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: ____________

<table>
<thead>
<tr>
<th>Building Frontage</th>
<th>Number of Proposed Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of sign(s)</td>
<td>Size of awning(s):</td>
</tr>
<tr>
<td>Is sign illuminated? □ NO □ YES: (method of illumination)</td>
<td></td>
</tr>
<tr>
<td>Is the sign free standing? □ NO □ YES: (dimensions of post)</td>
<td></td>
</tr>
<tr>
<td>Total Area of all signs:</td>
<td></td>
</tr>
<tr>
<td>Zoning Enforcement preliminary review (initials):</td>
<td></td>
</tr>
</tbody>
</table>

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, 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 the Architectural Review Committee page at www.greenwichct.org 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., 2nd 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.