



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 Exterior Alteration/ New Construction

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: _____

Has a 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: _____

Describe the project including ALL changes to the exterior, landscaping, and exterior lighting.

Will there be any change to, or addition of mechanical equipment? NO YES: _____

Where will it be located? _____

Name of Property Owner: _____

Signature of Property Owner: _____

Name of Applicant: _____

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

Address: _____

Daytime Phone: _____

Applicant Signature: _____

Architectural Firm: _____

Architect's Phone Number: _____

Check # _____ Check Amount: _____ PLPZ _____

Architectural Review Committee EXTERIOR ALTERATION: APPLICATION REQUIREMENTS

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

Submit the following: (*Plans must be full sized, dimensioned, to-scale, and professionally prepared*):

- PDFs.** One (1) CD containing **digital copies, in pdf format, of all documentation required per this checklist.**
- Application form.** Three (3) copies of the completed application form with owner signature(s) and contact email(s).
- Tax Card.** One (1) copy of the tax card from the Tax Assessor's office.
- Site Development Plans: One (1) full size set to include:**
 - a. **Plot Plan.** One (1) full size site plan/improvement location survey, prepared by a professional land surveyor or engineer, showing project location, existing structures and proposed improvements.
 - b. **Cross sections.** If site disturbance is proposed: Cross-sections across all pertinent directions of the site.
 - c. **Landscape Plan.** One (1) landscape plan, showing inventory and proposed preservation of existing vegetation, and proposed plantings including name, size, location and quantity.
 - d. **Lighting.** One (1) lighting plan, showing locations, specs, bulbing, temperature and lumen plan for all fixtures.
 - e. **Mechanicals.** One (1) mechanical plan including generators, HVAC and roof top units and proposed screening.
- Architectural Plans: One (1) full size set to include:**
 - a. **Elevations.** One (1) set of existing and proposed exterior elevations of all sides of the building(s).
 - b. **Floor Plans.** One (1) full sized set of architectural floor plans for each floor.
 - c. **Building Sections.** One (1) set of building sections at a scale of at least 1" = 30'.
 - d. **Context Elevations.** One (1) set of schematic elevations of all buildings on abutting properties.
- Color photographs.** Two (2) sets of color photographs of the existing building(s) on site (every elevation), adjacent buildings on and off-site, and the streetscape.
- Material list.** A list of all building materials and colors that are proposed.
- Samples.** Samples of all building materials and colors that are proposed.
- 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.

I UNDERSTAND THAT I WILL NOT BE HEARD IF ALL THE REQUIRED MATERIALS AND PLANS ARE NOT BROUGHT TO THE MEETING; Signature. _____

- The applicant or qualified representative **MUST APPEAR AT THE MEETING** to present the project and must **BRING the following TO THE MEETING:**
- Eight (8) copies of the complete application package (as submitted above) including architectural **lighting, mechanical and landscaping plans** to be handed out to Committee members at the meeting.
- All large samples that will not fit in the file.