



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

## **ADMINISTRATIVE COASTAL APPLICATION REVIEW CHECKLIST**

- Completed Site Plan Administrative Form.
- Completed Application for Review of Coastal Site Plan.
- 3 Copies of a site plan showing the existing and proposed conditions, including any proposed grading and drainage.
- 3 Copies of drainage forms that conform to the current Drainage Manual from the Town of Greenwich website.  
[http://www.greenwichct.org/Government/Departments/Public\\_Works/Engineering\\_Division/Stormwater\\_Information/drainage\\_manual/](http://www.greenwichct.org/Government/Departments/Public_Works/Engineering_Division/Stormwater_Information/drainage_manual/)
- 3 Copies of your architectural plans and elevations (the same plans you will be submitting to the Building Department).
- Completed Inland Wetlands and Watercourses Agency Questionnaire, signed by an IWWA staff member.
- Certificate of Mailing receipts, list of all abutting neighbors, and a copy of the mailed letter (form letter in packet).
- GIS map (obtained from Information Technology Office).
- The original completed building permit application form.
- Grade Plane plans and calculations.
- Field Card (obtained from Assessor's Office).
- Greenspace calculations (based on the Town of Greenwich Building Zone Regulations 6-5, 6-98, 6-128, 6-131 & 6-205).
- A check for the correct fee must be submitted (see Fee Schedule).
- Properties located within the 100-year flood zone must comply with Section 6-139.1 of the Building Zone Regulations.  
If your project is located within a flood zone, Planning and Zoning staff may request additional information as part of the review process.
- If your application involves any activity requiring a permit from DEEP/OLISP or the Corps. Of Engineers, a copy of everything submitted to them is required as well.

**NOTE 1:** If you are in the Coastal area as defined by C.G.S. 22a-94, the Building Department will **NOT** process your application until you obtain your Coastal signoff from Planning and Zoning.

**NOTE 2:** A majority of projects within the coastal overlay zone require sedimentation & erosion controls to be installed. Planning and Zoning staff must inspect the erosion controls on site prior to any sign-off or approvals for 1) the construction of a new single family house, 2) any project that disturbs more than one half (½) acre of land, or 3) any project located directly adjacent to the shoreline or coastal resources. Please factor this into your construction schedule when submitting your application.

**All applicants must make an appointment to submit the application with the Application Coordinator, Lauren Lockwood, who can be reached by (phone) 203-622-7894 or (email) [lockwood@greenwichct.org](mailto:lockwood@greenwichct.org) .**