



Town of Greenwich – Search Tips Inland Wetland & Watercourses Agency Applications Years 1973 to 2011

Subsequent years can be viewed in the Wetlands Office, 2nd floor of Greenwich Town Hall

In the summer of 2013, the Inland Wetlands & Watercourses Agency made over 30 years of its application files available for the public to access from their home and office computers.

*The database includes the files of the over 5,000 applications that were processed by the Agency since 1973 for activities on individual properties in Greenwich. These files include a great deal of information that you may find of use, such as site maps, soils reports, permit documents and correspondence. **Note:** There are other properties in Greenwich that contain wetlands & watercourses that are not included in this database.*

The database can be searched by application number, street address, owner's name or parcel identification number. Each year, an additional year of data will be added. We invite you to explore, make use of, and send us your feedback on the Inland Wetlands & Watercourses Agency online archive.

Access link to the IWWA database: <http://documents.greenwichct.org/publicaccess/>

Searches are made using the fields below. Start by selecting: Inland Wetlands Application Lookup

A screenshot of a web-based search interface. At the top left, there is a "Language" dropdown menu set to "English". Below it is a "Select Search Type" dropdown menu with "Inland Wetlands Application Lookup" selected; an arrow points to this dropdown. Underneath are "Start" and "End" date input fields, each with a calendar icon. The main section contains several text input fields: "Application #", "Tax ID #", "File Type", "Last Name", "First Name", "Street #", and "Street Name". At the bottom, there is a "Powered by... OnBase" logo, a "Search" button, and a "Clear" button. A vertical scrollbar is visible on the right side of the form area.

USE OF THE WILDCARD *

Results will only be returned if information is entered exactly as the record is indexed. Therefore, we suggest limiting the amount of information entered, incorporating the use of the wildcard symbols * * (asterisk) both before and after a field of information when searching Tax ID, Name or Street Names. Additionally, you may use a drop down box for the 'Street Name' field.

- Example 1 - North Porchuck may be indexed as N. Porchuck or North Porchuck, therefore use *porchuck* as your search which will result in properties indexed as either "N." or "North"
- Example 2 – John Smith may be indexed as John Smith or John T. Smith. Therefore use *smith* as your search.

SEARCH FIELDS

Start & End Date Fields – These are disabled. Do not use.

Application # - This is the application number assigned to project when submitted for review and is the most popular, direct and recommended way to search. The actual permit is contained within the "application" file.

This field **MUST be entered in this format: XXXX-XXX** (4-digit year, a dash & 3-digit application number)

- 2001-013 = year 2001, application # 13
- A search of: 2001* will result in all applications for year 2001

➤ NOTE: Application numbers can be found by using the **Application # Index by Street** found here and linked on the IWWA homepage:

http://www.greenwichct.org/Government/Departments/Inland_Wetlands_Watercourses/The_Agency/application_index/

➤ Reminder: the database currently only contains applications for the years noted.

Tax ID # - This is also known as "Parcel ID" on the Tax Assessor records. This field of information is the tax # applicable to the property at the time of application for permit.

- Tax numbers found in Assessor records are XX-XXXX, 08A-XXXX or, 08A-XXXXS or, XX-XXXXS
- Leading -0- (tax numbers beginning with 01-09), the letter A or, /S may be missing from the database index, therefore use the wildcard * * feature for your search.
 - Example 1: for Tax ID # 07-1038, use *7-1038*
 - Example 2: for Tax ID # 08A-1589S, use *1589*
 - Example 3: for Tax ID # 12-1892S, use *12-1892*

File Type – This field can be used if you are specifically interested in narrowing your search to only the “maps” or “file” part of the application.

- Enter the word FILE or MAP in the field called File Type
- Leave blank if you want to view both file types (correspondence & large maps).



Last Name – Use this field to search for: First Name, Last Name, as well as Agent Name or Contractor associated with the permit at the time the application was made.

- Use the wildcard * * (asterisk) search format here.
- Example: You want to find a property owned by owner Smith. Enter *smith* and results will include, Michael Smith, SEM for Malcolm Smith and, Guy & Marjorie Smith
- Select the Smith you are searching for.

➤ NOTE: Entering only the word smith (without the * *) will return no results

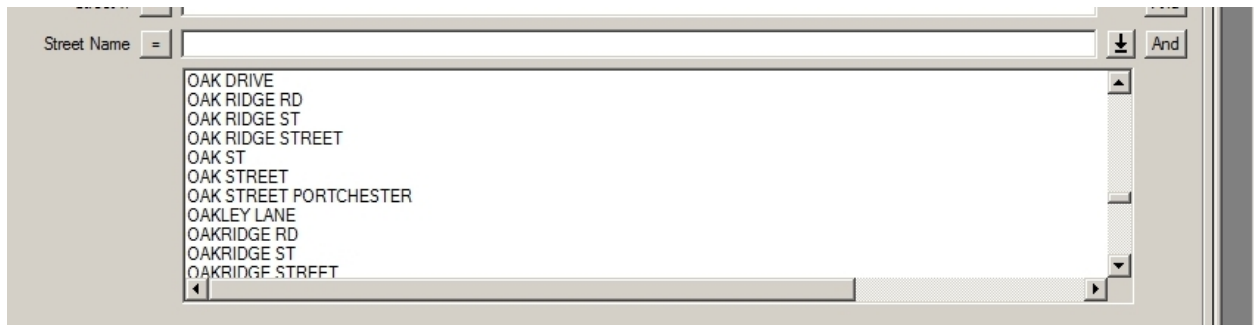
First Name – This field contains no information. Do not use.

Street # - Using this field may not return results. The database in some cases may contain a blank street number or a lot number if that was on file at time of permit.

File Type	Application #	Tax ID #	Street #	Street Name	Last Name
FILE	1975-008	10-1289		ZACCHEUS MEAD LANE	SANFORD SMITH
MAP	1975-008	10-1289		ZACCHEUS MEAD LANE	SANFORD SMITH
FILE	1976-034	7-2340		FAIRFIELD ROAD	PHILO SMITH
FILE	1976-034	7-2340		FAIRFIELD ROAD	PHILO SMITH
FILE	1976-103	9-2933		ANGELUS ROAD	ANDREW SMITH
MAP	1976-103	9-2933		ANGELUS ROAD	ANDREW SMITH
FILE	1984-035	11-1564	90	ROCKWOOD LANE	MR & MRS PETER SMITH
MAP	1984-035	11-1564	90	ROCKWOOD LANE	MR & MRS PETER SMITH
FILE	1984-121	10-1954	622	RIVERSVILLE ROAD	FOREST SMITH
MAP	1984-121	10-1954	622	RIVERSVILLE ROAD	FOREST SMITH
FILE	1984-142	11-3146	47	HUSTED LANE	SEM FOR MALCOLM SMITH
MAP	1984-142	11-3146	47	HUSTED LANE	SEM FOR MALCOLM SMITH
FILE	1985-013	2-1183		INDIAN FIELD ROAD	STEPHEN SMITH
MAP	1985-013	2-1183		INDIAN FIELD ROAD	STEPHEN SMITH
FILE	1985-143	2-1713	LOT 1	INDIAN FIELD ROAD	STEPHEN SMITH
FILE	1985-143	2-1183	LOT 1	INDIAN FIELD ROAD	STEPHEN SMITH
MAP	1985-143	2-1713	LOT 1	INDIAN FIELD ROAD	STEPHEN SMITH
MAP	1985-143	2-1183	LOT 1	INDIAN FIELD ROAD	STEPHEN SMITH
MAP	1986-070	11-229	18	BYFIELD LANE	SEM FOR EBEN P. SMITH
FILE	1986-070	11-229	18	BYFIELD LANE	SEM FOR EBEN P. SMITH

Street Name – The street name may be indexed as Rd. or Road, Ave or Avenue, LN or Lane.

- We suggest using the drop down box for street searches
- As an alternative use the * * feature
- Example 1: Oak Ridge Street may be indexed as Oakridge Street or Oak Ridge St., therefore limit your search to *oak*
- Example 2: Using the drop down box reveals the street index as shown below:



SORTING YOUR RESULTS

Simply click along to top bar to sort your results by any of the fields of information.

Alpine Road sorted by application #

nds Application Lookup						
File Type	Application #	Tax ID #	Street #	Street Name	Last Name	
MAP	1988-157	11-2043	14	ALPINE ROAD	SEM FOR DOUGLAS G. BROWN	
FILE	1988-157	11-2043	14	ALPINE ROAD	SEM FOR DOUGLAS G. BROWN	
FILE	1989-156	11-2043	14	ALPINE ROAD	JOSEPH RISOLI FOR MARY E. BROWN	
MAP	1989-156	11-2043	14	ALPINE ROAD	JOSEPH RISOLI FOR MARY E. BROWN	
MAP	1991-164	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
FILE	1991-164	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
FILE	1999-063	11-2057	47	ALPINE ROAD	ROCCO D'ANDREA FOR DANA SCHWARTZ CASTELLO	
MAP	1999-063	11-2057	47	ALPINE ROAD	ROCCO D'ANDREA FOR DANA SCHWARTZ CASTELLO	
FILE	2000-031	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
MAP	2000-031	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
MAP	2001-174	11-2044	20	ALPINE ROAD	DARDO SABAROTS	
FILE	2001-174	11-2044	20	ALPINE ROAD	DARDO SABAROTS	
FILE	2002-131	11-2043	14	ALPINE ROAD	JAMES AND PAMELA CHAPMAN	

Alpine Road sorted by Street #

nds Application Lookup						
File Type	Application #	Tax ID #	Street #	Street Name	Last Name	Firs
FILE	2002-131	11-2043	14	ALPINE ROAD	JAMES AND PAMELA CHAPMAN	
MAP	1988-157	11-2043	14	ALPINE ROAD	SEM FOR DOUGLAS G. BROWN	
MAP	1989-156	11-2043	14	ALPINE ROAD	JOSEPH RISOLI FOR MARY E. BROWN	
FILE	1988-157	11-2043	14	ALPINE ROAD	SEM FOR DOUGLAS G. BROWN	
FILE	1989-156	11-2043	14	ALPINE ROAD	JOSEPH RISOLI FOR MARY E. BROWN	
FILE	1991-164	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
FILE	2000-031	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
MAP	1991-164	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
FILE	2001-174	11-2044	20	ALPINE ROAD	DARDO SABAROTS	
MAP	2000-031	11-2044	20	ALPINE ROAD	BRETT AND SHERRILL KELLAM	
MAP	2001-174	11-2044	20	ALPINE ROAD	DARDO SABAROTS	
FILE	1999-063	11-2057	47	ALPINE ROAD	ROCCO D'ANDREA FOR DANA SCHWARTZ CASTELLO	
MAP	1999-063	11-2057	47	ALPINE ROAD	ROCCO D'ANDREA FOR DANA SCHWARTZ CASTELLO	