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 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) llockwood@greenwichct.org.