed work.
 - b. ___ the location of any wetlands or watercourses and the upland review area for each.
 - B) ___ Written consent of owner to the proposed activity, if the applicant is not the property owner.

By signing this application, the applicant or his/her agent certifies that he is familiar with the information provided in this application and is aware of the penalties for obtaining a permit or ruling through deception or by submission of inaccurate or misleading information.

By signing this application, permission is hereby given to conduct necessary and proper inspection of the subject property by the Agency members and designated agents of the Agency, at reasonable times, both before and after a final decision has been rendered.

Owner's Signature: _____ **DATE:** _____

Agent's Signature: _____ **DATE:** _____
(When applicant is not owner, owner's authorization is required)

By signing this form, the IWWA Authorized Agent acknowledges a regulated activity is proposed within an upland review area; however the activity is so minor as to have no potential effect on the wetland or watercourse. The activity is therefore authorized.

Authorized Agent's Signature: _____ **DATE:** _____

Town of Greenwich
Department of Public Works – Engineering Division
Town Hall – 101 Field Point Road, Greenwich, CT 06830
Phone 203-622-7767 – Fax 203-622-7747

Engineer of Record Certification

Project Name: _____

Project Address: _____

Engineer's Name: _____

Engineering Firm's Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

The undersigned Registered Professional Engineer of Record certifies that the Stormwater Management Report and Plans submitted herewith entitled:

Stormwater Management Report Last Revision Date: _____

Number of Plan Sheets: _____ Last Revision Date: _____

complies with all applicable provisions of the latest edition of the Town of Greenwich Roadway Design Manual, Drainage Manual, Construction Standards, and Greenwich Municipal Code Chapter 6. Land Use.

Engineer's Signature _____ Date _____

Engineer's Seal

STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name _____

Project Address _____

Project Lot Number(s) _____

Property Owner(s) _____

Tax Account Number(s) _____ Zone(s) _____ Lot Area _____

1. Check all that apply to the proposed project:

- This is a new development or redevelopment project,
- The project will result in an increased amount of stormwater runoff and/or water pollutants flowing from a parcel of land (prior to the application of stormwater Best Management Practices),
- The project will alter the drainage characteristics of a parcel of land (prior to the application of stormwater Best Management Practices).

Categorical Exemptions:

2. Does the proposed project meet one of the following categorical exemptions? Check all that apply:

- Normal maintenance and improvement of land in agricultural use (as defined by Connecticut General Statutes), provided such activity conforms to acceptable management practices for pollution control approved by the Connecticut Department of Energy and Environmental Protection and the Greenwich Inland Wetlands and Watercourses Commission. This exemption does not apply to construction activities that are not directly related to the farming or agricultural operation.
- Routine maintenance of existing landscaping, gardens (excluding structural modifications to stormwater BMPs including rain gardens) or lawn areas including those maintained by the Town of Greenwich Parks and Recreation Department and Board of Education.
- Resurfacing of an existing impervious area on a non-residential lot such as repaving an existing parking lot or drive with no increase in impervious cover.
- Routine maintenance to existing town roads that is performed to maintain the original width, line, grade, hydraulic capacity, or original purpose of the roadway.
- Customary cemetery management.
- Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the approving authority.
- Any emergency activity that is immediately necessary for the protection of life, property, or the environment, as determined by the approving authority.
- Repair of an existing septic system.
- Construction of utilities (gas, water, electric, telephone, etc.), other than drainage, which will not permanently alter terrain, ground cover, or drainage patterns.
- Repair or replacement of an existing roof of a single-family dwelling.
- Construction of a second (or higher) floor addition on an existing building.
- Construction of a maximum 12 foot x 12 foot shed. The construction must include the installation of a 1 foot wide x 1 foot deep crushed stone trench along the sides of the shed that discharge the roof runoff.
- The repair of an existing wood, composite, or plastic deck with no proposed enlargement of the deck surface.

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- The reconstruction or construction of a wood, composite, or plastic deck with the decking boards spaced at least 3/16 of an inch and a pervious surface below the deck. The pervious area below the deck must have the soil tilled 12 to 16 inches and finished with grass seed, sod, or crushed stone. The minimum depth for the crushed stone is 4 inches. A site plan showing the proposed location of the deck and construction details for the deck must be submitted.
- The construction of any fence that will not alter existing terrain or drainage patterns.

If so, the Greenwich Stormwater Management Standards shall not apply, and submittal of a Stormwater Management Report is not required. However, application of the standards is still strongly encouraged.

OWNERS' CERTIFICATION

Owners' Name _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Owners' Signature _____ Date _____

CONTRACTOR'S CERTIFICATION

Company Name _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Contractor's Signature _____ Date _____

Conditional Exemptions Requiring Certification from a Professional Engineer:

3. **For projects adding up to 500 square feet of impervious surfaces¹:**

The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure, as certified by a professional engineer.

At least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious surfaces within its on site watershed and point of concern:

- Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- Restoring a riparian buffer (may require IWWA permit)

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 3, 5, and 8 of this exemption request form and all computations and any additional drainage documents (Soil Evaluation Test Results, Watershed Maps, Etc.), in lieu of a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit construction plans as required on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Operations and Maintenance Plan Report – Form CL-104.

For projects that meet the above criteria, the project proponent needs to submit the Certificate of Occupancy documents on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

Residential teardowns are not exempt unless the project meets the Conditional Residential Teardown Exemption Requirements.

Commercial teardowns are not exempt.

PROFESSIONAL ENGINEER

Company Name _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Professional Engineer's Name _____

Conditional Exemptions Requiring Certification from a Professional Engineer:

4. For projects adding between 500 and 1,000 square feet of impervious surfaces¹:

The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure, as certified by a professional engineer.

At least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious surfaces within its on site watershed and point of concern:

- Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- Restoring a riparian buffer (may require IWWA permit)

At least one of the following measures shall be implemented on the project site using LID or conventional stormwater BMPs to help mitigate the effects of site disturbance and new impervious surfaces:

- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 4, 5, and 8 of this exemption request form and all computations and any additional drainage documents (Soil Evaluation Test Results, Watershed Maps, Etc.), in lieu of a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit construction plans as required on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Operations and Maintenance Plan Report – Form CL-104.

For projects that meet the above criteria, the project proponent needs to submit the Certificate of Occupancy documents on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

Residential teardowns are not exempt unless the project meets the Conditional Residential Teardown Exemption Requirements.

Commercial teardowns are not exempt.

PROFESSIONAL ENGINEER

Company Name _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Professional Engineer's Name _____

PROFESSIONAL – EXEMPTION CERTIFICATION

I hereby declare that the proposed project will add the following amount of impervious surfaces to the project site (check the box that applies):

- 0 to 500 square feet (conditionally exempt with Professional Engineer’s Certification)
- 500 to 1,000 square feet (conditionally exempt with Professional Engineer’s Certification)

It is my professional opinion that the project design, including the proposed drainage system, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure.

I further declare that at least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious cover for 0 to 1,000 square feet (check all that apply):

- Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- Restoring a riparian buffer (may require IWWA permit)

I further declare that at least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious cover for 500 to 1,000 square feet (check all that apply)

- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm

Professional Engineer’s Signature _____ Date _____

Professional Engineer’s Seal

Conditional Residential Teardown Exemption Requiring Certification by a Professional Engineer:

5. **For residential teardowns that reconstruct where the impervious surfaces within each point of concern is less than or equal to pre-development conditions and the peak flow and runoff volume for the 1, 2, 5, 10, 25, 50, and 100-Year Storms has a zero increase to all points of concern the following must be submitted:**

A Stormwater Management Report must be submitted with the following included:

1. Project Narrative
2. Site Inventory & Evaluation
 - a. Topography
 - b. Soil Evaluation (Soil Evaluation Test Results (Form SC-101) Shall Be Used)
 - i. Initial Feasibility Evaluation (NRCS Web Soil Survey and similar sources of information)
 - ii. Concept Design Testing (test pits/borings and saturated hydraulic conductivity testing, as per Appendix B)
3. Evaluate Pre-Development Site Hydrology to all points of concern (Runoff Volume and Peak Flow Rate – 1, 2, 5, 10, 25, 50 and 100-Year Storms)
 - a. Watershed Map Pre-Development
 - b. NRCS Runoff Curve Numbers Pre-Development
 - c. Time of Concentration Pre-Development
4. Evaluate Post-Development Site Hydrology to all points of concern (Runoff Volume and Peak Flow Rate – 1, 2, 5, 10, 25, 50 and 100-Year Storms)
 - a. Watershed Map Post-Development
 - b. NRCS Runoff Curve Numbers Post-Development
 - c. Time of Concentration Post-Development
5. Peak Runoff to all points of concern must have a zero increase for the 1, 2, 5, 10, 25, 50, and 100-Year Storms
6. Runoff volume to all points of concern must have a zero increase for the 1, 2, 5, 10, 25, 50, and 100-Year Storms
7. Compare & Summarize Pre-& Post Development Site Hydrology for peak flow and runoff volume to all points of concern
8. Conveyance Protection: 10, 25, 50 & 100-Year Depending on Peak Flow Rate for Downstream Stormwater Facilities
9. Outlet Protection Calculations – Based on Conveyance Protection
10. Emergency Outlet Sizing: Safely Pass the 100-Year
11. Supporting Documents
12. Sealed and Signed By a Professional Engineer

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 6, 7, and 8 of this exemption request form and a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit plans which include all items on the:

1. Checklist for Construction Plans – Form CL-102
2. Checklist for Driveway Profile and Sight Distance Plan – Form CL-103

For projects that meet the above criteria, the project proponent must submit an Operations and Maintenance Plan Report. The Operations and Maintenance Plan must be submitted following the Checklist for Operations & Maintenance Plan Report CL-104.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Certificate of Occupancy – Form CL-105 with the request for Certificate of Occupancy. The Improvement Location Survey must include the items on the Checklist for Improvement Locations Survey Depicting ‘As-Built’ Conditions CL-106.

The use of this exemption removes any future additional construction on the property from using the Conditional Exemption regardless of ownership changes.

Town of Greenwich
Department of Public Works - Engineering Division
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540
Phone 203-622-7767 - Fax 203-622-7747

PROFESSIONAL ENGINEER

Company Name _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Professional Engineer's Name _____

PROFESSIONAL – RESIDENTIAL “teardown” EXEMPTION CERTIFICATION

I hereby declare that the proposed project will not have an increase in impervious surfaces and a zero increase in peak flow and runoff volume to all points of concern for the 1, 2, 5, 10, 25, 50, and 100-Year Storms.

It is my professional opinion that the project design, including the proposed drainage system, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure.

I further declare that the Required Stormwater Management Report and plans shall be implemented on the project site.

Professional Engineer's Signature _____ Date _____

Professional Engineer's Seal

IMPERVIOUS AREA WORKSHEET

This worksheet shall be used to quantify impervious surfaces¹ associated with existing and proposed construction on your site. Please complete columns 1, 2, and 3 below listing the first floor or ground level square footage of each existing or proposed structure or site amenity. Each point of concern shall use a separate worksheet.

POINT OF CONCERN

	(1) Existing Conditions Impervious Surfaces (sq ft)	(2) Proposed Conditions Impervious Surfaces (sq ft)	(3) Proposed New Impervious Surfaces (sq ft) [Column 2 minus column 1]
House/Buildings			
Driveways			
Sidewalks/Paths			
Swimming Pool			
Patios			
Tennis Court/Sport Court			
Other			
TOTALS:			

¹ Refer to the glossary in the Town of Greenwich Drainage Manual for a definition of “impervious surface.”