**Site Plan Final and Special Permit, PLPZ 2020 00310**  
Matthew Criscuolo for the Pizza Post  
To acquire neighboring retail space and add twelve (12) seats

| LOCATION: | 522 East Putnam Avenue |
| EXISTING ZONING: | LB Zone |
| PARCEL SIZE: | 0.609-acres (26,515 sq.ft.) |
| UTILITIES: | Public Water and Town Sewer |

**Existing Use:** Retail / Personal Service (formerly Salon Moda Enzo)  
**Proposed Use:** Restaurant

### Existing Site Parking
- **Handicap Spaces:** 2 ***
- **Regular Spaces:** 48 ***

### Total Parking Demand*
- **Based on Office / Retail Parking Calculations in the BZR **: 47.05
- **Based on Restaurant and Retail / Office Parking Calculations in the BZR **: 57.84

### 1st Floor Parking Demand

| Retail Space #1 = 850 sq.ft.* | Based on all Retail Space Parking Demand 24.18 parking spaces ** |
| Restaurant Space = 34 seats | Based on Restaurant and Retail Mix Parking Demand 34.97 parking spaces** |
| (850 usable sq.ft. / 150) = 5.67 parking spaces** |
| (700 usable sq.ft. / 150) = 4.67 parking spaces** |
| (441 usable sq.ft. / 150) = 2.94 parking spaces** |
| (656 usable sq.ft. / 150) = 4.37 parking spaces** |
| (980 usable sq.ft. / 150) = 6.53 parking spaces** |

### 2nd Floor Parking Demand*
- **22.87 parking spaces**

| Office Space #6 = 516 sq.ft.* | (516 usable sq.ft. / 150) = 3.44 parking spaces** |
| Office Space #7 = 506 sq.ft.* | (506 usable sq.ft. / 150) = 3.37 parking spaces** |
| Office Space #8 = 286 sq.ft.* | (286 usable sq.ft. / 150) = 1.91 parking spaces** |
| Office Space #9 = 174 sq.ft.* | (174 usable sq.ft. / 150) = 1.16 parking spaces** |
| Office Space #10 = 188 sq.ft.* | (188 usable sq.ft. / 150) = 1.25 parking spaces** |
| Office Space #11 = 388 sq.ft.* | (388 usable sq.ft. / 150) = 2.59 parking spaces** |
| Office Space #12 = 284 sq.ft.* | (284 usable sq.ft. / 150) = 1.89 parking spaces** |
| Office Space #13 = 423 sq.ft.* | (423 usable sq.ft. / 150) = 2.82 parking spaces** |
Office Space #14 = 278 sq.ft.*  
(278 usable sq.ft. / 150) = 1.85 parking spaces**

Office Space #15 = 388 sq.ft.*  
(388 usable sq.ft. / 150) = 2.59 parking spaces**

*Based on the Proposed Lower Floor Level Plan and Proposed Upper Floor Level Plan provided by the applicant by DeMasi Architects P.C., dated 2/10/2020

**Per Section 6-158 of the Town of Greenwich’s Building Zone Regulations (BZR)

***Based on the Survey provided by the applicant by SE Minor dated 4/7/2020

APPLICATION SUMMARY:
Final Site Plan and Special Permit applications are submitted by the applicant to change the use of an existing neighboring retail space to a restaurant use, and to then connect and expand the existing Pizza Post Restaurant adding a total of 12 additional seats to their current 34 seats, giving the Pizza Post Restaurant a total of 46 restaurant seats. This proposal is on a 0.609-acre parcel located at 522 East Putnam Avenue in the LB Zone.

ISSUES/RECOMMENDATIONS:

1. The Inland Wetlands Agency (IWWA) issued a greensheet on 10/16/2020 indicating no further effort is needed with wetlands for this application.

2. The Zoning Enforcement Officer issued comments on 11/19/2020 and has no concerns as long as Section 6-158(b) of the BZR is followed regarding the site’s parking requirements.

3. The Sewer Division issued comments on 11/19/2020 and has no objection to P&Z approving the application.

4. The Health Department issued comments on 10/29/2020 and notes that The Health Department has approved the plan with the expanded dining area.

5. Confusion of Tenants. In December 2020 a concern was raised by the Health Department to confirm exactly which business was taking over the Solon Moda Enzo space in the plaza. The Health Department has two different users looking into the Solon Moda Enzo space, Pizza Post and CCB Haircutters. The Health Department suggested the applicant get a layout from the landlord to show who is going where on the first floor of the plaza to resolve this confusion.

6. Floor Plans. The applicant was only able to provide “Proposed” layouts of the entire plaza with square footages. It is unclear if these updates are complete or not, and therefore the precise accuracy of the lease spaces is uncertain.

7. Existing Survey. The existing survey provided by the applicant notes the lot area to be “26,515 acres.” This is believed to be a typo and is meant to read “26,515 square feet”, not acres.

8. Delivery Service. The applicant is considering adding a delivery service, which is expected to greatly reduce the parking demand of patrons doing pick-up for takeout.

9. No additional employees. The applicant is not planning to hire additional employees, which would otherwise be expected in a separate retail space. This should lessen the burden on parking for the plaza.

10. Employees park at applicants' home. In the past, and expected to continue in the future, the applicant lets employees park their vehicles at his home which can open 5 parking spaces.

11. Office Hours. The parking demand for the office tenants and the restaurants do not typically overlap as the office tenants typically leave between 4:30-5:00 PM Monday through Friday and the demand for the restaurant is later in the evening.

12. Office Parking Area. The landlord notes in a letter dated 12/10/2020 that the office tenants are encouraged to park on the side and perimeter of the parking lot.

PROPOSAL:
Final Site Plan and Special Permit applications are submitted by the applicant, pursuant to Section 6-12 and 6-17 of the BZR, to change the use of an existing neighboring retail space to a restaurant use, and to then connect and expand the existing Pizza Post Restaurant adding a total of 12 additional seats to their current 34 seats. This would give the Pizza Post Restaurant a total of 46 restaurant seats.
12 additional seats within a restaurant space increases the parking demand of Retail Space #3 from 2.94 to 4.8 parking spaces, which is an increase of 1.86 parking spaces according to Section 6-158 of the BZR. The applicant has a Certificate of Occupancy for the current 34 seats that are within the existing Retail Space #2.

This proposal is on a 0.609-acre parcel located at 522 East Putnam Avenue in the LB Zone.

**DEPARTMENT COMMENTS:**

IWWA - see attached green sheet dated 10/16/2020
ZEO - see attached memo of 11/19/2020
Health - see attached memo of 10/29/2020
Sewer - see attached memo of 11/19/2020

**PARKING:**
The plaza has an existing 50 vehicular parking spaces, 2 handicap and 48 regular spaces, per the survey provided by the applicant.

For the entire plaza to be calculated as retail and office spaces, without any restaurant use, the parking demand totals 47.05 parking spaces per the Section 6-158 of the BZR.

Pizza Post has a Certificate of Occupancy that allows them to have 34 restaurant seats in their existing area, Retail Space #2. This yields 13.6 parking spaces per the Section 6-158 of the BZR.

- \((34 \text{ seats} / 3 = 11.33 \text{ spaces}) \times 1.2 = 13.60 \text{ parking spaces}\)

By Pizza Post expanding into Retail Space #3 (which is 441 sq.ft.) and changing the use from retail to restaurant and adding 12 seats the demand for this space increases from 2.94 to 4.8 parking spaces. This is an overall increase of 1.86 parking spaces.

- 441 usable sq.ft. of retail space = \((441 / 150) = 2.94 \text{ parking spaces}\)
- 12 restaurant seats = \(((12 / 3 = 4) \times 1.2) = 4.8 \text{ parking spaces}\)

**HEALTH DEPARTMENT:** The Health Department notes they approved the plan with the expanded dining area in comments provided on 10/29/2020.

In December 2020 a concern came up from the Health Department that possibly two different tenants were planning to go into the Solon Moda Enzo space, Pizza Post and CCB Haircutters. The Health Department notes that CCB Haircutters could fit into Solon Moda Enzo’s space, as well as the nail salon. The Health Department suggested the applicant get a layout from the landlord to show who is going where on the first floor of the plaza to resolve this confusion.

**UTILITIES:** The site has Town Water and Sewer service.

**APPLICABLE ZONING REGULATIONS:**

Section 6-5 – Definitions
Section 6-12 (e) – Limitations on Zoning Permit Issuance
Section 6-13 – Site Plan Approval Required by Planning and Zoning Commission
Section 6-14 – [Site Plan] Procedure
Section 6-15 – [Site Plan] Standards
Section 6-16 – Site Plan Changes
Section 6-17 – Authorization of use by Special Permit
Section 6-101 – Special permit required for Business and Residential Zones
Section 6-104 – Use Regulations and Special Permit Requirements for the LB Zone
Section 6-158 – Customer or Patron Parking; Required Spaces
TOWN OF GREENWICH
Town Hall – 101 Field Point Road – Greenwich, CT 06830
Inland Wetlands & Watercourse Agency – 203-622-7736 ~ Fax:203-622-7764

PERMIT-NEED QUESTIONNAIRE
This form is NOT an IWWA Application

522 E Putnam Ave               06-1603303
Greenwich CT 06830

Property Owner: Caterina Violi
Address: 346 Westover Rd
Stamford CT 06902

Contact information – Email or Cell Phone: 203-570-6704

Authorized Agent: Matthew Criscuolo
Address: 41 Cricle Drive
Greenwich CT 06830

Contact information – Email or Cell Phone: 203-979-8989

Has there ever been an IWWA application for this site? YES ☐ NO ☑ Appl. #

ACTIVITY: [Check one] Addition ☐ Demolition ☐ Deck ☐ Garage ☐ Interior renovations ☑
New residence ☐ Tennis Court ☐ Pool ☐ Site Work/Landscaping ☐
Septic ☐ Generator ☐ Other (specify) _______________________________________

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

FEE: $65 for reviews requiring a site visit

A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY.

IWWA staff will review the project proposal to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. If an IWWA permit is required, the appropriate permit application packet will be provided.

Do not apply for a Building Permit until this review is complete.

No work may begin until an IWWA permit is issued and/or the “Building Permit Application Sign-Off Sheet” has been signed.

The issuance of a building permit alone does not constitute an authorization to proceed.

As the property owner ☑ or, authorized agent ☐ (check one) I believe the information I have submitted is correct.

Signature ___________________________ Date 10/15/2020

STAFF NOTES
Office Rev Date 10/16/2020 Field Inv Date __________
WET/WC? YES ☑ NO ☐
Action Required? YES ☐ NO ☑ If yes, DRO ☐ AA ☐ AR ☐ SIA ☐ Staff

Soils Report Date __________ Author __________

Comments: __________________________

Received

IWWA Questionnaire Revised 3/24/2020
Date: November 19, 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: PLPZ202000310: 522 East Putnam Avenue, Matthew Criscuolo (Pizza Post)

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

Project Summary:
- Acquire neighboring retail space and add 12 seats.

Sewer Division Comments:
Comments to be addressed during P&Z phase:
- None.

Comments to be addressed during Sewer and Building Permit phase:
- The Sewer Division has no objection to the proposed additional seating. The applicant/owner has already coordinated with the Sewer Division for the necessary grease trap review. The applicant/owner is required to comply with the grease trap approval dated April 15, 2020.

- Please note, sanitary sewers are designed for first floor elevations. Therefore, any plumbing fixtures in lower levels (basements) could be subject to sanitary sewer backups/overflows. The property owner is strongly recommended to consider and review this and plan accordingly to protect themselves in those situations. The Town is not responsible for damages as a result of these connections/installations. Please consider this and revise accordingly.

- Please note, in accordance with Town regulations and standard practice, all clear water sources cannot discharge to sanitary sewer. This includes air conditioning and high efficiency heating system condensate lines. Please confirm that the new development will not discharge any clear water sources to sanitary sewer.

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.

Also, please note, the applicant should NOT submit for Sewer Permits until the project has received approval from P&Z.
ZONING ENFORCEMENT

| Project No. | PLPZ202000310 | Preliminary | Final | X |

Reviewed for Planning and Zoning Commission.

**TITLE OF PLAN REVIEWED:** Pizza Post

**LOCATION:** 522 East Putnam Ave.

**PLAN DATE:**

**ZONE:** LB

☐ 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. With parking per section 6-158(b)

Reviewed by: Jodi Couture

Date: 11/19/2020

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
RE: ROUTING - 522 East Putnam Avenue - PLPZ 2020 00310 - FSP

Long, Michael <Michael.Long@greenwichct.org>
Thu 10/29/2020 2:27 PM
To: Dygert, Bianca <bianca.dygert@greenwichct.org>
The Health Department has approved the plan with the expanded dining area

Michael Long
Greenwich Health Department

From: Dygert, Bianca
Sent: Tuesday, October 27, 2020 3:52 PM
To: Couture, Jodi <jodi.couture@greenwichct.org>; Feminella, Richard <richard.feminella@greenwichct.org>; Natale, Robert <Robert.Natale@greenwichct.org>; Long, Michael <Michael.Long@greenwichct.org>
Cc: Mandras, Carol <Carol.Mandras@greenwichct.org>
Subject: ROUTING - 522 East Putnam Avenue - PLPZ 2020 00310 - FSP

Hello All,

Please find the attached routing sheet and documents at the link below for 522 East Putnam Avenue - PLPZ 2020 00310.

[522 East Putnam Avenue - PLPZ 2020 00310]

Please let me know if you have comments.
Thank you,

Bianca Dygert
Planner II

Town of Greenwich
Land Use - Planning & Zoning
101 Field Point Road
Greenwich, CT 06830-6463
Ph. (203) 622-7894
Office Fax. (203) 622-3795
Direct Fax. (203) 861-6113
Bianca.Dygert@greenwichct.org

www.greenwichct.gov
Yes, this is what you have submitted. I understand that. We don’t require entire building plans upon submittal, only facility plans and check those for compliance. We don’t check to see if the owner has granted permission for use of the space. Ashley reviewed your plan. Claire reviewed CCB. I saw the article in the newspaper and started to question who was going where. CCB came in multiple times and pulled the file for Salon Moda Enzo and her plans could easily fit that space or even the nail salon. I think it would be a good idea to get the owner to provide a layout showing who is going where, which will help to resolve this.

Kristin

Kristin Donlin RS
Environmental Health Supervisor
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830
203-622-3770
kdonlin@greenwichct.org

From: Matthew Criscuolo <mattpizza1979@gmail.com>
Sent: Monday, December 7, 2020 10:23 AM
To: Donlin, Kristin <kristin.donlin@greenwichct.org>
Subject: Pizza Post KE_20 1026.pdf

[EXTERNAL]

Here is the new layout for pizza post. It’s so odd I submitted all this stuff. I already got all my permits too.

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Matthew Criscuolo
Hello, I am writing in regards to some confusion with the spaces next door. I spoke to my landlord and they said this new salon isn’t even finalized yet but she did confirm to me that they are looking at store 4, the old nail salon, not store 3, Enzo’s hair salon. As I have already taken store 3, there is no way anyone is looking at that space but I have asked my one lord to write something stating exactly this.

Matthew Criscuolo

On Dec 7, 2020, at 9:23 AM, Pruitt, Jacalyn <jacalyn.pruitt@greenwichct.org> wrote:

Good morning Matt – In the below email chain you will see there is some confusion at Town Hall as to what space CCB Haircutters is taking over at 522 East Putnam Ave. How much sq.ft. is CCB Haircutters taking, if they are in fact coming, versus the space you are taking from Salon Moda Enzo? Can you please give us some numbers and let us know what is actually happening with the old Salon Moda Enzo space? Thank you!!

Jacalyn Pruitt, Planner II
Town of Greenwich Planning & Zoning

From: DeLuca, Katie
Sent: Monday, December 7, 2020 9:19 AM
To: Donlin, Kristin <kristin.donlin@greenwichct.org>; LaRow, Patrick <Patrick.LaRow@greenwichct.org>; Pruitt, Jacalyn <jacalyn.pruitt@greenwichct.org>
Subject: RE: Pizza Post Expansion into salon

Yikes. They are on the agenda for next week. Jackie, can you research and try to the bottom of this please. Thanks!

From: Donlin, Kristin
Sent: Monday, December 7, 2020 8:33 AM
To: DeLuca, Katie <Katie.DeLuca@greenwichct.org>
Subject: Pizza Post Expansion into salon

Hi Katie,

Hope all is well. Over the weekend, I saw an article in the Greenwich Free Press that Pizza Post was taking over the space that had been Salon Moda Enzo. We have received
and approved plans from CCB Haircutters to move from their current location in Cos Cob to the vacant hair salon at 522 East Putnam Avenue. It is possible that Pizza Post is only taking part of the space, but we were never given full building plans so I cannot confirm that. I just wanted to try to make sure they are not planning on utilizing the same space. Do you have a first floor plan for the entire building? Let me know.

Thank you!

Kristin

Kristin Donlin RS
Environmental Health Supervisor
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830
203-622-3770
kdonlin@greenwichct.org

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Hello, I was just writing you to let you know I sent over a layout of the parking at 522 E Putnam ave. I would like to reiterate a few talking points in hopes for the process to go smoothly and easily for all of us. As I stated earlier I was only hoping to get a few extra seats that any other tenant would have received if I had not taken the space myself. I definitely am working to try and ease the parking situation at the location myself as I know it can be tight. In order to do that I am greatly considering adding delivery which would eliminate a massive amount of pick up and allow more spaces. Also By taking the space we would not need additional parking for extra employees taking spaces. I know in the past there have been as many as 5 spaces taken by a store for employees, so that would free a significant amount. Another thing I tend to do is have my employees park at my home, down the street, as to open up further spaces. I have done that in the past so we wouldn’t take up spaces and this tends to open up 5 spots as well. I am also working to get information regarding office square footage and parking info from my landlord as well. If you need any other info from me please ask and I will send it to you as fast as possible. Thank you so much for all your help.

Matthew Criscuolo

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Town of Greenwich Planning & Zoning

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Subject: RE: Pizza Post Expansion into salon

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Thank you!

Kristin

Kristin Donlin RS
Environmental Health Supervisor
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830
203-622-3770
kdonlin@greenwichct.org

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Indian Field Plaza LLC
346 Westover Road
Stamford, CT 06902

December 10, 2020

Re: 522 East Putnam Avenue, Greenwich, CT

To Whom It May Concern:

Please note the following:

There are currently 10 offices (to be occupied by 7 tenants in total) located on the 2nd floor of the building. The following is the breakdown of approximate square footage per office:

- Offices #6, #8, #15 fka Office/Suite #1 and Suite #3 – "Beyond Beautiful" - approximately 1,133 square feet of combined space;
- Offices #7 and #9 - fka Office #9 and #8 - "Greenwich Maids" - approximately 680 square feet of combined space;
- Office #10 - fka Office/Suite #8B "Harbor Bridge Emotional Health LLC" - approximately 188 square feet
- Office #11 fka Office/Suite #7 - "MLC Development LLC" - approximately 388 square feet
- Office #12 fka Office/Suite #6 - "David Crimmins dba Crimmins Staffing" - approximately 284 square feet
- Office #13 fka Office/Suite #5 - "Mark Yin dba Yin Academy" - approximately 423 square feet
- Office #14 - fka Office/Suite #4 - Vacant

To my knowledge the 7 office tenants typically have office hours between 8:00am and 4:30pm-5:00pm. Monday through Friday. Each of the office tenants are entitled to one parking space (those specifically designated on the side and perimeter of the parking lot).

Should you have any questions or require any additional information, please let me know.

Very truly yours,

Indian Field Plaza LLC

By: [Signature]
Caterina Viola, Member
SITE PLAN APPLICATION

☐ PRELIMINARY  ☐ FINAL

Project Name: Pizza Post
Project Address: 522 E. Putnam Ave  Greenwich CT 06830
Property Owner(s): Cathy Violi
Tax Account Number(s): 08-1669/5  Zone(s): LB  Lot Area: 0.62 acres

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

AUTHORIZED AGENT

Name: Matthew Criscuolo  Firm name: Pizza Post
Street Address: 522 E. Putnam Ave  City: Greenwich  St: CT  Zip: 06830
Phone: 203 979 8989  Email: Mattpizza1979@gmail.com
Signature:  Date: 10-15-2020

PROPERTY OWNER(S) AUTHORIZATION

Name: Caterina Violi
Street Address: 346 Westover Rd  City: Stamford  ST: CT  Zip: 06902
Phone: 203-570-6704
Signature:  Date: 10/23/20

To be completed by P&Z staff only:
Check #  Check Amount: $ 
Application #  

PZ Site Plan App 2018
## SITE PLAN ZONING STATISTICS

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This Site Plan Involves:

- □ ADDITIONS
- □ ALTERATIONS
- □ DEMOLITION
- □ RE-CONSTRUCTION
SPECIAL PERMIT APPLICATION

Project Name: 

Project Address: 

Property Owner(s): 

Tax Account Numbers (s): 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, 109.1 — 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 # 

PZ Special Permit App 2018
APPLICATION NAME.

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)

CHECK ITEMS SUBMITTED

☐ 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 in order 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” to 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 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.

PZSitePlanChecklist 05/2019
SITE PLAN REVIEW PROCESS

1. Preliminary Site Plan Application and fees submitted to P&Z staff – 30 days before regularly scheduled meeting date – see items required by Site Plan Checklist.

2. Determination made by P&Z staff whether application is for:
   a. New use or change in use, (proceed to step 3) or;
   b. Exterior alteration only, (skip ahead to step 12) or – see items required by Exterior Alteration Checklist
   c. New construction for addition to existing use.

3. Preliminary Site Plan Application circulated by P&Z staff to Town Departments for review.

4. Staff report written by P&Z staff for P&Z meeting.

5. Preliminary Site Plan Application reviewed and decision rendered by P&Z Commission within 65 days of submission date at regular meeting or following public hearing.

6. If Preliminary Site Plan Application found to be unacceptable, return to step 1. If application found to be acceptable continue to step 7.

7. Proceed to final. Submit Final Site Plan Application, plans, and fees to P&Z staff (proceed to step 8), unless P&Z Commission indicates Preliminary Site Plan Application should be submitted to the Architectural Review Committee (proceed to step 12) or Historic District Commission.

8. Final Site Plan Application circulated to Town Departments for review.

9. Staff report written by P&Z staff for P&Z meeting.

10. Final Site Plan Application reviewed and decision rendered by P&Z Commission within 65 days of submission date, at regular meeting or following public hearing.

11. Submit 3 sets of plans to P&Z staff for sign-off to Building Division for permit issuance, allow three weeks for review. Site plan application process for Planning and Zoning now completed.

12. If necessary, application reviewed and decision rendered by Architectural Review Committee (ARC) within 65 days of submission date. If found unacceptable, revise and resubmit application to Architectural Review Committee or appeal ARC decision to P&Z commission. If Preliminary Site Plan application Found acceptable, return to step 7.

See chart next page.
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.

<table>
<thead>
<tr>
<th>U.S. POSTAL SERVICE</th>
<th>CERTIFICATE OF MAILING</th>
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<tbody>
<tr>
<td>MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL. DOES NOT PROVIDE FOR INSURANCE/POSTMASTER</td>
<td></td>
</tr>
</tbody>
</table>

Received From:

One piece of ordinary mail addressed to:

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:

Pizza Post

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).

Final Site Plan

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

Signature

CERTIFICATE OF MAILING
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax 203-622-3795

Special Permit Application

Property Address: 522 E Putnam Ave Greenwich CT 06830 Tax ID: 06-1603303
Property Owner: Catherine Violi Address: 346 Westover Rd Stamford CT 06902
Email: Drsvb@aol.com Cell Phone: 203 570 6704 Other Phone: 
Applicant: Matthew Criscuolo Pizza Post Address: 51 Circle Drive Greenwich CT 06830
Email: Mattpizza.1979@gmail.com Cell Phone: 203 979 8989 Other Phone: 
Authorized Agent: Address: 

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
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☐ 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 # 

pzSpecialPermitApp 2020
Pizza Post
Matthew Criscuolo
522 E. Putnam Ave.
Greenwich CT, 06830

To Whom It May Concern:

I, Matthew Criscuolo, owner of Pizza Post, located at 522 E Putnam Ave, Greenwich, CT 068630, am writing to you regarding the seating at Pizza Post. I have filled out all the necessary documentation and attached all necessary information requested. The situation is as follows: On October 20, 2019 we suffered a fire at our location. We have been a part of the community for 48 years, and are rebuilding to come back and resume serving this wonderful town. As part of our rebuild I have decided to take additional space to make the restaurant larger. Our original space had 34 seats, as you will see in the attached files, and I am asking that we be allowed to keep those seats as well as add 12 seats which would be allowed in the new space. The parking lot has about 50 spaces and more than enough room to accommodate the extra seats and I know it would be a huge benefit to not only the business but to the community as well. We also have added a wonderful new bathroom with easy access for our patrons and want to create a much more comfortable dining experience for everyone. I appreciate you taking the time to review this and allow me the extra seating to improve a business that has been a part of this wonderful town for so long, and has done as much as possible to donate to our schools, churches, and other organizations in town. Thank you so much for everything!

Sincerely,

Matthew Criscuolo, Owner
Pizza Post
Matthew Criscuolo
522 E. Putnam Ave.
Greenwich CT, 06830

To Whom It May Concern:

Notice is hereby given that Pizza Post has filed an application with the Town of Greenwich Planning and Zoning Commission for Final Site Plan approval for 522 E Putnam Ave.

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

Sincerely,

Matthew Criscuolo
07-1074/S
GETZ GEORGE H & DANA D W/S
7 PARK PLACE
GREENWICH, CT 06830

07-1990/S
PANNONE LOUIS M & PATRICIA M TR
527 EAST PUTNAM AVENUE
GREENWICH, CT 06830

08-3556/S
CURCIO FAM REVOC TR ETAL %ALLIANCE
15 NORTHEAST INDUSTRIAL
BRANFORD, CT 06405

08-4057/S
KIDS IN CRISIS INC
ONE SALEM STREET
COS COB, CT 06807

07-1287/S
SUTTON LAND LLC
87 GREENWICH AVENUE
GREENWICH, CT 06830

08-1669/S
INDIAN FIELD PLAZA LLC
346 WESTOVER ROAD
STAMFORD, CT 06902

08-4061/S
KIDS IN CRISIS
ONE SALEM STREET
COS COB, CT 06807

08-3403/S
IGNATIEV MICHAEL W/S &
24 INDIAN PASS
GREENWICH, CT 06830

08-3404/S
SABANISKI MATTHEW W &
MARCIA L W/S
17 INDIAN PASS
GREENWICH, CT 06830

07-1874/S
ANDERSEN WALDO G JR
529 EAST PUTNAM AVENUE
GREENWICH, CT 06830

08-3903/S
530 POST ROAD LLC
530 EAST PUTNAM AVE
GREENWICH, CT 06830

08-3402/S
CATTERICK ALEX C &
17 INDIAN FIELD ROAD
GREENWICH, CT 06830
Certificate of Occupancy/Compliance

Town of Greenwich - DPW-Division of Buildings
101 Field Point Road, P.O. Box 2540, Greenwich, CT 06830
Telephone: (203) 869-7754 Fax: (203) 869-7848
www.greenwichct.org

This certificate is issued pursuant to the requirements of the building code, certifying that at the time of issuance (to the best of our knowledge and belief), this structure was in compliance with the various ordinances of the Town of Greenwich.

Plan No: 13-0630
Issue Date: 9/27/2013

Lessee:

To perform the following work:
Alteration/Assembly

Location: 322 Eutawne Ave
Greenwich, CT 06830

Section: Greenwich

Tax No.: 08-16525
Unit: 0

Zoning: LB
Construction Type: Residential
No. of Stories: 0
Valuation of Work: $13,000

Building Permit: 022641

Description of Work: HVAC; HVAC interior renovation: Replace ceiling tiles, replace wall/floor. New light fixture in dining room only. State of the art paint.

Owner:
Indian Field Farms LLC
346 Westover Rd
Stamford, CT 06902

[Signature]