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ENFORCEMENT COORDINATOR/TOWN PLANNER



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**LAUREN LOCKWOOD, Applications Coordinator**

## PLANNING AND ZONING - LAND USE DEPARTMENT

### 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 Application Coordinator, Lauren Lockwood who can be reached by (phone) 203-622-7894 or (email) [llockwood@greenwichct.org](mailto:llockwood@greenwichct.org).

PZSpecialEventTentApp 1/1/2014