



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

WHAT YOU NEED FOR AN:

ADMINISTRATIVE SPECIAL EVENT/TENT REVIEW

1. Complete Administrative Review Form. (**Must be signed by the Zoning Enforcement Officer, ZEO**).
2. 3 copies of your site plan showing layout tents, building & parking areas.
3. Narrative answering the following questions:
 - a. Will the event be located in a parking lot that provides required parking?
 - b. Are there specific site plans, special permit, special exception or other zoning requirements that must be satisfied?
 - c. What arrangements have been made for parking lost for the entire time that the required parking is unavailable?
 - d. How many attendees will there be at the event & what arrangement has been made for parking during the event?
 - e. Will valet parking be necessary?
 - f. All arrangements for parking must be in writing and if parking will be located at other locations, it must not displace the required parking from those other locations. The owners of the off-site parking must provide written permission for the exact number of spaces and period of time that parking will be provided.
 - g. Will Town Police be needed to direct traffic? These arrangements must be made well in advance and approved by the Town Police Traffic Division.
 - h. Has the Fire Marshall reviewed and approved the plans for the event?
 - i. Has GEMS reviewed emergency access and will an ambulance be on stand-by at the event?
 - j. Has the Health Department reviewed and approved any arrangements for food service during the event?
 - k. Is this a one-time event or will it be repeated annually or seasonally? Repeat events can be re-approved much easier after the initial approval, provided that all circumstances remain the same.
4. Certificate of Mailing is required. (Effective February 7, 2001)
5. The original completed Building Department “Special Events” application form.
6. A check made payable to the Town of Greenwich. Refer to the “Fee Schedule” for the amount due, plus an additional \$60 State fee.

All applicants must make an appointment to submit the application with the Applications Coordinator, Peter Mangs, who can be reached by (email) Peter.Mangs@greenwichct.org or (phone) 203-622-7894.

PZSpecialEventTentApp 5/2019



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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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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