



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 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: _____

Building Frontage _____ Number of Proposed Signs _____

Size of sign(s) _____ Size of awning(s): _____

Is sign illuminated? NO YES: (method of illumination) _____

Is the sign free standing? NO YES: (dimensions of post) _____

Total Area of all signs: _____

Zoning Enforcement preliminary review (initials): _____

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.*