



# TOWN OF GREENWICH

Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830  
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

## Site Plan Application

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Select One:  Pre-Application  Final

Zone(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_

Please select all relevant items below:

- Special Permit – Complete special permit application form
- Coastal Overlay Zone
- Property is within 500 feet of a Municipal Boundary of \_\_\_\_\_ (for notification)
- Amendment to Building Zone Regulations – Section(s) \_\_\_\_\_
- Amendment to Building Zone Map – Zone(s) affected \_\_\_\_\_
- Health Department review needed
- Sewer Department review needed
- Architectural Review Committee Application attached or Review needed
- Planning & Zoning Board of Appeals review needed
- Inland Wetlands and Watercourses Agency Review / Approval Required
- Scenic Road Designation

**To be completed by P&Z staff only:**

Check # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Application # \_\_\_\_\_

**EXISTING**

**PROPOSED**

**PERMITTED/  
REQUIRED**

**COMMERCIAL/OFFICE**

Gross Floor Area	_____	_____	_____
Usable Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**COMMERCIAL/RETAIL**

Gross Floor Area	_____	_____	_____
Usable Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**OTHER USES**

Gross Floor Area	_____	_____	_____
Usable Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**RESIDENTIAL**

Number of Units	_____	_____	_____
Number of Bedrooms	_____	_____	_____
Gross Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**TOTAL SQUARE FOOTAGE**

**BUILDING HEIGHT**

**FLOOR AREA RATIO**

**BUILDING COVERAGE**

**LOT COVERAGE**

**TOTAL PARKING SPACES**

**GREEN AREA**

**AGE OF STRUCTURE**

**THIS SITE PLAN INVOLVES:**

- Additions                       Alterations                       Demolition                       Re-Construction



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## Special Permit Application

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Zone(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_

### PLEASE SELECT ALL RELEVANT ITEMS BELOW:

- Section 6-17** — Special Permit standards and procedure
- Section 6-30** — Conservation Zone special provisions
- Section 6-94(b)** — Non-residential Uses and Group Living Facilities permitted in Residential Zones including Resident Medical Professional Office
- Section 6-98** — RMF Zone
- Section 6-100**— Use Groups for Business Zones
- Section 6-101, 107** — Buildings over 40,000 c.f. in Central Greenwich Impact Overlay Zone, Post Road Impact Overlay Zone, WB, LB or LBR Zones; and over 150,000 c.f. in all other zones
- Section 6-103.1** — Parking deficient uses in CGBR
- Section 6-104** — Parking Structures incl. underground in LB Zone and Height exceptions
- Section 6-105, 106** — Front Yard Parking in GB or GBO Zone
- Section 6-109** — HO & HRO Zones
- Section 6-110** — Dwellings under special requirements for Business Zones
- Section 6-112** — IND-RE Zone applications
- Section 6-113** — In Hospital Zones: certain accessory uses, expansions exceeding 4,000 s.f. or interior alterations or changes of use exceeding 20,000 s.f. (cumulative within 2 years)
- Section 6-114** — CCRC (Continuing Care Retirement Community)
- Section 6-118.1** — Uses within railroad rights of way
- Section 6-123** — Setbacks from Connecticut Turnpike in Business Zones
- Section 6-140.1** — Satellite Earth Stations that emit microwaves
- Section 6-141** — Changes in non-conforming uses, buildings
- Section 6-205** — Historic structures in CBG Zone exceeding FAR And Notes 7, 8 & 9

### To be completed by P&Z staff only:

Check # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Application # \_\_\_\_\_



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## Application Signature Page

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Property Owner 1: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 2: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 3: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 4: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TOWN OF GREENWICH

Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830  
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

### Site Plan Review Checklist

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Anticipated Type of Application: \_\_\_\_\_

All applications for preliminary and final site plan approval shall be made on the appropriate forms as provided by the Planning Staff. The following items must also be provided with the application. If any of the following items are not filed at the time of application, the application may be returned to the applicant in order that it may be filed in the entirety at an appropriate future date. Required Items: (Sec. 6-14)

**Please check the items submitted below:**

- 1. Fifteen copies of a survey, folded to 9" x 12", showing existing conditions, including:
  - a. Locations and dimensions of all existing buildings, structures, fences, retaining walls, utility facilities, trees of six (6) inches or more in diameter at breast height, and other similar features.
  - b. Existing contours at no more than a two-foot vertical interval, unless waived by the commission Staff in circumstances where such contours may not be necessarily pertinent. The survey shall indicate topographic conditions of property immediately adjoining the subject parcel.
  - c. The location of all existing watercourses, intermittent streams wetlands as required by IWWA, Flood Hazard Lines as determined by FEMA, springs and rock outcrops or a note indicating that none exist, with the sources of information listed.
  - d. The zone in which the land to be developed falls and the location of any town and zone boundary lines within or adjoining the tract, and yard dimensions to existing buildings. Lot area, by zone, shall be indicated.
  - e. The title of the development, date, revision date if any and nature of revision, north arrow, scale, and the name and address of owner and names of owners of adjacent land.
  - f. Street and property lines, curbs, edges of pavement, sidewalks, easements, right-of-way, covenants, and deed restrictions.
  - g. Traffic lights and controls, public trees, catch basins, hydrants, and power and telephone lines in adjacent streets.
  - h. Certification with the signature and seal or registration number of a registered land surveyor licensed in the State of Connecticut that the drawing is substantially correct to A-2 Standards, and that the property is in a designated zone under the zoning regulations.
- 2. Fifteen sets of a detailed Site development plan, at a readable scale, folded to 9" x 12", prepared in accordance with all applicable Town standards including the Roadway Design and Drainage Design Manuals, and signed by a professional architect, land surveyor, or engineer licensed in the State of Connecticut, showing:
  - a. Location, dimension, and elevation of all proposed buildings, structures, walls, fences.
  - b. Location dimensions and surface treatment of all existing and proposed parking and loading spaces, traffic access and circulation drives, and pedestrian walks. Sidewalks are to be provided as required by the Building Zone Regulations.
  - c. Approximate location of proposed utility lines, including water, gas, electricity, sewer and the location of any transformers.
  - d. Note specifying source of water supply and method of sewage disposal.
  - e. Existing and proposed contours at units of no more than a two-foot interval unless waived by the Commission's staff. Cuts and fills and estimates of blasting to be submitted at time of final site plan.
  - f. Location, size and type of proposed landscaping and buffer planting and the designation of those areas of natural vegetation not to be disturbed.
  - g. Any other similar information determined by the Commission staff to provide for the proper enforcement of the Building Zone Regulations.
  - h. Zoning statistics including: Gross Floor Area, Floor Area Ratio, Usable Floor Area, Required Parking, Actual Parking

Provided, Building Height, Building Footprint, and Area Devoted to Surface parking, Building and Drives.

- i. Provisions for compliance with Americans with Disabilities Act (Handicap Access) and State Building Code).
- j. Coastal Area Management Application for projects within the Coastal Overlay Zone.
- 3. Eight sets of architectural plans, signed and sealed by an architect registered in the State of Connecticut, of all floors, all exterior elevations showing existing and proposed grade conditions. Elevations are to detail architectural elements by labeling materials, color and dimensions. Each architectural elevation shall show the absolute building height as well as building height for zoning purposes. All HVAC facilities are to be shown on architectural elevations.
- 4. Three copies of Floor Plan Work Sheets with the dimensions and calculated floor areas for each floor prepared in accordance with Sec. 6-5(22). Consult Commission Staff for required format.
- 5. Three copies of "building coverage" computation sheets.
- 6. Three copies of "area devoted to surface parking, building, and drives" worksheets.
- 7. Five copies of sight distance certification reports when required by a preliminary site plan review or when advised by the commission staff pursuant to item 2(g) of this checklist.
- 8. Three copies of Volume calculations per 6-101.
- 9. Completed Traffic Impact Evaluation Form if applicable. Submission requirements are defined on the form, available at the Commission office. A traffic report may be required.
- 10. Ten copies of completed application form signed by applicant or authorized agent, owners and contract purchasers, as applicable.
- 11. Ten copies of completed Special Permit form, if required by Building Zone Regulations.
- 12. Fifteen copies of detailed, inclusive narrative description of the proposed project. For those projects involving amendments to the Building Zone Regulations and/or amendments to the Building Zone Regulation Map, the narrative description must provide the section number and text for the proposed amendments(s) to the BZR and an explanation providing justification for the proposal. For map changes, a scaled drawing at 1" = 400' needs to be provided for affected areas(s).
- 13. Eight copies of reductions in, 11 x 17 size, or other appropriate size, providing a readable, clear plan of proposed site development and architectural plans.
- 14. A showing that an adequate source of potable water is available to satisfy the needs of the proposed development as per Sec. 6-15(a) (5), signed by C.A.W.C.
- 15. An affidavit certifying that all abutting property owners have been notified, as evidenced by the submission of a certificate of mailing or certified or registered mail receipts about said application. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified 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. For projects which require the preliminary review by the Conservation Commission, the notice shall be sent by the applicant to abutting owners two weeks prior to any scheduled hearing date of the Conservation Commission.
- 16. Authorization for the agent and contract purchasers to act on behalf of the certified property owner(s).
- 17. A separate schematic plan at a scale no larger than 1"-100" indicating buildings, parking and drives on the site and all adjoining properties, including those across the street, and the nearest cross street.
- 18. Five copies of a Drainage Summary Report as per Department of Public Works and the Town Drainage Design Manual. The summary report must be prepared in accordance with the following formats: PRELIMINARY: Existing and proposed storm water distribution, existing and proposed runoff rates, capability of off-site drainage facilities to accommodate proposed runoff, capability of off-site soils to accommodate percolation or detention if proposed, and identification of proposed drainage structures. FINAL: Final structure design details, prior approval from IWWA, Engineering Division and Conservation Commission as appropriate, and all information required by the preliminary report or two copies of drainage exemption forms.
- 19. In accordance with Sec. 6-183.1 to 6-183.10 of the Building Zone regulations, tree protection and sedimentation and erosion control plans shall be submitted with all site plan applications.
- 20. All applications for final site plans shall be in the form of a survey prepared by a registered Connecticut land surveyor having metes and bounds, dimensions of all buildings, parking and drives, setbacks of all structures from property lines, setbacks between buildings, and certification that building dimensions shown thereon are the same as the approved architectural plans Architectural and drainage plans are to be references by title, date(s) and sheet numbers.
- 21. Required fee submitted at time of application (see fee schedule).
- 22. "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."

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

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.



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Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

## 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 ).

This application ( give a brief description of the proposed project ).

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.

Signature





## TOWN OF GREENWICH

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Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

### Affidavit of Notification of Application for Rezoning / Special Permit / Site Plan / Subdivision Applications

(STATE OF CONNECTICUT)  
(COUNTY OF FAIRFIELD) ): GREENWICH

I (name), being first duly sworn, do hereby certify that on (date), I caused to be mailed, postage prepaid, to those persons whose names are set forth on Exhibit A attached hereto a copy of the notice attached hereto as Exhibit B. Said persons were the record owners, as of (date) as shown on the Town Tax Assessor's Office records of property abutting (as said term defined in Sec. 6-14 (a)(3) of the Greenwich Building Zone Regulations) the property belonging to (owner name) for which an application for (type of application) has been filled with the Greenwich Planning and Zoning Commission.

Subscribed and sworn to  
Before me on

\_\_\_\_\_  
Notary Public



Inland Wetlands & Watercourses Agency  
 Town Hall, 101 Field Point Road, Greenwich, CT 06830  
 Phone 203 622-7736

**PERMIT NEED DETERMINATION QUESTIONNAIRE**  
**[This form is NOT an IWWA Application]**

PROJECT: Street Address \_\_\_\_\_ GW  CC  RIV  OG

PARCEL ID.# - Has there ever been an IWWA application for this site? YES NO Appl.# -

ACTIVITY: (Circle) Addition Demolition Deck Garage Interior renovations New residence Pool Tennis court  
 Generator Site Work/Landscaping Septic Other (please specify) \_\_\_\_\_

Will this activity require an addition to the septic system or B100a? YES NO

**FEE: \$65 for reviews requiring a site visit or further in office analysis**

Owner's full name [please print] \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Agent's name [please print] \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

**A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY IN RED.**  
**Staff cannot review your proposal without a plan.**

**IWWA staff will review this questionnaire to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. Do not apply for a Building Permit until this review is complete.**

If your project **does not require** an IWWA permit, we will sign off on this questionnaire, which you will need if you are obtaining permits from other departments.

If an IWWA permit **is required**, we will supply you with a permit application packet. You must obtain an IWWA permit prior to the commencement of your project. **No work may begin until you receive an IWWA permit.** The issuance of a building permit alone does not constitute an authorization to proceed.

If you do not receive notice regarding your questionnaire within two weeks of submission, please contact the IWWA office.

As the **property owner**  or, **authorized agent**  [check one] I believe that the information I have submitted is correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If mailing, **return** completed form.

If a site visit is required, you will be notified and asked to remit a \$65 fee (**payable to "Town of Greenwich"**) to the **Greenwich Inland Wetlands & Watercourses Agency**.

The site visit will not take place until this fee is received.

**STAFF NOTES**

Office Rev Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Field Inv Date \_\_\_\_/\_\_\_\_/\_\_\_\_ WET/WC? YES NO TIDAL

Action Required? YES NO If yes, DR AA AR SIA Staff \_\_\_\_\_

Soils Report Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Author \_\_\_\_\_ Soils \_\_\_\_\_

Comments: \_\_\_\_\_

Fee Received: YES NO Comment: \_\_\_\_\_

Received  
Date Stamp

## Declaratory Ruling

(To be filled out only when directed to by IWWA staff)

There is a \$30 fee for Declaratory Ruling

1. Purpose and description of proposed activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Present use of property in area of proposed activity: \_\_\_\_\_
3. Distance of closest disturbance to Wetlands/Watercourses: \_\_\_\_\_
4. Site acreage: \_\_\_\_\_ Wetland acreage: \_\_\_\_\_ Linear feet of watercourse: \_\_\_\_\_
5. Submit **one (1) copy** of the following information:
  - A) \_\_\_ Site plan showing:
    - a. \_\_\_ existing and proposed features, with detail and accuracy sufficient to understand full scope of proposed work.
    - b. \_\_\_ the location of any wetlands or watercourses and the upland review area for each.
  - B) \_\_\_ Written consent of owner to the proposed activity, if the applicant is not the property owner.

By signing this application, the applicant or his/her agent certifies that he is familiar with the information provided in this application and is aware of the penalties for obtaining a permit or ruling through deception or by submission of inaccurate or misleading information.

By signing this application, permission is hereby given to conduct necessary and proper inspection of the subject property by the Agency members and designated agents of the Agency, at reasonable times, both before and after a final decision has been rendered.

**Owner's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Agent's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(When applicant is not owner, owner's authorization is required)

---

By signing this form, the IWWA Authorized Agent acknowledges a regulated activity is proposed within an upland review area; however the activity is so minor as to have no potential effect on the wetland or watercourse. The activity is therefore authorized.

**Authorized Agent's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Town of Greenwich  
Department of Public Works – Engineering Division  
Town Hall – 101 Field Point Road, Greenwich, CT 06830  
Phone 203-622-7767 – Fax 203-622-7747

### Engineer of Record Certification

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Engineering Firm's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned Registered Professional Engineer of Record certifies that the Stormwater Management Report and Plans submitted herewith entitled:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stormwater Management Report Last Revision Date: \_\_\_\_\_

Number of Plan Sheets: \_\_\_\_\_ Last Revision Date: \_\_\_\_\_

complies with all applicable provisions of the latest edition of the Town of Greenwich Roadway Design Manual, Drainage Manual, Construction Standards, and Greenwich Municipal Code Chapter 6. Land Use.

Engineer's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Engineer's Seal

## STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Project Lot Number(s) \_\_\_\_\_

Property Owner(s) \_\_\_\_\_

Tax Account Number(s) \_\_\_\_\_ Zone(s) \_\_\_\_\_ Lot Area \_\_\_\_\_

1. Check all that apply to the proposed project:

- This is a new development or redevelopment project,
- The project will result in an increased amount of stormwater runoff and/or water pollutants flowing from a parcel of land (prior to the application of stormwater Best Management Practices),
- The project will alter the drainage characteristics of a parcel of land (prior to the application of stormwater Best Management Practices).

### Categorical Exemptions:

2. Does the proposed project meet one of the following categorical exemptions? Check all that apply:

- Normal maintenance and improvement of land in agricultural use (as defined by Connecticut General Statutes), provided such activity conforms to acceptable management practices for pollution control approved by the Connecticut Department of Energy and Environmental Protection and the Greenwich Inland Wetlands and Watercourses Commission. This exemption does not apply to construction activities that are not directly related to the farming or agricultural operation.
- Routine maintenance of existing landscaping, gardens (excluding structural modifications to stormwater BMPs including rain gardens) or lawn areas including those maintained by the Town of Greenwich Parks and Recreation Department and Board of Education.
- Resurfacing of an existing impervious area on a non-residential lot such as repaving an existing parking lot or drive with no increase in impervious cover.
- Routine maintenance to existing town roads that is performed to maintain the original width, line, grade, hydraulic capacity, or original purpose of the roadway.
- Customary cemetery management.
- Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the approving authority.
- Any emergency activity that is immediately necessary for the protection of life, property, or the environment, as determined by the approving authority.
- Repair of an existing septic system.
- Construction of utilities (gas, water, electric, telephone, etc.), other than drainage, which will not permanently alter terrain, ground cover, or drainage patterns.
- Repair or replacement of an existing roof of a single-family dwelling.
- Construction of a second (or higher) floor addition on an existing building.
- Construction of a maximum 12 foot x 12 foot shed. The construction must include the installation of a 1 foot wide x 1 foot deep crushed stone trench along the sides of the shed that discharge the roof runoff.
- The repair of an existing wood, composite, or plastic deck with no proposed enlargement of the deck surface.

Town of Greenwich  
Department of Public Works - Engineering Division  
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540  
Phone 203-622-7767 - Fax 203-622-7747

- The reconstruction or construction of a wood, composite, or plastic deck with the decking boards spaced at least 3/16 of an inch and a pervious surface below the deck. The pervious area below the deck must have the soil tilled 12 to 16 inches and finished with grass seed, sod, or crushed stone. The minimum depth for the crushed stone is 4 inches. A site plan showing the proposed location of the deck and construction details for the deck must be submitted.
- The construction of any fence that will not alter existing terrain or drainage patterns.

If so, the Greenwich Stormwater Management Standards shall not apply, and submittal of a Stormwater Management Report is not required. However, application of the standards is still strongly encouraged.

**OWNERS' CERTIFICATION**

Owners' Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Owners' Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACTOR'S CERTIFICATION**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Conditional Exemptions Requiring Certification from a Professional Engineer:**

3. **For projects adding up to 500 square feet of impervious surfaces<sup>1</sup>:**

The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure, as certified by a professional engineer.

At least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious surfaces within its on site watershed and point of concern:

- Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- Restoring a riparian buffer (may require IWWA permit)

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 3, 5, and 8 of this exemption request form and all computations and any additional drainage documents (Soil Evaluation Test Results, Watershed Maps, Etc.), in lieu of a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit construction plans as required on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Operations and Maintenance Plan Report – Form CL-104.

For projects that meet the above criteria, the project proponent needs to submit the Certificate of Occupancy documents on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

Residential teardowns are not exempt unless the project meets the Conditional Residential Teardown Exemption Requirements.

Commercial teardowns are not exempt.

**PROFESSIONAL ENGINEER**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Professional Engineer's Name \_\_\_\_\_

**Conditional Exemptions Requiring Certification from a Professional Engineer:**

**4. For projects adding between 500 and 1,000 square feet of impervious surfaces<sup>1</sup>:**

The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure, as certified by a professional engineer.

At least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious surfaces within its on site watershed and point of concern:

- Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- Restoring a riparian buffer (may require IWWA permit)

At least one of the following measures shall be implemented on the project site using LID or conventional stormwater BMPs to help mitigate the effects of site disturbance and new impervious surfaces:

- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 4, 5, and 8 of this exemption request form and all computations and any additional drainage documents (Soil Evaluation Test Results, Watershed Maps, Etc.), in lieu of a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit construction plans as required on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Operations and Maintenance Plan Report – Form CL-104.

For projects that meet the above criteria, the project proponent needs to submit the Certificate of Occupancy documents on the Checklist for Projects Submitting a Stormwater Management Standards – Drainage Report Exemption – Form CL-101.

Residential teardowns are not exempt unless the project meets the Conditional Residential Teardown Exemption Requirements.

Commercial teardowns are not exempt.

**PROFESSIONAL ENGINEER**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Professional Engineer's Name \_\_\_\_\_



**PROFESSIONAL – EXEMPTION CERTIFICATION**

I hereby declare that the proposed project will add the following amount of impervious surfaces to the project site (check the box that applies):

- 0 to 500 square feet (conditionally exempt with Professional Engineer’s Certification)
- 500 to 1,000 square feet (conditionally exempt with Professional Engineer’s Certification)

It is my professional opinion that the project design, including the proposed drainage system, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure.

I further declare that at least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious cover for 0 to 1,000 square feet (check all that apply):

- Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- Restoring a riparian buffer (may require IWWA permit)

I further declare that at least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious cover for 500 to 1,000 square feet (check all that apply)

- A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm

Professional Engineer’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Professional Engineer’s Seal

## **Conditional Residential Teardown Exemption Requiring Certification by a Professional Engineer:**

5. **For residential teardowns that reconstruct where the impervious surfaces within each point of concern is less than or equal to pre-development conditions and the peak flow and runoff volume for the 1, 2, 5, 10, 25, 50, and 100-Year Storms has a zero increase to all points of concern the following must be submitted:**

A Stormwater Management Report must be submitted with the following included:

1. Project Narrative
2. Site Inventory & Evaluation
  - a. Topography
  - b. Soil Evaluation (Soil Evaluation Test Results (Form SC-101) Shall Be Used)
    - i. Initial Feasibility Evaluation (NRCS Web Soil Survey and similar sources of information)
    - ii. Concept Design Testing (test pits/borings and saturated hydraulic conductivity testing, as per Appendix B)
3. Evaluate Pre-Development Site Hydrology to all points of concern (Runoff Volume and Peak Flow Rate – 1, 2, 5, 10, 25, 50 and 100-Year Storms)
  - a. Watershed Map Pre-Development
  - b. NRCS Runoff Curve Numbers Pre-Development
  - c. Time of Concentration Pre-Development
4. Evaluate Post-Development Site Hydrology to all points of concern (Runoff Volume and Peak Flow Rate – 1, 2, 5, 10, 25, 50 and 100-Year Storms)
  - a. Watershed Map Post-Development
  - b. NRCS Runoff Curve Numbers Post-Development
  - c. Time of Concentration Post-Development
5. Peak Runoff to all points of concern must have a zero increase for the 1, 2, 5, 10, 25, 50, and 100-Year Storms
6. Runoff volume to all points of concern must have a zero increase for the 1, 2, 5, 10, 25, 50, and 100-Year Storms
7. Compare & Summarize Pre-& Post Development Site Hydrology for peak flow and runoff volume to all points of concern
8. Conveyance Protection: 10, 25, 50 & 100-Year Depending on Peak Flow Rate for Downstream Stormwater Facilities
9. Outlet Protection Calculations – Based on Conveyance Protection
10. Emergency Outlet Sizing: Safely Pass the 100-Year
11. Supporting Documents
12. Sealed and Signed By a Professional Engineer

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 6, 7, and 8 of this exemption request form and a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit plans which include all items on the:

1. Checklist for Construction Plans – Form CL-102
2. Checklist for Driveway Profile and Sight Distance Plan – Form CL-103

For projects that meet the above criteria, the project proponent must submit an Operations and Maintenance Plan Report. The Operations and Maintenance Plan must be submitted following the Checklist for Operations & Maintenance Plan Report CL-104.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Certificate of Occupancy – Form CL-105 with the request for Certificate of Occupancy. The Improvement Location Survey must include the items on the Checklist for Improvement Locations Survey Depicting ‘As-Built’ Conditions CL-106.

The use of this exemption removes any future additional construction on the property from using the Conditional Exemption regardless of ownership changes.

Town of Greenwich  
Department of Public Works - Engineering Division  
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540  
Phone 203-622-7767 - Fax 203-622-7747

**PROFESSIONAL ENGINEER**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Professional Engineer's Name \_\_\_\_\_

**PROFESSIONAL – RESIDENTIAL “teardown” EXEMPTION CERTIFICATION**

I hereby declare that the proposed project will not have an increase in impervious surfaces and a zero increase in peak flow and runoff volume to all points of concern for the 1, 2, 5, 10, 25, 50, and 100-Year Storms.

It is my professional opinion that the project design, including the proposed drainage system, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure.

I further declare that the Required Stormwater Management Report and plans shall be implemented on the project site.

Professional Engineer's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Professional Engineer's Seal

### IMPERVIOUS AREA WORKSHEET

This worksheet shall be used to quantify impervious surfaces<sup>1</sup> associated with existing and proposed construction on your site. Please complete columns 1, 2, and 3 below listing the first floor or ground level square footage of each existing or proposed structure or site amenity. Each point of concern shall use a separate worksheet.

#### POINT OF CONCERN

	(1) Existing Conditions Impervious Surfaces (sq ft)	(2) Proposed Conditions Impervious Surfaces (sq ft)	(3) Proposed New Impervious Surfaces (sq ft) [Column 2 minus column 1]
House/Buildings			
Driveways			
Sidewalks/Paths			
Swimming Pool			
Patios			
Tennis Court/Sport Court			
Other			
<b>TOTALS:</b>			

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<sup>1</sup> Refer to the glossary in the Town of Greenwich Drainage Manual for a definition of “impervious surface.”