



**Town of Greenwich  
Dept. of Public Works  
Sewer Division  
Interoffice Correspondence**

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Date: May 20, 2021

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: PLPZ202100176: 475 Steamboat Road, WR Berkely Insurance Company

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

Project Summary:

- Convert existing penthouse storage space to a conference room. Interior changes only.

Sewer Division Comments:

**Comments to be addressed during P&Z phase:**

- None.

**Comments to be addressed during Sewer and Building Permit phase:**

- The applicant/owner will be required to obtain all necessary Sewer Permits. Please coordinate directly with the Sewer Division.
- Based on the proposed work, the applicant/owner will be required to obtain a Sewer CCTV Inspection Permit and perform CCTV inspection of their sanitary sewer lateral. The applicant/owner will be required to perform CCTV inspections of all of the sanitary sewer laterals and private mains (if applicable) that serve the existing buildings to confirm there are no issues with the existing sanitary sewer lateral or its connection to the sewer main. Any televising of sanitary sewer laterals must be performed in the presence of the Environmental Asset Engineer. Please coordinate with Sewer Division – Environmental Asset Engineer (203) 622-0963 extension 5. Make a DVD of this inspection. Submit a copy of the DVD to the Wastewater Division Manager. Failure to have the Sewer Inspector present during the TVing will result in the Sewer Division not accepting the DVD. Note: VHS format is not accepted. Only DVDs are accepted. Make a copy of the DVD for your records. The Town will not return DVDs. The Town cannot make copies of DVDs. The DVD should be submitted along with a site plan that identifies each investigation run on the DVD.
- 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.

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