



Town of Greenwich  
Planning & Zoning Department  
Town Hall – 101 Field Point Road - Greenwich, CT 06836-2540  
Phone: (203) 622-7894 - Fax: (203) 622-3795

## PROCEDURE FOR REVIEW OF WIRELESS TELECOMMUNICATION FACILITIES ADMINISTRATIVE OR COMMISSION REVIEW

All wireless telecommunication installations are at a minimum subject to administrative site review and approval by the Town Planner per Section 6-13 and 6-15 of the Town of Greenwich Building Zone Regulations.

Administrative approval **does not** apply if your application meets Section 6-140.1 (b) (a) as referenced below, and therefore the applicant must submit a full Site Plan and Special Permit application to the Planning and Zoning Commission and/or Special Exception application to the Zoning Board of Appeals.

Section 6-140.1 (b) (a):

(9) "In addition to the above requirements a Special Permit and Site Plan approval from the Planning and Zoning Commission is necessary for SES antennas which emit microwaves when transmitting communication signals."

**OR**

(10) "A receiving SES antenna in the form of a tower over 15 feet in height, as differentiated from a saucer-shaped "dish" antenna, is subject to the Special Exception procedures in accordance with Sec. 6-94 and Sec. 6-19 and 20, as well as applicable sections of this amendment."

An applicant must demonstrate compliance with the standards and criteria of Sec. 6-140.1 and Sec. 6-15 of the Building Zone Regulations in order for an application to be approved. No building permit may be issued for erection or installation of a wireless telecommunication facility without review from the Town Planner or the Planning and Zoning Commission as discussed above.

### **PROCEDURE FOR APPLICATIONS ON PRIVATE PROPERTY:**

- 1) In order to be eligible for review by either the Town Planner or the Planning and Zoning Commission as discussed above the applicant must submit **eight (8)** copies of the materials outlined in the Submission Checklist below.
- 2) The application will be routed to at least the following Departments: Police, Fire, Health, and Building.
- 3) The application will be reviewed and decided on by the Town Planner or the Planning and Zoning Commission.
- 4) A decision letter from this Department will be issued, granting approval to proceed to the Building Department to apply for a permit.

## Site Plan Checklist

### SUBMISSION CHECKLIST

The following information and materials must accompany an application for a wireless telecommunication facility.

#### Application Forms

- A completed Town of Greenwich Site Plan Application Form.
- A completed Town of Greenwich Application for Satellite Earth Station Approval.
- A completed "Information required for Wireless Communication Applications" Application Form.
- An affidavit certifying that all abutting property owners have been notified about the wireless telecommunication application as evidenced by: the submission of certificate of mailing receipts about said application, a schedule of names and addresses shown on a GIS map with lot lines indicating the location of the notified property owners, and a copy of the letter. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners as per Section 6-14(a) of the Building Zone Regulations.
- Application processing fee as shown on the Town of Greenwich fee schedule (checks should be made payable to the Town of Greenwich).

#### Plans

- A signed and sealed A-2 survey prepared by an engineer licensed in the State of Connecticut of the property denoting the location of the proposed wireless telecommunication facility and all accompanying equipment. This plan should include any easements on the property. *If the location of the wireless telecommunication facility is through lease or easement, the legal agreement must also be submitted.*
- A rooftop plan showing all existing and proposed mechanical equipment. A calculation of the total roof top coverage of this equipment, which cannot exceed 25% of the rooftop per Sec 6-127 of the Building Zone Regulations.
- Elevation drawings certified by an architect licensed in the State of Connecticut depicting the dimensions of the equipment on the building or wireless telecommunication structure will be submitted.
- Architectural renderings of the wireless telecommunication facility. An accurate photo simulation may be submitted in lieu of the rendering. In either scenario the dimensions must be shown.
- Plans showing how the wireless telecommunication equipment will be affixed to the building or structure to meet building code. The plans should also show any other pertinent construction details and the manner of installation as required by building code.
- Plans showing any architectural change to the site that may be used to screen the wireless telecommunication equipment and any landscape improvements (review may be required by the Architectural Review Committee).
- If the accompanying equipment is to be located inside any building or structure, floor plans must be submitted.
- If the accompanying equipment is to be located on any new structures such as a concrete pad, then dimensions of this area, materials for the structure, any screening or enclosure plans (fences, gates etc), and soil and erosion control measures (see the Town of Greenwich "Erosion and Sedimentation Control Plan Checklist") that will be used during construction must be submitted.
- Plans showing any new access routes proposed for the wireless telecommunication facility and/or its accompanying equipment must be submitted.
- A cell location map of the service area showing existing and proposed service, (entire Town as a minimum). The adjacent two (2) cells must be shown where the service area for the cell extends beyond the municipal boundary. The Planning and Zoning property based map is the most appropriate base-layer for this requirement.
- Plan showing the fall zone of the proposed wireless telecommunication equipment.

## Site Plan Checklist

### Supplemental Information

- A written statement must be submitted by a registered radio frequency engineer including the following information:
  - the frequency of the proposed wireless telecommunication facility; and
  - certification that there will be no interference with emergency communication systems; and
  - a statement that the frequency will not cause any adverse health risks; and
  - a statement regarding the applications compliance with Federal and State Emission Standards; and
  - a statement regarding whether the equipment will create any vibrations, noise, or fumes.
- The lease agreement between the wireless telecommunication carrier and the property owner, which must include the duration and conditions of the lease.
- A list of any other locations where the applicant has existing wireless telecommunication facilities installed in the Town of Greenwich and on the borders of adjoining communities.
- Description of the electrical specifications including, but not limited to, the frequency range, polarization, location on the electromagnetic spectrum, and power density.
- Description of the mechanical specifications for the wireless telecommunication facility including the dimensions (HxWxD), weight, connector, wind load, survival wind speed, and lightning protection. The mechanical specifications of the accompanying equipment must also be submitted including the dimensions and weight from the manufacturer.
- Narrative to include the following information:
  - The zone of the proposed site.
  - Statement regarding whether the structure proposed to house the wireless telecommunication equipment is a historic structure or located within a Historic Overlay Zone.
  - Conformance to all applicable Sections of the Town of Greenwich Zoning Regulations.
  - Statement regarding the process taken by the applicant to determine that the proposed location is the most appropriate. This must include information regarding what other sites were considered.
  - Statement regarding the justification of the need for the proposed wireless telecommunication equipment.
  - Statement from an engineer that the structure proposed to house the equipment can withstand the proposed weight.
  - Statement regarding the frequency with which the equipment will need servicing and how access will be achieved in the case of an emergency.
  - Statement that any replacement equipment will require re-submission to Planning and Zoning.
  - Statement that if the equipment use ceases, removal is required.
- Photographs showing the maximum visual impact from all surrounding properties.

Site Plan Checklist



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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 203-622-7894.

Signature