APPLICATION SUMMARY:
The applicant is requesting final site plan approval per Section 6-13(d) of the Building Zone Regulations (BZR) for a seasonal tent installation at the Perrot Memorial Library. The application seeks to install a 20-foot by 30-foot tent (600 sq.ft.) in the garden area of the Children’s Library, to comply with the CDC, State and Local Health Department social distancing guidelines for the COVID-19 pandemic and still hold their normal Summer Reading/Storytelling programs. These events typically have an audience of 10-15 children plus their caregivers. These events are designed for pre-school and school aged children and are planned to be held from 7/6/2021 through 8/3/2021.

As the proposed tent is larger than 350 sq.ft. and is planned to be erected for over 14 days the tent requires approval of the Commission per Sections 6-13(d)(1) and 6-13(d)(3) of the BZR. The proposal is on a 1.14-acre property located at 90 Sound Beach Avenue in the R-7 zone.

ISSUES/RECOMMENDATIONS:
1. The proposed activities do not appear to take up existing parking;
2. As shown on the Summer Programs Flyer, the library is holding some events in person and others via Zoom;
3. The applicant received signoff from the Greenwich Fire Department on 7/6/2021 noting an inspection is required, but fire protection / fire watch required is not;
4. If being considered, the applicant should detail any parking and traffic control plans that use or intend to use large events. The Commission may ask the applicant to provide an event contingency plan, so we have it on our records if it is applicable;
5. The applicant notes that the tent is proposed for this summer only with the expectation that social distancing requirements will be relaxed as the pandemic fades. Staff recommends that, if approved, the Commission approve a set number of weeks and/or events permitted during a six-month period rather than fixed dates. This could then be renewed annually by Staff, Zoning Enforcement and the Building Department; and
6. Staff would also recommend, if approved, that the Commission notes the size of the tent as a maximum sq.ft. permitted to permit the applicant to install smaller tents if needed during the six-month approval period.

BACKGROUND:
The expansion of the Perrot Memorial Library for the creation of the children’s room and associated garden area was approved through Final Site Plan #1599 on 3/5/1993.

DEPARTMENT COMMENTS:
ZEO - see attached memo of 6/17/2021

APPLICABLE ZONING REGULATIONS:
Sections 6-13 through 6-15, 6-97 and 6-205
ZONING ENFORCEMENT

Project No. PLPZ202100258

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: Perrot Library

LOCATION: 90 Sound Beach Ave.

PLAN DATE:

ZONE: R-7

☐ 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: 6/17/2021

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
Site Plan Application

Property Address: 90 Sound Beach Ave, Old Greenwich 06870
Tax ID:

Property Owner: PERROT MEMORIAL LIBRARY
Address: 90 Sound Beach Ave, Old Greenwich

Email: ___________________________ Cell Phone: ___________________________ Other Phone: 203 637-1046

Applicant: KEVIN MCCARTHY
Address: SAME AS ABOVE

Email: KEVINMCCARTHY@LIBRARY.ORG Cell Phone: 203 273-5111 Other Phone: 203 637-3888

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 # ___________________________

pzSitePlanApp 2020
Application Signature Page

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Applicant: **PEAROT MEMORIAL LIBRARY**

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<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:kevin@pearotlibrary.org">kevin@pearotlibrary.org</a></td>
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<tr>
<td>Cell Phone:</td>
<td>203-273-5111</td>
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Authorized Agent:

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Site Plan Review Checklist

Property Address: PEAROT LIBRARY 90 SOUND BEACH AVE 06
Anticipated Type of Application: TEMPORARY TENT INSTALLATION

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

pzSitePlanChecklist 2020
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 area(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

pzSitePlanChecklist 2020
#12. Attached is our application to install a 20X30 foot tent in the garden area of our Children’s Library (see site plan map included). The tent will allow us to conduct our normal Summer Reading/Storytelling programs for pre-school and school age children beginning July 6, 2021 and ending August 3, 2021.

We are employing a tent to comply with the CDC, State and Local Health Department social distancing guidelines for the Covid-19 pandemic. Our indoor space is inadequate to meet the 6 foot distancing requirement.

Kevin McCarthy, Library Director  kevinm@perrotlibrary.org  203 637-3888
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.

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 203-622-7694.

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

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

KEVIN MCCARTHY    6/1/21

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 filed with the Greenwich Planning and Zoning Commission.

Subscribed and sworn to
Before me on 6/3/2021

Notary Public
exp. 10/31/2025
June 3, 2021

Amir & Katrina Sabeti
12 Laddins Rock Road
Old Greenwich, CT 06870

Dear Amir and Katrina:

Notice is hereby given that Perrot Memorial Library has filed an application with the Town of Greenwich Planning and Zoning Commission for a Special Permit for our property at 90 Sound Beach Avenue, Old Greenwich, CT 06870.

This application will allow us to install a 20 by 30 foot tent in the garden area of the Children's Library from July 6, 2021 to August 3, 2021. The tent will allow us to conduct our summer reading/storytelling programs outdoors in compliance with the social distancing CDC guidelines. Our interior space is insufficient to meet the guidelines.

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

Very best regards,

Kevin McCarthy
Library Director
203 637-3888
June 3, 2021

Courtenay Washkowitz
72 Sound Beach Ave
Old Greenwich, CT 06870

Dear Courtenay:

Notice is hereby given that Perrot Memorial Library has filed an application with the Town of Greenwich Planning and Zoning Commission for a Special Permit for our property at 90 Sound Beach Avenue, Old Greenwich, CT 06870.

This application will allow us to install a 20 by 30 foot tent in the garden area of the Children’s Library from July 6, 2021 to August 3, 2021. The tent will allow us to conduct our summer reading/storytelling programs outdoors in compliance with the social distancing CDC guidelines. Our interior space is insufficient to meet the guidelines.

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

Very best regards,

Kevin McCarthy
Library Director
203 637-3888
Greenwich Fire Department
Special Event Permit Application

Event Location: Perrot Library 90 Sound Beach Avenue Old Greenwich 06870
Date(s) of Event: 7/6/21-8/3/21
Start Time: 9am
End Time: 5pm Mon-Fri
Description of Event: Summer Storytelling Programs for Children
Sponsor: Perrot Memorial Library
Contact Person: Kevin McCarthy
Phone Number: 203 637-3888
Number of Persons Expected to Attend: 15-30
Square Footage of Space/Tent Being Used: 20x30 = 600 sq ft

Will there be decorations? Yes ☐ No ☑
(If yes please describe in detail on back or separate sheet)

*FOR ALL EVENTS*
Prior to event approval, a detailed drawing shall be submitted with room and/or tent dimensions, location of exits, layout that includes seating plan, stages, dance floors, etc. and any and all decorations. Decorations include, but are not limited to, curtains, decorative fabric, backdrops, booths, table centerpieces, live and cut vegetation, etc.

Will There Be On Site Cooking? Yes ☐ No ☑
Type of Fuel To Be Used:

IF A TENT IS BEING USED
Tent Company: Affordable Tents
Tent Company Representative: Brian Faubel
Phone Number: 203 975-8708

Will the Tent Be Heated? Yes ☐ No ☑
Type of Fuel To Be Used:

Fire Protection or a Fire Watch may be assigned based on the information in this application. The applicant shall be responsible for payment upon completion of the service. All Fire Protection / Fire Watch fees shall be paid by check and are in addition to any other fees.

Terms of the Fire Protection or Fire Watch are 3 hour minimum beginning ½ hour before the start of the event and ending ½ hour after the event. Payment is at the contractual rate for the Fire Fighter(s), Fire Officer(s) assigned. Fire Protection / Fire Watch fees are in addition to any other fees.

Applicant agrees to abide by the terms set forth in this application and understands that failure to do so may lead to cancellation of the event.

Applicant declares all information submitted on this application is accurate. Applicant shall immediately notify the Greenwich Fire Marshal’s Office of any additions and / or changes that arise after the application is submitted. Unauthorized changes may lead to denial or revocation of the permit.

On behalf of the above sponsor, organizations and members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the Greenwich Fire Department and will also comply with all local, state and federal regulations. Applicant understands that an inspection may be made prior to the event and that changes may be ordered.

Applicant: Name (Print) Kevin McCarthy, Library Director
Signature: ___________________________ Date: 6/3/21

OFFICE USE ONLY
Inspection Required: No ☐ Yes ☑
Inspection Date: 7/6/21
Fire Protection / Fire Watch Required: No ☐ Yes ☑
Approved By: ___________________________ Revised 9/16/13
### Affordable Tents

P.O. Box 2335  
Stamford, CT 06906  
(203) 975-8708

TO:  
Perrot Library  
90 Sound Beach Ave  
Old Greenwich, CT 06870

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**Proposal**

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**Delivery Address:**

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**Telephone #:**  
**Alt. Telephone #:**

**Event Date:**  
**Contact:**  
Kevin McCarthy

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<td>Tent Raised to 10' Eave</td>
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*7/2/21 to 7/29/21*

Affordable Tents is not responsible for any underground piping or wiring.  
Affordable Tents is not responsible for any permits.  
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This proposal must be accepted within 14 days. Please return a signed copy with deposit. Thank you.

- **50% Deposit:** $978.00  
- **Total:** $1,957.50

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Workers are fully covered by Workers’ Compensation Insurance. All deposits, including the deposits paid on reserved items, are non-refundable. Deposits on reserved items which have been cancelled within the time frame remain non-refundable and will not be applied to any other charges. Acceptance of Proposal. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within _____ days. Please return one signed copy with your 50% non-refundable deposit.
This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:

BRIAN FAULKE
DRA AFFORDABLE TENTS
83 DARTLEY ST
STAMFORD, CT 06905

Certification is hereby made that:
The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code. All fabric has been tested and passes NFPA 701-99, CPAI 84, ULC 109.

Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric

[Signature]

Name of Applicator of Flame Retardant Process
On Jun 3, 2021, at 11:43 AM, Kevin McCarthy <kevinm@perrotlibrary.org> wrote:

Hi Brian – The Greenwich Fire Marshall has requested a Flame Certificate for the tent next month. Please email it to me at your earliest convenience.
Thanks, Kevin

From: Affordable Tents Brian Faubel <Affordabletents@hotmail.com>
Sent: Wednesday, April 28, 2021 5:43 PM
To: Kevin McCarthy <kevinm@perrotlibrary.org>
Subject: Estimate 5256 from Affordable Tents, Perrot Library

Dear Kevin,

The estimate you requested is attached. Please review it and feel free to contact us if you have any questions. We look forward to working with you.

Sincerely,
Brian
Affordable Tents
TOWN OF GREENWICH
Town Hall - 101 Field Point Rd.,
Greenwich, CT 06830
Division of Building Inspection, DPW
203-622-7754 Fax 203-622-7848

Permit Application
SPECIAL EVENT

Project Address: 90 Sound Beach Avenue
Property Owner: PERROT LIBRARY Address: 90 Sound Beach Avenue
Email: KEVINM@PERROTLIBRARY.ORG Phone: 203 637-3888
Event Organizer / Permit holder: SAME AS ABOVE CT License No.
Address:
Email:
Phone:
Authorized Agent same as above Address:
Email:
Phone:

Section of Town
☐ Central ☐ Outlying ☐ Byram ☐ Pemberwick ☐ Glenville ☐ Cos Cob ☐ Riverside ☐ Old Greenwich

EVENT INFORMATION
Type of Event
☒ Private Party ☐ Fair ☐ Concert ☐ Charity Event
☒ Exhibit / Show ☐ Carnival ☐ Other ☒ SUMMER READING

Day Event ☒ Night Event
Start Date: 7/6/21 End Date: 7/3/21
Inspection Date: [ ] TIME

FEES - Value: 1957.50 Permit Fee: 40.26
OT Inspection Fee: 
State Fee: 
Total Fee Due: 40.26

Facilities Provided
☒ Tents ☒ Amusement Rides ☐ Raised Platforms
☒ Platform over Pool ☒ Food for Public 
☒ Cooking Equipment ☒ Seating Structure

Utilities Provided
☒ Electricity ☒ Cooking ☒ Lights / Outlets
☒ Gas / Propane ☒ Panel Board ☒ Heat Equipment.
☒ Generator ☒ A/C Equipment.

BUILDING CODE INFORMATION

GFM REVIEW
Occupant Load of Tents
Inspection ☒ Req'd ☐ Not Req'd
Fire Watch ☒ Req'd ☐ Not Req'd.

HEALTH DEPT. REVIEW
Will food be served to the public?
☐ Yes ☐ No Reviewed by: " " Date:

ZONING REVIEW
Reviewed by: " " Date:

Town Department Approvals

Code Review [Office Use Only]
Fire Resistance ☐ Submitted ☑ Not Required
Plan of Raised Platform ☐ Submitted ☐ Not Required
PE Cert. Raised Platform ☐ Submitted ☐ Not Required
Electrical Permit ☐ Submitted ☐ Not Required
HVC Permit ☐ Submitted ☐ Not Required
Health Dept. Approval ☐ Submitted ☐ Not Required
GFM Approval ☐ Submitted ☐ Not Required

Reviewed by: " " Date:
☐ Permit pick-up Requested ☑ Mail Permit

Tax Stamp

[Signature]
PERMIT APPLICATION FOR
SPECIAL EVENTS

THE UNDERSIGNED PROPERTY OWNER, BEING DULLY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of the premises described on this application for a building permit.

2. In accordance with the CT General Statutes, that the below said agent/permittee is duly authorized on behalf of the owner to execute and complete this application.

3. That the work described in this application is duly authorized by the current owner.

4. That the undersigned agent/permittee is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.

5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

<table>
<thead>
<tr>
<th>AUTHORIZED AGENT / PERMIT HOLDER</th>
<th>CURRENT OWNER NOTARIZED AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT REG. / LICENSE No.</td>
<td>Owner's Name (print) KEVIN MCCARTHY</td>
</tr>
<tr>
<td>Name (print) KEVIN MCCARTHY</td>
<td>Signature</td>
</tr>
<tr>
<td>Signature</td>
<td>Subscribed and sworn to, and before me on this</td>
</tr>
<tr>
<td>Phone No. 203 637-3888</td>
<td>25th day of May, 2021</td>
</tr>
<tr>
<td>Permit Pick-up Requested</td>
<td>Notary Public signature:</td>
</tr>
<tr>
<td>Mail Permit</td>
<td>Juliane O. A.</td>
</tr>
<tr>
<td>Contact Name (print) KEVIN MCCARTHY</td>
<td></td>
</tr>
<tr>
<td>Phone No. 203 637-3888</td>
<td></td>
</tr>
</tbody>
</table>

Contact Person for Event [Event Organizer]
Person responsible for arranging for inspections and required to be on site to meet inspectors. This person will be expected to be responsible for having the applicable trade persons available to correct any code violations noted during inspection.
Name [print] KEVIN MCCARTHY Phone No. 203 637-3888

AMENDMENT TO PERMIT HOLDER

Office Use ONLY

#1 AUTHORIZED AGENT / PERMITTEE CURRENT OWNER NOTARIZED AUTHORIZATION

CT REG. / LICENSE No. Owner's Name (print) 
Name (print) Signature
Signature
Phone No. Subscribed and sworn to, and before me on this
day of ____________, 20__
Hello Peter – Thank you for your quick response. The Building Department Special Event Permit Application form is attached. They sent me to the P&Z Department for further action before their approval. I can send you a revised narrative if needed, but can answer your questions below as follows:

a. The storytelling program will be located under a tent in our garden area on the north side of our property, not in the parking lot.
b. I have no knowledge of zoning requirements for this application other than your recommendations.
c. Our parking area is sufficient for library operations, including children’s programs.
d. We expect an audience of 10-15 children and their caregivers at each program session. Our parking is sufficient to meet expected demand.
e. No valet parking service is needed.
f. No off-site parking is needed.
g. No Police for traffic control is necessary.
h. The Greenwich Fire Marshall reviewed and approved the plan. The form is attached to my last email and is signed on the Building Services Department Permit Application form attached here.
i. GEMS will not be needed. Emergency services access is always available at any library program.
j. Health Department review/services will not be required. There is no food offered at our children’s programs.
k. The tent is proposed for this summer only with the expectation that social distancing requirements will be relaxed as the pandemic wanes.

Included in this email is a flyer detailing our Youth Services programs at Perrot this summer. You may wish to include it with our application to the Commission. We appreciate your time and attention to our request and look forward to meeting with the members of the P&Z Commission. Very best regards, Kevin
Received. After review, I do not see the building department special events permit form. Can you please provide a copy?

Also, the narrative should answer the questions proposed in the tent narrative. These are as follows:

a. Will the event be located in a parking lot that provides required parking?
b. Are there specific site plans, special permit, special exception or other zoning requirements that must be satisfied?
c. What arrangements have been made for parking lost for the entire time that the required parking is unavailable?
d. How many attendees will there be at the event & what arrangement has been made for parking during the event?
e. Will valet parking be necessary?
f. All arrangements for parking must be in writing and if parking will be located at other locations, it must not displace the required parking from those other locations. The owners of the off-site parking must provide written permission for the exact number of spaces and period of time that parking will be provided.
g. Will Town Police be needed to direct traffic? These arrangements must be made well in advance and approved by the Town Police Traffic Division.
h. Has the Fire Marshall reviewed and approved the plans for the event?
i. Has GEMS reviewed emergency access and will an ambulance be on stand-by at the event? j. Has the Health Department reviewed and approved any arrangements for food service during the event?
k. Is this a one-time event or will it be repeated annually or seasonally? Repeat events can be re-approved much easier after the initial approval, provided that all circumstances remain the same.

Once you do, I can process this application and get it assigned to a meeting.

Peter Mangs
Applications Coordinator

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

www.greenwichct.gov

From: Kevin McCarthy [mailto:kevinm@perrotlibrary.org]
Sent: Wednesday, June 9, 2021 11:11 AM
To: Mangs, Peter <Peter.Mangs@greenwichct.org>
Cc: DeLuca, Katie <Katie.DeLuca@greenwichct.org>
Subject: Site Plan Application for Tent Installation at Perrot Library
Good Morning Peter – Attached is the documentation you recommended for review and approval by the P&Z Commission to install a tent for our 2021 Summer Reading Program at Perrot Library in July. Please review our submission and let me know if your require/recommend any additional information. Thanks in advance, Kevin

Kevin McCarthy
Library Director
Perrot Memorial Library
90 Sound Beach Avenue
Old Greenwich, CT 06870
203 637-3888

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.
# Programs for Summer 2021

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 am</td>
<td><strong>Babies &amp; Toddlers Together</strong> for ages 0–24 months with a caregiver&lt;br&gt;IN PERSON DROP-IN&lt;br&gt;July 12, 19, 26, August 2</td>
<td><strong>VIRTUAL Babies &amp; Toddlers Together</strong> for ages 0–24 months with a caregiver&lt;br&gt;VIA ZOOM&lt;br&gt;July 6, 13, 20, 27</td>
<td><strong>Babies &amp; Toddlers Together</strong> for ages 0–24 months with a caregiver&lt;br&gt;IN PERSON DROP-IN&lt;br&gt;July 7, 14, 21, 28</td>
</tr>
<tr>
<td>11 am</td>
<td><strong>2s &amp; 3s Together</strong> for 2 &amp; 3 year-olds with a caregiver&lt;br&gt;IN PERSON DROP-IN&lt;br&gt;July 12, 19, 26, August 2</td>
<td><strong>VIRTUAL 2s &amp; 3s Together</strong> for 2 &amp; 3 year-olds with a caregiver&lt;br&gt;VIA ZOOM&lt;br&gt;July 6, 13, 20, 27</td>
<td><strong>2s &amp; 3s Together</strong> for 2 &amp; 3 year-olds with a caregiver&lt;br&gt;IN PERSON DROP-IN&lt;br&gt;July 7, 14, 21, 28</td>
</tr>
<tr>
<td>4 pm</td>
<td><strong>Stuff &amp; Nonsense</strong>&lt;br&gt;For kids entering Grades 1 &amp; 2&lt;br&gt;IN PERSON BY REGISTRATION&lt;br&gt;July 12, 19, 26, August 2</td>
<td><strong>Fun for 4s &amp; 5s</strong>&lt;br&gt;For 4 &amp; 5 year-olds with a caregiver&lt;br&gt;IN PERSON DROP-IN&lt;br&gt;July 6, 13, 20, 27</td>
<td><strong>Spotlight on Balls &amp; Tales</strong>&lt;br&gt;For kids entering Grades 3 &amp; 4&lt;br&gt;IN PERSON BY REGISTRATION&lt;br&gt;July 7, 14, 21, 28</td>
</tr>
<tr>
<td></td>
<td><strong>Sing &amp; Dance with Mr. Jim</strong>&lt;br&gt;A live music program for families of all ages&lt;br&gt;IN PERSON DROP-IN&lt;br&gt;July 22</td>
<td><strong>YCC Young Critics Club</strong>&lt;br&gt;ENTERING GRADES 5-7 WAITLIST ONLY&lt;br&gt;July 9, 16, 23, 30</td>
<td></td>
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</tbody>
</table>

*In person classes will be held outside under an awning in our courtyard. Please bring a towel to sit on. Classes held RAIN or SHINE. In case of driving rain, please call the library.*

**PLUS!** Perrot Library presents **JESTER JIM**<br>FREE Live Show<br>In Binney Park!<br>**Thursday**<br>**July 29** @ 4 pm

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Perrot Library Youth Services Department • www.perrotlibrary.org