



**Town of Greenwich**  
**Planning & Zoning Department**  
**Town Hall – 101 Field Point Road, Greenwich, CT 06830-2540**  
**Phone: (203)622-7894 – Fax: (203)622-3795**

## 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:  _____	
One piece of ordinary mail addressed to:  _____ _____ _____	

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 622-7894.

Signature

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