### APPLICATION SUMMARY:
The Applicant is before the Commission under Sections 6-261, 6-281, 6-282, 6-283, 6-287, 6-296, 6-297, 6-302, and 6-304, of the Town of Greenwich Subdivision Regulations for a final re-subdivision, to make an equal area exchange of 11 sq. ft. and revise a common lot line between Lot No. 4R (18 Hillcrest Lane) and Lot No. 5 (16 Hillcrest Lane) of approved subdivision PLPZ 2016 00031 (Map No. 8877 and 9051) and each parcel would remain to be 1.5939-acres and 1.4231-acres respectively. Both parcels are in the RA-1 zone.

### COMMENTS / RECOMMENDATIONS:
1. The Commission will need to make a determination on whether this action is, or is not, a subdivision or re-subdivision. If found to be a subdivision or re-subdivision the Commission should note that IWWA would need to grant conceptual approval of any Subdivision or Re-subdivision prior to a final action of the Commission;
2. ENGINEERING – the Engineering Division has noted that the provided plans are not current as the Improvement Location Surveys provided with recent Certificate of Occupancy requests, postdate the date of the materials provided with the application.
3. CONSERVATION – Conservation Commission Staff has noted no comments regarding the area of exchange. However, they have noted invasive species on the property and are asking the applicant to address the issue now, while the sites are nearly complete from construction activity.
4. SEWER – the Sewer Division has offered no comments on the proposal. However, they do not that if any utility easements are impacted by this transfer of land, the applicants should revise the easements (as needed) and forward to the Sewer Division for their records.
DEPARTMENT COMMENTS:
ZEO - see attached
ENGINEERING - see attached
CONSERVATION - see attached
SEWER - see attached

ZONING:
The proposed application seeks to make an equal area of exchanged (transferring equal areas of 11 sq. ft.) between Lot No. 4R (18 Hillcrest Lane) and Lot No. 5 (16 Hillcrest Lane) of approved subdivision PLPZ 2016 00031 (Map No. 8877 and 9051) amending the common lot line between these adjacent parcels. Both lots meet the lot area, lot shape, and lot frontage requirements for the RA-1 Zone. The transfer of land is being requested to permit for a desired pool location on Lot 5 (16 Hillcrest Lane) while meeting the required setbacks for the zone. The lot area of the parcels would not change, as proposed to be amended, as it is an equal area land to be exchanged.

Both lots have been granted approvals to construct homes. Lot No. 4R (18 Hillcrest Lane) is in the process of receiving a TCO for the work done to date. Lot No. 5 (16 Hillcrest Lane) has also received a TCO while final site work is still pending.

BACKGROUND:
At a regular meeting held on March 8, 2016 the Planning and Zoning Commission approved Final Subdivision PLPZ 2016 00031 to create six parcels and one open space parcel as follows: Lot No. 1, would be 1.050 acres; Lot No. 2 would be 1.0191 acres; Lot No. 3 would be 1.2237 acres; Lot No. 4 would be 1.4231 acres (1.283 acres less the accessway); Lot No. 5 would be 1.5939 acres; Lot No. 6 would be 2.0420 acres; an Open Space parcel that would be 1.5048 acres and three (3) conservation easements of 11,253 sq. ft., 15,457 sq. ft. 29,896 sq. ft.

At a regular meeting held on June 21, 2016 the Planning and Zoning Commission approved a 90-day extension to file the required record sheet (a “Mylar”) for the same subdivision. The Chair of the Commission endorsed the Mylar on 9/21/2016 and it was filed on the Town of Greenwich Land Records on 9/22/2016 (Map No. 8877)

At a Public Hearing held on September 11, 2018 the Planning and Zoning Commission approved final re-subdivision PLPZ 2018 00286 to make two equal 0.0391 acres (1,703 sq. ft.) areas of exchange and modify a portion of lot lines between the lots 3 and 4 (aka 18 and 20 Hillcrest Lane, The Chair of the Commission endorsed the Mylar on 10/31/2018 and it was filed on the Town of Greenwich Land Records on 11/1/2018 (Map No. 9051)

OTHER DEPT. / AGENCY APPROVALS:
IWWA - if approved as a revision of lot lines, no approval from the Agency is needed. If the Commission determines that the proposed action is a subdivision or re-subdivision, then the IWWA would need to approve the action prior to any approval of a subdivision or re-subdivision.
APPLICABLE REGULATIONS:
This application is regulated primarily by the Subdivision Regulations. Of particular significance are Sections 6-261, 6-281, 6-282, 6-283, 6-287, 6-296, 6-297, 6-302, and 6-304, of the Town of Greenwich Subdivision Regulations. In addition, the Commission should consider Sections 6-93 and 6-205 of the Building Zone Regulations.
ZONING ENFORCEMENT

Project No.  PLPZ202000188         Preliminary         Final  X

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED:  269 Palmer Hill Road, LLC.

LOCATION:  16-18 Hillcrest Lane

PLAN DATE:  

ZONE:  RA-1

☑  Ok for Zoning Permit Sign-off with the following revisions:

☐  Resubmit the following prior to Site Plan/ Subdivision approval:

☐  The subject site plan/subdivision meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.

Reviewed by:  Jodi Couture  
Date:  7/21/2020

Note:  These comments do not represent Building Inspection Division approval.  Plans subject to review by ZEO at time of building permit application.
DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

SITE DEVELOPMENT REVIEW

Engineering Project No. 20-4(4)  Department Project No.  PLPZ202000188  Submittal Received Date: 7/7/2020

Submittal Reviewed For:  Traffic Review Requested: No  Review Type: Final Subdivision
Planning and Zoning

PLAN SET INFORMATION

Plan Title: Lot Line Revision  Project Address: 16 & 18 Hillcrest Lane
Engineering Firm: Rocco V. D’Andrea, Inc.  Original Plan Date: 6/29/2020
Latest Plan Revision Date: ____

DRAINAGE SUMMARY REPORT INFORMATION

Engineering Firm: __________  Original Report Date: ____  Latest Report Revision Date: ____

Reviews provided by the Engineering Division are for compliance with the Town’s “Roadway Design Manual and Standard Construction Details” and “Drainage Manual” as amended. Reviews are based upon the information and plans provided. Comments pertaining to the Town’s manuals are not all encompassing. Other reviewing entities may provide additional comments regarding consistency with these manuals in accordance with their jurisdictions. Review of sanitary sewer and septic systems are not reviewed by the Engineering Division.

All New Submittals for Commission Meetings must be received by the Engineering Division four weeks before scheduled Commission Meeting.

All Revised Submittals for Commission Meetings must be received by the Engineering Division three weeks before scheduled Commission Meeting.

Reviewed and Approved by: Scott Marucci - Senior Civil Engineer  Date: 7/8/20

Digitally signed by Scott Marucci - Senior Civil Engineer
DN: cn=Scott Marucci - Senior Civil Engineer, o=Engineering Division, ou=DPW, email=scott.marucci@greenwichct.org, c=US
Date: 2020.07.08 14:21:05 -04'00'

COMMENTS AND CONDITIONS OF APPROVAL: Resubmit Prior to Final Subdivision Approval

1. The submitted plan is not acceptable as it does not show the correct location of the revised Drainage Easement based on the submitted Improvement Location Survey for Lot 4 dated June 16, 2020. As shown the pool is within the Drainage Easement. The plan needs to be revised with the correct location of the Drainage Easement and a copy of the completed and filed revised Drainage Easement document and map needs to be submitted.
MEMORANDUM

TO: Patrick LaRow, Deputy Director, P & Z / Assistant Town Planner

FROM: Aleksandra Moch, Environmental Analyst

DATE: July 22, 2020

RE: 269 Palmer Hill Road, LLC, 16 & 18 Hillcrest Lane
     Site survey by Rocco V. D’Andrea, dated June 29, 2020

I have reviewed the above-referenced plan and visited the site. The following comments are offered for your consideration:

1. The proposed land exchange is minor and it will not create any environmental hardships.

2. During the site investigation, both the area of the storm water detention and conservation easements were checked. The conservation area on both sites are maintained in their natural state and protected with chain link fencing allowing for additional buffer.

   The storm water detention basin had been installed. The surrounded area has not been fully stabilized featuring sparse vegetation resulting from seeding, but not watering. The central portion of the basin instead of growing species beneficial for storm water filtration and wildlife habitat is infested with invasive mugwort (*Artemisia vulgaris* L.).

   The applicant should provide a plan to remove mugwort and replant the area with native meadow mix or other wildlife beneficial plantings.

cc: Conservation Commission
Date: July 21, 2020
To: Katie Deluca, Director, Planning & Zoning
From: Richard C. Feminella, Wastewater Division Manager
Copy: Chris Mandras, Maintenance Manager - Sewer Division
       Al Romano, Environmental Asset Engineer – Sewer Division
Re: PLPZ202000188: 16 & 18 Hillcrest Lane, 269 Palmer Hill Road LLC

We have prepared the following comments and questions regarding the proposed application.

Project Summary:
- Lot line revision.

Sewer Division Comments:
Comments to be addressed during P&Z phase:
- The proposed lot line revision requires no modifications to the existing buildings, or the use of
  the property, or the existing Sewer Permits that the applicant has already obtained. The Sewer
  Division has no comments or objections. However, the Sewer Division wishes to call to the
  attention of the applicant/owner that the owner should research where their underground utilities
  are and develop any easements necessary (if required) for any utilities that may be crossing over
  the new lot line(s). If there are any easements required/developed for sanitary sewer lateral(s),
  please forward a copy to the Sewer Division for our records.

Comments to be addressed during Sewer and Building Permit phase:
- None.

Please NOTE: These comments are intended for P&Z review only. These comments do not take the
place of Sewer Permit(s). Any Sewer Permit Applications receive thorough reviews and may result in
additional comments/requirements at that time. In addition, please be reminded that in order to receive
Building Permits, the applicant must have secured all other necessary permits, including, but not limited
to, Sewer Permits PRIOR to obtaining their Building Permits.
PLANNING AND ZONING - LAND USE DEPARTMENT

CERTIFIED MAIL

July 6, 2016

William H. Haslun, Esq.
Johnson, Haslun & Hogeman, LLP
21 Sherwood Place
Greenwich, CT 06830

RE: The application of William I. Haslun, II, Esq., authorized agent, for 269 Palmer Hill Road LLC, record owners, for a final subdivision, PLPZ 2016 00031, to subdivide one 9.8606 acre property into six lots and one (1) 1.5048 acre open space parcel and three (3) conservation easements of 11,253 sq. ft., 15,457 sq. ft. 29,896 sq. ft. per Section 6-261 of the Town of Greenwich Subdivision Regulations on property located at 269 Palmer Hill Road, Old Greenwich as shown on a subdivision map prepared by Rocco V. D'Andrea, Inc., dated 02/22/16.

Dear Mr. Haslun:

At a regular meeting held on June 21, 2016 the Planning and Zoning Commission considered the above referenced application and took the following action:

Upon a motion made by Mme. Alban and seconded by Messr. Fox, the following resolution was unanimously adopted. (Voting in favor of this item: Messrs. Maitland, Macri (for Levy), Fox, and Mme. Alban and Ramer).

WHEREAS the Commission held a public meeting on June 21, 2016 and took all testimony as required by law; and

WHEREAS the Commission finds that the request for a 90 day extension of time to September 28, 2016 to sign and file the approved subdivision map is acceptable

THEREFORE BE IT RESOLVED the request to extend the original ninety (90) days filing period for an additional ninety (90) days for application PLPZ 2016 00031 a final subdivision to subdivide one 9.8606 acre property into six lots and 1.5048 acres of set aside on property located at 269 Palmer Hill Road in the RA-1 zone is hereby approved and subject to the original approval with modifications.
The following are the original findings and approval granted at the 3/8/16 meeting and the Commission’s resolution, which will govern these lots:

At a regular meeting held on March 8, 2016 the Planning and Zoning Commission considered the above referenced application and took the following action:

Upon a motion made by Mr. Maitland and seconded by Mr. Fox, the following resolution was unanimously adopted. (Voting on this item: Messrs. Heller, Maitland, Levy, Fox, and Mmc. Alban).

WHEREAS the Commission held a public meeting on March 8, 2016 and took all testimony as required by law; and

WHEREAS the applicant requested to subdivide an existing 9.8606 acre property into six lots and one 1.5048 acre open space parcel on property located at 269 Palmer Hill Road, Old Greenwich in the RA-1 zone per Sections 6-261, 6-283, 6-287, 6-296, and 6-297 of the Town of Greenwich Subdivision Regulations; and

WHEREAS the proposed action would create six parcels and one open space parcel as follows: Lot No. 1, would be 1.050 acres; Lot No. 2 would be 1.0191 acres; Lot No. 3 would be 1.2237 acres; Lot No. 4 would be 1.4231 acres (1.283 acres less the accessway); Lot No. 5 would be 1.5939 acres; Lot No. 6 would be 2.0420 acres; an Open Space parcel that would be 1.5048 acres and three (3) conservation easements of 11,253 sq. ft., 15,457 sq. ft. 29,896 sq. ft.; and

WHEREAS the applicant noted the Palmer Hill Neighborhood Association as the third party to receive the Open Space parcel on the proposed Subdivision Map; and

WHEREAS the applicant showed the lot shape circle in the open space parcel and the Commission requested and the applicant agreed to remove the circle on the subdivision map provided for signature; and

WHEREAS the Commission considered comments from the Sewer Division and requested that the applicant address the Sewer Division’s comments prior to filing the signed subdivision map; and

WHEREAS the applicant appeared before the Conservation Commission at their February 11, 2016 meeting; and

WHEREAS the Conservation Commission recommended final subdivision approval of the proposed plans as submitted by the applicant with the following comments:

- The Conservation Easement area should be reconfigured to extend across Lot 4 to the Open Space Parcel. This will provide for connectivity of the open space instead of having it in two separate parcels. The pedestrian easement across Lot 4 is very narrow and includes steep slopes. Expanding the conservation easement area across Lot 4 would eliminate the need for the pedestrian easement.

- Lots 4 & 5 have significant amounts of grading and it is recommended that this grading be re-worked/refined to reduce the impact on the surrounding landscape. In particular,
Lot 4 is an especially difficult lot and should be looked at in terms of shape, slope, and grading required.

- The trees along Hillcrest Lane should not be shown on the plans as “to be removed” to avoid clear cutting of the streetscape. It is recommended that as each lot is developed, a landscaping plan should be developed that will both preserve the streetscape and provide for safe road access.

- The large Japanese Maple (28”) and Norway Spruce (32") on Lot 6 should be maintained. This is now included in the plan and should remain part of any proposed changes to the plan.

- Conservation previously recommended that an access road be created on Lot 6 for the detention basin. A maintenance access easement has been added to the plans but it is not clear how this will serve for vehicle access given the steep slope to the basin. Access to the basin should be part of the O&M plan for the storm water management system. A planting plan has been prepared for the basin that includes more trees as per the Commission’s request which should be included in final design and reviewed by staff.

- The applicant has developed a Logistics and Phasing Plan and map entitled Phasing Exhibit. This plan begins to lay out sequencing for the site but needs more detail. It also should be reconciled with the E&S control plan sheets to ensure that they are in sync. Details are needed that show the sequencing of the installation of the storm water management system and the clearing/grading/construction on lots 3, 4, 5, and 6. Of special concern is the grading on lots 3, 4, and 5 and how storm water will move during the construction phase. A final E&S Plan with sequencing/phasing should be approved by staff.

- A wetland restoration is planned for the open space area and includes day-lighting a stream. No engineering details have been provided on the design just a planting plan. Because of the significant grades in this area, plans are needed to show how this will be constructed and maintained to avoid head cutting of the stream. Detailed plans should be provided to Conservation and IWWA staff for review and approval prior to implementation.

WHEREAS the Commission noted the comments of the Conservation Commission and noted that: the proposed pedestrian easement was satisfactory for subdivision purposes; a phasing plan for lots 3-6 for stormwater management and grading of these lots shall be done concurrently and the Sediment and Erosion Control Plans shall be incorporated into any phasing plan; and the maintenance access easement would be sufficient so long as no structures impeding access is permitted; and

WHEREAS the Commission noted comments from the Engineering Division noting the proposed design acceptable for final subdivision approval; and

WHEREAS the Commission requested and the applicant agreed to provide final development plans for each parcel to Planning and Zoning Staff for review prior to issuance of any Zoning Permit; and

WHEREAS the Commission raised concerns over the logistics and how the proposed shared drainage facility was to be built; and
WHEREAS the Commission requested and the applicant agreed to provide a construction phasing plan that would develop Lots 3-6 concurrently and incorporate a unified Sediment and Erosion Control Plan; and

WHEREAS the combined Sediment and Erosion Control Plan shall be noted on the final Mylar; and

WHEREAS the Lots 1 and 2 would front onto Palmer Hill Road and Lots 3, 4, 5 and 6 would front onto Hillcrest Lane, a private road; and

WHEREAS the Commission noted that Lot 2 would be permitted to have driveway access on Hillcrest Lane or Palmer Hill Road as it is a corner lot; and

WHEREAS the Applicant is in the process of finalizing an agreement with the Hillcrest Park Association offering inclusion of these new lots into said association and providing all the relevant access rights for future driveways and homeowner access; and

WHEREAS the Commission requested and the applicant agreed note the finalized access agreements on the final subdivision map; and

WHEREAS the width of Hillcrest Lane pavement and its associate Right-of-Way does not appear to meet the minimum standards for a private road per the Town’s Highway Manual; and

WHEREAS the Commissioner of the Department of Public Works has determined that the right-of-way may remain and that a 20 foot minimum paved width is adequate for this private road; and

WHEREAS it is noted that parts of Hillcrest Lane, in front of this property is less than 20 feet in width and the applicant would be required to correct prior to zoning permit issuance; and

WHEREAS the applicant received Inland Wetlands and Watercourses Agency (IWWA) approval at their April 27, 2015 meeting; and

WHEREAS the IWWA noted that full agency approval would be required for lots 1 and 2 through the building permit process and further review would be required for Lot 3 through the building permitting process; and

WHEREAS the applicant shall note the conditions of their wetlands approval on the subdivision plans; and

WHEREAS the Commission considered comments from the Planning and Zoning Staff, and the ZEO, as well as the aforementioned departments or agencies; and

WHEREAS the Commission determined that the proposed action is a subdivision as defined in Section 6-261(a)(15) of the Town of Greenwich Subdivision Regulations and meets the requirements of Sections 6-268, 6-282, 6-283, 6-287, 6-297, 6-301, 6-302, 6-304 through 6-306 of the Town of Greenwich Subdivision Regulations; and
THEREFORE BE IT RESOLVED that the application of William I. Haslun, II, Esq., authorized agent, for 269 Palmer Hill Road LLC, record owners, for a final subdivision, PLPZ 2016 00031, to subdivide one 9.8606 acre property into six lots and one (1) 1.5048 acre open space parcel and three (3) conservation easements of 11,253 sq. ft., 15,457 sq. ft. 29,896 sq. ft. per Section 6-261 of the Town of Greenwich Subdivision Regulations on property located at 269 Palmer Hill Road, Old Greenwich as shown on a subdivision map prepared by Rocco V. D’Andrea, Inc., dated 02/22/16 is hereby approved with modifications:

The applicant shall address the following and when ready make an appointment with Planning and Zoning Staff to submit the relative materials from review and/or signature the Chairman of the Planning and Zoning Commission:

1. A comprehensive phasing plan with the development of lots 3-4-5-6 being done concurrently and incorporates the Sediment and Erosion Control plan and shall be noted on the final subdivision map.
2. The applicant shall provide copies of the agreement with the Hillcrest Park Association offering inclusion of these new lots into said association and providing all the relevant access rights for future driveways and homeowner access. A note the referencing the finalized access agreements on the final subdivision map.
3. A note shall be added to the subdivision map noting that Lot 2 is permitted to have a driveway onto Hillcrest Lane or Palmer Hill Road.
4. Address shall address the outstanding comments from the Sewer Division.
5. The proposed maintenance easement access across lot 6 shall be drafted so as to not prohibit access to proposed shared stormwater detention basin.
6. Proposed construction plans for each lot shall be reviewed by Planning and Zoning staff prior to issuance of any zoning permit.
7. The pavement of Hillcrest Lane shall be a minimum of 20 foot in width for the entire frontage of the subject parcel;
8. The applicant shall note the existence and conditions of their IWWA approval(s) on the final subdivision map.
9. The approved open space shall be monumented, in the field, prior to the signature of the Chairman of the Planning and Zoning Commission and filing of the final subdivision map on the Town’s Land Records.
10. The applicant shall prepare a subdivision plan, in a format suitable for the signature of the Chairman of the Planning and Zoning Commission. Said plans shall note the approval and conditions of the IWWA and the following notes shall be added:
   a. Any proposed change in the status of the Open Space area such as change in size or ownership, and any change in the size of approved subdivision lots shall require submission of a revised plan and Declarations of Restrictions for review by the Conservation Department and approval by Planning and Zoning. The revised maps may require approval from the Commission as a re-subdivision and the Declaration may require amendments to reflect the changes.
   b. Pursuant to Section 6-287, all subdivision lots shall be reviewed for compliance with Town drainage standards and a detailed drainage plan for each lot should be submitted to Planning & Zoning and DPW for review, prior to the issuance of any building permits. Drainage Maintenance Agreements may be required.
c. Any proposed blasting will require the preparation of a pre-blast survey.
d. Prior to issuance of a building permit for any lot, plans showing proposed house location, setbacks, driveways, accessory structures and uses, grading and drainage, erosion control plans, and protection measures for protecting trees to remain shall be submitted and approved by Planning and Zoning and Conservation for review.

In accordance with the general statues, the original of the Subdivision Plan shall be filed with the Town Clerk within ninety (90) days of the date of approval. Upon request of the subdivider, the Commission, may extend the filing period for an additional ninety (90) days if deemed appropriate. The approval of any plan not so filed shall expire ninety (90) days from the date of approval. When a subdivision plan is approved and the time for any appeal therefrom has elapsed with no such appeal being taken, the Commission shall file in the office of the Town Clerk the record sheet of the Subdivision Plan, and the Declaration of Restriction for the reserved area

The contents of this letter have been reviewed by members of the Commission and reflect the decision the Commission made at its meeting on March 8, 2016.

If you have any questions, please contact our office.

Sincerely,

[Signature]

Patrick LaRow
Deputy Director/Assistant Town Planner
September 25, 2018

Anthony L. D’Andrea
Rocco V. D’Andrea
6 Neil Lane, Box 549
Greenwich, CT 06878

RE: The application of Anthony D’Andrea, PELS, authorized agent, for 269 Palmer Hill Road LLC, for a final re-subdivision, PLPZ 2018 00286, to make two equal 0.0391 acres (1,703 sq. ft.) areas of exchange and modify a portion of lot lines between the lots 3 and 4 (aka 18 and 20 Hillcrest Lane) of approved subdivision PLPZ 2016 00031, per Section 6-261 of the Town of Greenwich Subdivision Regulations on properties located at 269 Palmer Hill Road (aka 18 and 20 Hillcrest Lane) in the RA-1 zone as shown on a subdivision map prepared by Rocco V. D’Andrea, Inc., dated 06/06/18.

Dear Mr. D’Andrea:

At a Public Hearing held on September 11, 2018 the Planning and Zoning Commission considered the above-referenced application and took the following action:

Upon a motion made by Mr. Maitland and seconded by Mr. Fox, the following resolution was adopted 4-0-1 (Voting in favor: Maitland, Levy, Fox, and Yeskey seated for Macri; Abstaining: Hardman).

WHEREAS the Commission held a Public Hearing on September 11, 2018 and took all testimony required by law; and

WHEREAS the applicant requested a finding from the Planning and Zoning Commission that the proposed revision of lot lines does not constitute a subdivision or resubdivision as defined by Section 6-261 of the Subdivision Regulations; and

WHEREAS the applicant proposed, pursuant to Section 6-261 of the Town of Greenwich Subdivision Regulations, to make two equal 0.0391 acres (1,703 sq. ft.) areas of exchange and modify a portion of lot lines between the lots 3 and 4 (aka 18 and 20 Hillcrest Lane) of approved subdivision PLPZ 2016 00031; and
WHEREAS the applicant shall submit a map for signature; and

WHEREAS the Commission notes the comments included in the DPW memo shall be made as part of the decision on this property; and

THEREFORE BE IT RESOLVED the application of Anthony D’Andrea, PELS, authorized agent, for 269 Palmer Hill Road LLC, for a final re-subdivision, PLPZ 2018 00286, to make two equal 0.0391 acres (1,703 sq. ft.) areas of exchange and modify a portion of lot lines between the lots 3 and 4 (aka 18 and 20 Hillcrest Lane) of approved subdivision PLPZ 2016 00031, per Section 6-261 of the Town of Greenwich Subdivision Regulations on properties located at 269 Palmer Hill Road (aka 18 and 20 Hillcrest Lane) in the RA-1 zone as shown on a subdivision map prepared by Rocco V. D’Andrea, Inc., dated 06/06/18 is hereby found not to be a subdivision or re-subdivision.

The applicant should be aware that the finding that this application does not represent a subdivision or re-subdivision does not guarantee the ability to develop the lots, which are still subject to normal review and approval of all applicable agencies, which may include, but are not necessarily limited to, the following: the Inland Wetlands and Watercourses Agency, Building Department, Zoning Enforcement, DPW Highway and Engineering Divisions, Planning and Zoning, Health Department, and others as may apply.

Prior to submitting a final mylar to be signed by the Chairman of the Planning and Zoning Commission the following shall be submitted:

1. A mylar and 6 copies of the survey map with a signature and date line for the Chairman to sign. The signature block should read as follows:
   “The lots shown on this map were found to be neither a subdivision nor a re-subdivision under Section 6-261 of the Town of Greenwich Subdivision Regulations at the Planning and Zoning Commission meeting held on September 11, 2018. This finding does not imply approval of the lots for purposes of zoning compliance or future development, and they will be subject to review and approval by all applicable town agencies, which may include, but not necessarily be limited to, the following: Building Department, Zoning Enforcement, Planning and Zoning, the Department of Public Works Engineering, Highway and Sewer Divisions, and the Inland Wetlands and Watercourses Agency.”

2. A check for the proper filing fee of the map on the Greenwich Land Records.

The contents of this letter have been reviewed by members of the Commission and reflect the decision the Commission made at its meeting on September 11, 2018.

If you have any questions, please contact our office.

Sincerely,

[Signature]

Shanice Becker
Planner I
Town of
GREENWICH
Town Hall · 101 Field Point Road, Greenwich, CT 06836-2540 · (203) 622-7894 · FAX 622-3795

SUBDIVISION APPLICATION

☑ PRELIMINARY
☑ FINAL
☒ SUBDIVISION
☒ RESUBDIVISION

269 PALMER HILL ROAD LLC

Name of Applicant(s) JONATHAN BAXENDALE, STACEY BAXENDALE

Name of Property Owner(s) REFER TO APPLICANTS

Refer to Attached Authorization

Location and/or Address of Parcel
18 HILLCREST LANE 16 HILLCREST LANE

Title of Submitted Plan ZONING LOCATION SURVEY DEPICTING
REVISON OF LOT LINES

Is any portion of the site within 500 feet of the Town Boundary? NO

No. of Lots:

Existing 2

Proposed 2

Zone:

Existing RA-1

Proposed RA-1

Total Area of Property (s.f. or acres) 3.017 AC

Area of Land Reservation N/A

* 10 or more lots/ acres requires Environmental Assessment § 6-266 (19)

Reserved Land Area as Percent of Total Land Area N/A

Previous SB # PLRZ 2016 31

GLR Map # of any previously filed subdivisions or surveys

2271 2276 9051

Tax Account # No. 16 12-3275/3

Assessor’s Map # No. 18 12-3274/5

Lot #

Circle as applicable:

septic well

Sewer Public Water

Are existing (above) utilities shown on the Survey? YES

Drainage Report submitted? N/A

Health Permit needed and received? N/A

IWWA Permit received? YES 2015-05

IWWA Permit # 2015-05

Estimated amount of time needed to present item to Commission at meeting: 5 MINUTES

Anthony D’Andrea Pels

Authorized Agent Rocco V. D’Andrea, Inc

Signed: OUTLY C’LONE Date 6-30-20

Address: P.O. BOX 549 Phone 203-637-1779

RIVERSIDE, CT 06878

Town Project Number Fee submitted at time of application: $ (see fee schedule)

(application)

Form PZ SB Ap Rev. 2/7/08 Application Number Assigned by Staff
NARRATIVE
Revision of Lot Lines
Lot No. 4R and 5, Map No. 9051 GLR
269 Palmer Hill Road LLC
Jonathan and Stacey Baxendale
June 30, 2020

269 Palmer Hill Road LLC and Jonathan and Stacey Baxendale are owners of Lots numbered 4R and 5 respectively as described on Map No. 9051 GLR.

As construction of the homes and pools progressed, the owners mutually determined that Lot No. 5 would benefit from a modified lot line in order to accommodate construction of a pool.

The proposal is to modify a portion of the lot line between the lots and create two equal area parcels of eleven (11) square feet that will be exchanged. Parcel “X” will be annexed to Lot No. 4R and Parcel “Y” will be annexed to Lot No. 5. As a result, there will be no change to the total area of each lot and no change to the frontage or lot shape of each parcel.

The lots are served by the Town sanitary sewer and all utilities have been installed underground.

There will not be any change in drainage patterns and no increase in impervious surfaces as a result of the revising the lot lines.

Each lot will remain in compliance with all aspects of zoning related to area, lot shape frontage and setbacks to the structures.

Anthony L. D’Andrea, PE&LS
Rocco V. D’Andrea, Inc.
AFFIDAVIT

STATE OF CONNECTICUT  )
COUNTY OF FAIRFIELD   ) : GREENWICH

I, Andrew R. Melillo, being first duly sworn, do hereby certify that on June 30, 2020, I caused to be mailed, postage prepaid, to those persons whose names are set forth, attached hereto, a copy of the notice attached hereto. Said persons were the record owners, as of June 25, 2020, of property abutting (as said term is defined in Sec. 6-14(a)(14) of the Greenwich Building Zone Regulations) the properties belonging to 269 Palmer Hill Road LLC and Jonathan and Stacey Baxendale for whom an application for approval of a Revision of Lot Lines has been filed with the Greenwich Planning & Zoning Commission.

Andrew R. Melillo

Subscribed and sworn to
before me on
June 30, 2020

Anthony L. D’Andrea
Notary Public
My Commission Expires 6/30/2023
Final Subdivision Application Checklist
(Per Section 6-267 through 6-272 of the Subdivision Regulations)

APPLICATION NAME: LOT LINE REVISION - NO 18 AND NO 16 HILLCREST LA

All requests for final subdivision review by the Planning and Zoning Commission shall include all information indicated on this checklist and confirmation that all modifications as specified in a Commission review of any preliminary plan have been resolved. Applications shall be submitted in a single submission, including a list of submitted plans and a project narrative. The subdivision plan record sheet and construction sheet(s) are to be prepared in accordance with the Town's subdivision regulations and Department of Public Works Roadway and Drainage Design Manuals. A complete application must be received a minimum of 30 days prior to the Commission meeting at which the applicant desires to be heard. Fifteen copies of the plans are to be submitted (up to 20 copies of the plans may be required if in Coastal Zone or including new roads). Plans must be folded to 9"x12".

Check Items Submitted:

1. Record Sheets: shall be drawn at a scale of 20, 40, 50 feet to 1 inch except that for tracts in the RA-1, RA-2 or RA-4 zones a scale of 100 feet to 1 inch may be used provided required data is clearly shown. An index is to be provided in the event multiple sheets are required.
   a. Title (Subdivision or Resubdivision) of the sheet including the name of the subdivider and/or contract purchaser, Town Project Number issued upon request by the Chief of the Engineering Division of the Department of Public Works and endorsement block for Commission signature in the lower right hand corner of the tracing. A graphic scale, north arrow, and drawing and revision date(s) are to be shown.
   b. The location and dimensions of all boundary lines (metes and bounds) of the property.
   c. The dimensions and areas of all existing and proposed lots.
   d. Information to show the location of the subdivision in relation to surrounding property and streets.
   e. The names of owners of adjacent land (including properties across the street) or names of adjacent subdivisions; and locations of structures, wells, and septic systems on adjacent properties within 100 feet of the proposed subdivision.
   f. The lines of existing and proposed streets within the subdivision and lines of existing or approved streets. Survey data shall be shown across all street intersections to rotate accurately one block with another and one side of a street with the opposite side.
   g. Location and type of all proposed monuments.
   h. The names of existing and proposed streets. The names of proposed streets are to be unique within the "own and not easily confused with names of other accepted streets.
   i. The lines and purposes of existing and proposed easements immediately adjoining and within the subdivision.
   j. The location of all existing and proposed water bodies, streams and wetlands.
   k. The location and dimension of all property proposed to be set aside for park and playground use or other public or private reservations with designation of the purposes thereof.
   l. The location of any Town and zone boundary lines within and adjoining the tract; and yard dimensions in respect to buildings.
   n. Sufficient data acceptable to the Engineering Division, to determine readily the location, bearing and length of all street lines, and to reproduce such lines upon the ground. These should be tied to reference points previously established such as State Highway or Town lines, adjacent subdivider monuments, or Town or State established grid points, and shown on the map. Datum used shall also be indicated.
   o. Certification with date, signature and seal of a registered land surveyor that the drawing is substantially correct to an A-2 degree of accuracy and that the property is in a designated zone or zones under the zoning regulations and a statement as to whether or not the lots in the proposed subdivision comply with zoning regulations.
   p. The following note shall be placed on the record sheet for any subdivision with a defined drainage course, swale or structure: "Upon approval of this subdivision plan, the owner agrees with the Town that unless otherwise specified hereon, the areas within at least ten (10) feet of the center line of any drainage facility, ditch or stream shown hereon, are dedicated for drainage, that no building or other structure shall be located thereon and that the Town shall not be under any obligation to maintain, clean, enclose, or otherwise alter or improve, such drainage facility."
Final Subdivision Application Checklist

☐ p. The endorsement block for Commission action required to appear on the record sheet shall be shown as follows:

  "Approved by Resolution of the Planning and Zoning Commission, Town of Greenwich, Connecticut, dated

__________________________  ______________________
Signature of Chairman Date

☐ q. A note indicating the type of sewage disposal and water supply facilities to be provided.

☐ r. The following information is to be shown on the record sheet as applicable: total area of the subdivision, area of land reservations, area of land reservations as a percentage of total area, area of conservation land reserved by easement.

☐ s. The record sheet shall note the elevation and the extent of the 100 year flood boundary as shown on the current edition of the Flood Insurance Rate Maps; NGVD 1929 is to be used. Areas reserved for flooding, as per the drainage summary report, shall be indicated and the flood elevation noted. A note indicating the purposes of the reservation shall be shown.

☐ t. All notes required for the preliminary layout not mentioned herein are required.

☐ u. A note stating that all utilities shall be placed underground.

☐ 2. An affidavit certifying that all abutting property owners have been notified about the proposed subdivision (See Section 6-272 of the Subdivision Regulations). Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified property owners.

☐ 3. Written authorization for the agent to act on behalf of the certified property owner(s).

☐ 4. Eight copies of 11 x 17 inch reduction.

☐ 5. A map at a scale of 1,000 feet to one inch showing the Lot Lines & Streets.

☐ 6. Two copies of declarations or easements relating to reservations for park and playground or conservation areas prepared in accordance with the Town’s model documents.

☐ 7. Fee submitted at time of application: $1150.00 (see fee schedule)

☐ 8. Eight copies of a completed application form.

☐ 9. All items from the Preliminary Subdivision checklist.

☐ "It is the belief of the PZC staff that this application is incomplete because of the failure of the applicant to provide the materials referred to above. This application will be reviewed by the PZC and a decision made as to whether it is complete or incomplete at its public meeting to be held in the PZC office."

I certify that the application includes all of the above requirements as noted. Please explain reasons for any omissions: ALL ITEMS PERTINENT TO THE REVISION OF LOT LINES HAVE BEEN PROVIDED REFER TO AUTHORIZATION LETTERS

Owner name/ signature: Rocco V. D'Ambrosio, Inc. Anthony D'Ambrosio

Agent name / signature: ___________________________ Date 6-30-20

P&Z Staff Signature: ___________________________

Applicant Comments: ____________________________________________________________

NOTE: Any new documentation presented at Planning and Zoning Meetings shall be submitted to staff so that they can be made part of the record. Please ensure all documents can easily be removed from presentation boards.
June 30, 2020

Re: Planning and Zoning Commission
Revision of Lot Lines
Lots No. 4R and 5, Map No. 9051 GLR
Hillcrest Lane

Dear Adjacent Property Owner:

Our office is representing 269 Palmer Hill Road LLC, owner of Lot 4R, 18 Hillcrest Lane, and Jonathan and Stacey Baxendale, owners of Lot No. 5, 16 Hillcrest Lane, in an application to the Greenwich Planning and Zoning Commission seeking approval of a Revision of Lot Lines affecting Lots 4R and 5 on Map No. 9051 GLR.

This letter serves as written notice of the said application as required by the Planning and Zoning Commission and Sec. 6-14(a)(3) of the Greenwich Building Zone Regulations.

If you have any questions concerning the above matter, please contact our office or the office of the Planning and Zoning Commission.

Sincerely,

ROCCO V. D'ANDREA, INC.

Anthony L. D’Andrea, PE&LS

ALD:adm
17RHP&ZNOTICE

cc: Seth Greenwald
Jonathan and Stacey Baxendale
1) **Tax ID #12-1444/S**
Daniel Abaroa  
Alyssa Henske  
4 Apple Tree Lane  
Riverside CT 06878

2) **Tax ID #12-1461/S**
Elena M. Cantaverro  
2 Apple Tree Lane  
Riverside CT 06878

3) **Tax ID #12-3276/S**
(14 Hillcrest Lane)  
Samuel & Jennifer Donat  
129 Emery Drive East  
Stamford CT 06902

4) **Tax ID #12-2543/S**
Thomas & Robin Bartholomew  
20 Norton Lane  
Old Greenwich CT 06870

5) **Tax ID #12-2539/S**
Rajasherie Bhasker  
21 Norton Lane  
Old Greenwich CT 06870

6) **Tax ID #12-3273/S**
Frank Altomaro  
20 Hillcrest Lane  
Old Greenwich CT 06870

7) **Tax ID #12-1524/S**
Joan C. Tinnelly  
19 Norton Lane  
Old Greenwich CT 06870
June 30, 2020

Peter Mangs  
Town of Greenwich  
Planning and Zoning Commission  
101 Field Point Road  
Greenwich CT 06830

Re: Planning and Zoning Commission  
Revision of Lot Lines  
Lots No. 4R and 5, Map No. 9051 GLR  
269 Palmer Hill Road LLC

Dear Mr. Mangs,

As duly authorized representative of 269 Palmer Hill Road LLC, owner of 18 Hillcrest Lane, Lot No. 4R on Map No. 9051 GLR, I hereby authorize Rocco V. D’Andrea to represent our interests in the presentation of an application for a Revision of Lot Lines.

Sincerely,

[Signature]

269 Palmer Hill Road LLC
June 30, 2020

Peter Mangs  
Town of Greenwich  
Planning and Zoning Commission  
101 Field Point Road  
Greenwich CT 06830

Re: Planning and Zoning Commission  
Revision of Lot Lines  
Lots No. 4R and 5, Map No. 9051 GLR  
269 Palmer Hill Road LLC

Dear Mr. Mangs,

As owners of 16 Hillcrest Lane, Lot No. 5, we hereby authorize Rocco V. D’Andrea to represent our interests in the presentation of an application for a Revision of lot Lines.

Sincerely,

[Signature]
Jonathan Baxendale

[Signature]
Stacey Baxendale