**Final Site Plan & Special Permit**

**PLPZ 202100450**

<table>
<thead>
<tr>
<th></th>
<th>2 Dearfield Drive, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOCATION:</strong></td>
<td>2 Dearfield Drive</td>
</tr>
<tr>
<td><strong>EXISTING ZONING:</strong></td>
<td>R-12</td>
</tr>
<tr>
<td><strong>FLOOD ZONE:</strong></td>
<td>X</td>
</tr>
<tr>
<td><strong>TAX ID:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PARCEL SIZE:</strong></td>
<td>1.044 acres (45,491 SF)</td>
</tr>
<tr>
<td><strong>UTILITIES:</strong></td>
<td>Sewer &amp; Public Water</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>EXISTING</strong></th>
<th><strong>PROPOSED</strong></th>
<th><strong>PERMITTED/REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROSS FLOOR AREA:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial/Retail</td>
<td>2,905 SF</td>
<td>2,905 SF</td>
<td></td>
</tr>
<tr>
<td>Commercial Office</td>
<td>N/A</td>
<td>2,123 SF</td>
<td></td>
</tr>
<tr>
<td>Residential (10 units)</td>
<td>10,908 SF</td>
<td>10,908 SF</td>
<td></td>
</tr>
<tr>
<td>Storage/Mechanical</td>
<td>8,471 SF</td>
<td>6,348 SF</td>
<td>Per FSP/SP #2070</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>22,284 SF</td>
<td>22,284 SF</td>
<td><strong>22,284 SF</strong></td>
</tr>
<tr>
<td><strong>USABLE FLOOR AREA:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial/Retail</td>
<td>2,179 SF</td>
<td>2,179 SF</td>
<td></td>
</tr>
<tr>
<td>Commercial Office</td>
<td>N/A</td>
<td>1,592 SF</td>
<td></td>
</tr>
<tr>
<td><strong>FLOOR AREA RATIO:</strong></td>
<td>0.49</td>
<td>0.49</td>
<td><strong>0.315</strong></td>
</tr>
<tr>
<td><strong>BUILDING AREA:</strong></td>
<td>Not Provided</td>
<td>No Change</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>LOT COVERAGE:</strong></td>
<td>Not Provided</td>
<td>No Change</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>NO. OF STORIES:</strong></td>
<td>Not Provided</td>
<td>No Change</td>
<td>2 ½</td>
</tr>
<tr>
<td><strong>HEIGHT:</strong></td>
<td>Not Provided</td>
<td>No Change</td>
<td>35’</td>
</tr>
<tr>
<td><strong>PARKING:</strong></td>
<td>37 outdoor</td>
<td>No Change</td>
<td>15 (retail - 1 per 150 SF usable)</td>
</tr>
<tr>
<td></td>
<td>5 Garage</td>
<td></td>
<td>11 (Office - 1 per 150 SF usable)</td>
</tr>
<tr>
<td></td>
<td>2 ADA</td>
<td></td>
<td>10 (residential - per res. Unit in mixed use per 6-155)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total: 36 + 2 ADA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To be determined by P&amp;Z Commission per 6-158</td>
</tr>
</tbody>
</table>

**APPLICATION SUMMARY:**
The applicant is requesting approval for a Final Site Plan and Special Permit to convert 2,123 SF of the building’s lower level from storage/mechanical to office use on a 1.044-acres property located at 2 Dearfield Drive in the R-12 zone and pursuant to Sections 6-5, 6-13, 6-14, 6-15, 6-16, 6-17, 6-94, 6-100, 6-101, 6-110, 6-155, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations.
ISSUES/RECOMMENDATIONS:

1. **Sewer** – Issued comments dated 11/18/21 indicating notes about the concern for the Horseneck Sewer system and for the applicant to provide existing sanitary sewer flows from the existing site development during the P&Z phase.

2. **ZEO** – Issued comments dated 11/17/21 indicating endorsement.

3. **Parking** – The applicant indicated the parking is to remain as existing. The plans provided do not clearly show the five garage spaces. The applicant indicated the existing retail tenant, Christopher Peacock Kitchens, does not utilize the required 15 spaces for the space. The applicant noted there are 3 employees and never have more than 10 people in the space. The proposed office use would require 11 parking spaces (1 per 150 SF of usable floor area). The residential use would require 1 per dwelling unit (for a total of 10 spaces) in mixed use buildings per Sec. 6-155(3) unless a greater or lesser number is deemed appropriate by the Commission. The total required parking spaces would be 36 spaces.

4. **FAR** – The existing FAR of 0.49 exceeds the minimum of 0.315 for the R-12 zone. The applicant has indicated the FAR will not change since the proposed converted space would be located in the lower level, which is considered a story above grade and therefore any floor area would count toward FAR under the current regulations.

5. The applicant has indicated no exterior alterations are proposed at this time. If any exterior changes or signage is proposed, the applicant would need to submit an application for review by the ARC.

6. The existing floor plan was not provided by the applicant. The previous floor plans from the 1999 approval have been included with this staff report. The FAR plans show the existing layout, but some garage spaces appear to be labeled as storage and do not coincide with the 1999 approval. The applicant should clarify whether this area is still being used as garage parking spaces.

7. The discussion of the pre-application at the 10/13/21 meeting noted the stipulations from 1985 and 1994. The applicant did not provide these stipulations with the application. The 1985 stipulation has been included in this staff report, but staff could not find the 1999 stipulation.

8. During the discussion at the 10/13/21 meeting, the Commission considered including home occupation in the permitted uses for this property. The Commission should note this in any decision.

DEPARTMENT COMMENTS:

<table>
<thead>
<tr>
<th>Department</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning Enforcement</td>
<td>11/17/21</td>
<td>See Attached</td>
</tr>
<tr>
<td>Sewer</td>
<td>11/18/21</td>
<td>See Attached</td>
</tr>
<tr>
<td>Fire</td>
<td></td>
<td>Not Received</td>
</tr>
</tbody>
</table>

APPLICATION DETAILS:

**Proposal:**
The applicant is proposing a Final Site Plan and Special Permit to convert 2,123 SF of lower level space from mechanical/storage to office for the United Way of Greenwich. The existing remaining area of the lower level is proposed to remain as storage, mechanical, garage spaces and lobby. The United Way is expected to have no more than 7 employees. The proposed use would be considered a non-profit
organization and is permitted by special permit per the finding at the 6/10/1986 P&Z Commission meeting as noted in the letter dated 6/17/86.

**Existing conditions/Zoning:**
The existing 22,284 SF building is mixed-use consisting of 2,905 SF of retail currently occupied by Christopher Peacock Kitchens, 10,908 SF of residential (10 units) and the remaining 8,471 SF used as storage/mechanical, lobby and garage parking. The existing FAR is 0.49, which would be non-conforming for the R-12 zone, which allows a maximum of 0.315 FAR.

The lower level would be considered a story above grade and therefore count toward FAR calculations.

**Parking:**
The proposal does not include any change in parking on site. The stipulation dated 12/4/1985 states that no less than 41 spaces shall be provided on the site. The existing parking includes 37 outdoor spaces, 5 garage spaces and 2 ADA spaces for a total of 42 spaces and 2 ADA spaces. The site appears to have more than the required parking spaces for the proposed use.

Parking requirements for the site would be as follows:

<table>
<thead>
<tr>
<th>Use</th>
<th>Parking Required</th>
<th>Parking Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residential (under Sec. 6-110 and 6-155)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Studio</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6 One-bedroom</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2 two-bedroom</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>1 three-bedroom</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Total Residential:</td>
<td>11 (10 under 6-155 for mixed use)</td>
<td></td>
</tr>
<tr>
<td><strong>Retail Commercial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Christopher Peacock Kitchens)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>Office (United Way)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>36</td>
<td>42</td>
</tr>
</tbody>
</table>

**Application History:**

**FSP/SP #2070** – approved at the 10/26/1999 P&Z meeting for a 5,000 SF addition for office and residential use of 10 units, including 3 affordable.

**Site Plan #1060** – approved addition to existing nursery for use as office space.

**1985 Stipulation** – granted to construct 10,600 SF building per the Site plan #1060 approval

**APPLICABLE ZONING REGULATIONS:**

§6-5. Definitions  
§6-13. Site Plan approval required  
§6-14. Site Plan Procedure  
§6-15. Site Plan Standards
§6-16. Site Plan changes
§6-17. Authorization of use by special permit
§6-94. Permitted uses by special permit
§6-100. Use Groups for Business Zones
§6-101. Special Permit required for Business and Residential Zones
§6-110. Dwelling units in Business Zones
§6-155. Parking and garages for multi-family residential purposes
§6-158. Customer or Patron Parking
§6-205. Zoning Requirements for Residential
November 24, 1999

Mr. Harry Peden Jr. Esq.
Whitman, Breed, Abbott & Morgan
100 Field Point Road
P.O. Box 2250
Greenwich, CT 06830

Mr. Eric V. P. Brower AICP
81 Holly Hill Lane, 3rd floor
Greenwich, CT 06830

RE: Special Permit/Final Site Plan #2070 to construct a 5,000 sq. ft. addition to 2 Dearfield Drive (an existing nursery building) in the R-12 zone for office and residential use of 10 units, 3 of which will be affordable per PA-8-30(g) for 30 years.

Gentlemen:

At a regular meeting of the Planning and Zoning Commission on November 16, 1999 and upon a motion made by Mrs. Barr, and seconded by Mr. LeBien the following resolution was unanimously adopted: (Voting on this item: Messrs. Joyce and LeBien and Mesdames Stone, Colombo and Barr).

WHEREAS, the Commission held public hearings on October 5 and 26, 1999 and took all testimony as required by law; and

WHEREAS, the Commission notes that the applicant is proposing to convert 5,250 useable floor area on the first floor from retail/wholesale nursery use; and 2700 sq. ft. of useable office on the second floor, to 2620 sq. ft. of office on the first floor and 5,250 of existing and 5,660 new square footage for 10 residential units (3 of which are affordable under PA8-30(g)); and
WHEREAS, the Commission finds that the R-12 zone permits residential uses and therefore the proposed change of primary use from nursery to residential is more conforming to the regulations, and the office square footage is remaining the same, but relocated to the first floor and the proposed residential use will generate less traffic at peak times of day; and

WHEREAS, the Commission finds that per Town Traffic Engineer’s review and recommendations it is necessary to close off the southerly driveway (closest to West Putnam Ave.) due to the already existing heavy traffic volumes and queuing on Dearfield Drive at peak hours and to preclude the need for vehicles to cross over 4 lanes of traffic trying to enter or exit the site at this location; and further, the Commission finds that there exists a written legal agreement with the rear property owners at 2½ Dearfield allowing two-way access for the property owner over the northerly driveway, thereby creating only one driveway for entry and exit for two parcels at a safer and longer distance from the intersection of Dearfield and West Putnam Ave. and the applicant has agreed to this driveway closure and use of the one driveway; and

WHEREAS, the Commission finds that there is a need for in-town housing units which are in walking distance to shopping and public transportation and community facilities; and further, that this site plan and special permit meets the standards of sec. 6-15, and 6-17 of the Bldg. Zone Regulations; and

THEREFORE BE IT RESOLVED, that the application of Harry Peden, Esq., authorized agent on behalf of 2 Dearfield Drive, LLC, record owner of property at 2 Dearfield Drive in the R-12 zone for a final site plan/special permit #2070 to expand the existing nursery/office building by approximately 5,000 sq. ft. for office and residential use and to construct 10 residential units per Sections 6-15, 6-17, 6-101 and 6-141 of the Building Zone Regulations including 3 affordable units per PA 8-30 for 30 years as shown on engineering plans of SE Minor dated revised November 12, 1999 and architectural plans of Culpen and Woods Architects dated 9/29 and 10/22/99 is hereby approved with modifications.

The modifications are as follows and should be addressed prior to filing of 3 sets of final plans for P&Z signoff before building permit issuance:

1. Fire Department approval be secured in writing for the final design of the building. This includes full sprinklering of the building, and any added exits required as noted in memo dated September 23 1999 from Joe Benoit Fire Marshall.

2. Dimensions of the parking spaces, aisle widths and existing curb cut be shown on the site plan.
3. Screening and planting are not shown on the plans and a landscape plan must be submitted for approval by ARC.

4. Parking in the garage, e dimensioned for spaces, aisle widths, back around and turning radii;

5. Restrictions on types of office use are required to be noted on the final plans. High traffic generators such as, but not limited to any medical/dental, real estate office uses; retail uses including food establishments such as restaurants, delis, video stores are not permitted, no home occupation or resident-professional use of residences/condos/apartments are permitted.

6. Floor area worksheets on square footage for existing space and for each apartment proposed must be submitted as required per PA8-30(g).

7. Notes be added to the site plan and attic floor plan that no third floor use is permitted, only dead storage and mechanicals are allowed.

8. The 1985 and 1994 Court Stipulation and Judgment refer to a limit of the square footage of the building to 10,600 gross (7,950 useable) square footage. The additional square footage may need to be referred back to court. This issue must be resolved prior to any activity on site or permit issuance.

9. The Affordable Units are not indicated on the plan as required by State Statute 8-30g and no Declaration of Restrictions for the Affordable units has been submitted. These issues must be addressed prior to any plan submission and prior to returning to court (if necessary).

10. ARC approvals are needed for building design, landscape, lighting and signage prior to any submission to P&Z for signoff.

11. Widening of the existing northerly driveway will occur on 2 Dearfield Drive property and detailed designs be submitted to P&Z and Engineering for review and approval.

12. Revised Sewer Permit is needed.

13. All parking spaces will be indicated as perpendicular and dimensioned accordingly.

14. A note be added to final site plan referring to legal agreement for access to and from site over the adjoining neighbors 2½ Dearfield Driveway.

15. All outstanding issues from Traffic Engineer and DPW Engineering be addressed on the final plans and sign-offs secured before submission to P&Z.
16. The total number of units, bedrooms and three affordable units be indicated as a note on the final site plan. The site plan approval is limited to 2 two-bedroom units, 6 one-bedroom units and 2 studios. If the mix or number of bedrooms changes, Commission review will be necessary due to parking requirements for number of bedrooms and units.

If you have any questions, please call our office.

Very truly yours,

Diane W. Fox
Town Planner/Zoning Enforcement Coordinator

c.c. D. Thompson; Garo Garabedian, Rick Doll; Ennio Devita; Sima Pirnia; Jim Maloney; Bruce Dixon; Bill Marr; John Wetmore; Haden Garrish; Joe Benoit; Steve Demitri.
AREA CALCULATIONS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>EXISTING TOTAL</th>
<th>PROPOSED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEMENT</td>
<td>3,348</td>
<td>3,348</td>
</tr>
<tr>
<td>MECHANICAL / PARKING / STORAGE</td>
<td>3,340</td>
<td>3,340</td>
</tr>
<tr>
<td>Usable (existing floor area: 1,250)</td>
<td>1,250</td>
<td>206</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td>3,480</td>
<td>3,180</td>
</tr>
<tr>
<td>RETAIL NURSERY</td>
<td>3,480</td>
<td>0</td>
</tr>
<tr>
<td>RESIDENTIAL</td>
<td>0</td>
<td>-4,500</td>
</tr>
<tr>
<td>OFFICE</td>
<td>0</td>
<td>2,620</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>2,790</td>
<td>6,750</td>
</tr>
<tr>
<td>ACCESSORY OFFICE</td>
<td>2,790</td>
<td>0</td>
</tr>
<tr>
<td>RESIDENTIAL</td>
<td>0</td>
<td>6,750</td>
</tr>
<tr>
<td>FLOOR AREA TOTAL</td>
<td>13,818</td>
<td>19,477</td>
</tr>
<tr>
<td>FLOOR AREA FOR FAR</td>
<td>10,030</td>
<td>14,132</td>
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BUILDING COVERAGE

<table>
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<tr>
<th>REQUIRED OFFICE PARKING</th>
<th>EXISTING</th>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>7,777</td>
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<table>
<thead>
<tr>
<th>REQUIRED RESIDENTIAL PARKING</th>
<th>EXISTING</th>
<th>PROPOSED</th>
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<tr>
<td>11</td>
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<table>
<thead>
<tr>
<th>PARKING REQUIRED</th>
<th>EXISTING</th>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>24</td>
<td>24</td>
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</tr>
</tbody>
</table>

AREAS DEVOTED TO BUILDINGS, PARKING AND DRIVES:

EXISTING 25,360 SQ. FT. PROPOSED 26,365 SQ. FT.

COVERAGE - 58% 58%
TOWN OF GREENWICH

Eric V.P. Brower, AICP
Director of Planning and Zoning

Mr. Louis Pittocco
90 Greenwich Avenue
Greenwich, Conn 06830

Dear Mr. Pittocco:

At its Regular Meeting on June 10, 1986, the Planning and Zoning Commission discussed possible alternative uses for the D'Andrea Nursery Building on Deerfield Drive as you had requested.

The following uses are not permitted:

a. Medical Office
b. Car Dealer
c. Health Care Facility
d. Fitness Center

The following uses may be considered subject to regular Site Plan and for Special Permit approval by Planning and Zoning Commission:

a. Church
b. Private Club
c. Non-profit Agency
d. Education Institute such as Art School or Boy Scouts
e. Multi-family for Elderly i.e. Congregate Care Facility
f. Library, Art Gallery or Museum
g. Radio Station
h. Cultural Center
i. Funeral Parlor
j. Restaurant - provided there can be shown to be sufficient parking on site for the seated and standing capacity as represented in floor plans reviewed and approved by Zoning Enforcement Officer as per Building Regulations and required under Special Permit.

Additional details, if any, will be available in the approved Minutes of that Meeting.

Very truly yours,

James C. Sandy
Town Planner

JCS:h
cc: J. Landesfeld
     H. Schinto

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STIPULATION FOR JUDGMENT

Whereas the captioned matter is an administrative appeal from decisions of the Defendant Planning and Zoning Commission of the Town of Greenwich, Plaintiffs have submitted to Defendant an application for settlement of this appeal, which application having been noticed and heard, the parties to the captioned matter hereby stipulate and agree that judgment may be entered as follows:

1. Plaintiffs represent they are the owners of the property consisting of approximately 45,477 square feet located at 1 Dearfield Drive, Greenwich, Connecticut, which property is the subject property in the captioned appeal. Plaintiffs act herein for themselves, their heirs, executors, administrators, successors and assigns.

2. All parts of this stipulation are interrelated and interdependent and in toto comprise the settlement of the captioned appeal. This stipulation supersedes all prior zoning approvals as to the use of the property.
3. The zone of Plaintiffs' property consisting of approximately 45,477 square feet, located at 1 Dearfield Drive, shall remain in the R-12 zone.

4. The Planning & Zoning Commission grants the Plaintiffs a Special Permit to construct a building consisting of 10,600 square feet in accordance with the plan submitted to the Planning & Zoning Commission at a Public Hearing on April 2, 1985 for the purpose of operating a commercial nursery and accessory office uses in conjunction with the nursery building in accordance with Site Plan No. 1060 submitted to the Planning & Zoning Commission.

5. The Planning & Zoning Commission further approves a site plan for the premises which is attached hereto and made a part of this Stipulation and which requires the Plaintiffs to maintain no fewer than 41 parking spaces. It is understood that no additional Public Hearing will be conducted on the site plan.

6. The parties further understand that any change of uses from the nursery business including accessory office use shall require approval of the Planning & Zoning Commission via the special permit procedure.
7. Plaintiffs are not the prevailing parties for purposes of this action and any and all future actions with respect thereto. No costs shall be taxed to any party to this appeal.

THE PLAINTIFFS

By

Louis P. Pittocco, Their Attorney
90 Greenwich Avenue
Greenwich, CT 06830
Telephone: 869-2282
Juris Number 46825

THE DEFENDANT

By

James W. Macauley, Its Attorney
Town Hall, Field Point Road
Greenwich, CT 06830
Telephone: 622-7876
Juris Number 24945
ZONING ENFORCEMENT

Project No. PLPZ202100450

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: 2 Dearfield Drive, LLC.

LOCATION: 2 Dearfield Drive

PLAN DATE: R-12

☐ 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: 11/17/2021

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
Date: November 18, 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: PLPZ202100450: 2 Dearfield Drive, 2 Dearfield Drive LLC

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

Project Summary:
- Proposed change of use of a portion of the building in order to house the executive offices of The United Way of Greenwich.

Sewer Division Comments:

**Comments to be addressed during P&Z phase:**
- The proposed development discharges into a segment of the Town’s sanitary sewer system (the “Horseneck Sewer”) that has experienced capacity concerns under certain flow conditions typically associated with wet weather. Given the potential for capacity issues, this system is under further study. Potential improvements to the system may be required and implemented through the capital improvement planning process in future. In areas where capacity may be limited under such conditions, it is DPW’s policy to accommodate flows in keeping with current zoning to the extent possible. The applicant/owner is required to provide existing sanitary sewer flows from the existing site development and to estimate future flows based on the proposed use. Please coordinate directly with the Sewer Division. Existing flows must include a MINIMUM of at least two year’s-worth of water usage data and proposed flows with sufficient engineering calculations, peaking factors, etc. for Sewer Division review.

- Prior to obtaining P&Z approval, the applicant/owner is required to submit a signed letter acknowledging receipt of these P&Z comments and that the applicant/owner has read all the comments and agrees to adhere to the comments. A copy of this document is required to be provided to the Sewer Division. It is important for the applicant/owner to understand that failure to comply with these comments may result in delays in both Sewer and Building Permitting. The applicant/owner assumes any risk or impacts to their project schedule as a result of not complying with these requirements.

**Comments to be addressed during Sewer and Building Permit phase:**
- 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. Any televising of sanitary sewer laterals must be performed in the presence of the Environmental Asset Engineer / Sewer Inspector. 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 Sewer Division. Failure to have the Environmental Asset Engineer 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.

- The applicant/owner is required to obtain any and all Sewer Permits that are necessary. Please coordinate directly with the Sewer Division.

- 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.
October 6, 2021

Mr. Peter Mangs, Applications Coordinator
Town of Greenwich Planning and Zoning
101 Field Point Road
Greenwich, Connecticut 06830

Re: Final Site Plan and Special Permit applications for a portion of the existing building located at 2 Dearfield Drive, Greenwich, Connecticut for executive offices of The United Way of Greenwich under Section 6-94(a)(12) of the Greenwich Building Zone Regulations (the "Regulations").

Dear Peter:

We represent 2 Dearfield Drive, LLC in connection with the accompanying Final Site Plan and Special Permit applications. Our client is the owner of property located at 2 Dearfield Drive in central Greenwich (the "Property"). The Property is located on the west side of Dearfield Drive in the R-12 Zone and contains a mixed-use building containing ten (10) ten dwelling units (including three (3) affordable units) located on the street-grade floor and floor above and 2,905 square feet of retail/showroom space located also on the street-grade floor and currently occupied by Christopher Peacock Kitchens (the "Building"). These uses were approved by the Planning and Zoning Commission (the "Commission") in November of 1999. A Certificate of Occupancy was issued by the Greenwich Building Department in November of 2004.

As shown on the accompanying as-built survey for the Property, the Property contains a total lot area of 1.044 acres with thirty-seven (37) outdoor parking spaces and two (2) ADA spaces. There are an additional five (5) parking garage spaces in the Building.

The lower level of the Building, under the current "Grade Plane" rules is considered a story above grade under the Regulations, rendering all lower-level space to be counted in the Building's Floor Area. When approved by the Commission the lower-level space was considered "basement" with no area therein counting toward floor area; it was used for storage, mechanical space, garage spaces, and lobby for the residential units above. The total floor area of the Building for the three (3) levels is 22,284 square feet based upon current FAR calculations under the Regulations.
The Property, despite being located in a residential zone, is surrounded by commercial and institutional uses. To the North and West are medical office buildings; to the south is a retail bank branch and to the east across the street to the Property is the Greenwich Library. There are no residential uses abutting the Property.

United Way of Greenwich is a well-recognized charitable and not-for-profit charitable institution serving the needs of the Town of Greenwich community since 1933. The proposal is for United Way of Greenwich to occupy 2,123 square feet of the Building's lower level for its executive offices. No exterior alterations are needed or proposed. It is expected that no more than seven (7) employees will be occupying the United Way of Greenwich space at any one time; indeed, on average it is expected the number will be even less. The balance of the lower-level space will remain used for storage, mechanical space, garage spaces, and lobby for the residential units above.

The mix of dwelling units is as follows:

- 1 studio
- 6 one bedroom
- 2 two bedroom
- 1 three bedroom

The parking space requirement under the current Section 6-110 of the Regulations is as follows: 7 spaces for the studio and one-bedroom units, 2.5 spaces for the two-bedroom units and 1.5 for the three-bedroom unit for a total of eleven (11) parking spaces.

The Regulations technically require the retail/showroom space of Christopher Peacock Kitchens to have fifteen (15) parking spaces. However, from a practical standpoint, most of the area is taken up by kitchen showroom space, there are never more than three (3) employees working therein, and most probably there have never even been more than ten (10) persons in the space over the fifteen (15) years Christopher Peacock Kitchens has occupied the space.

The 2,123 square feet proposed to be leased to United Way of Greenwich will technically require eleven (11) parking spaces.

The Property today is substantially over-parked, and it will remain over-parked after United Way of Greenwich takes occupancy. Section 6-155 of the Regulations specifically provides that for "[d]welling units in mixed-use residential-commercial development: One space per dwelling unit unless a greater or lesser number is deemed appropriate by the Commission". In this case, the standard parking calculation for the Property produces a requirement of thirty-six (36) parking spaces, six (6) less than what is provided.
In support of this request, enclosed please find:

1. Narrative, i.e., this letter;
2. Site Plan and Special Permit Application forms;
3. Affidavit of Notice with certified mailing receipt;
4. GIS map;
5. As-Built survey post original construction;
6. Grade-Plane survey;
7. Floor plans for all three (3) floors of the Building from the original building permit plans; and
8. Floor plans with floor area calculation per the proposal.

Should you have any questions or require more information, do not hesitate to contact me or my partner Christopher D. Bristol.

Thank you.

Very truly yours,

[Signature]

John P. Tesel

Enclosures
cc: 2 Dearfield Drive, LLC
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: 2 Dearfield Drive, Greenwich, CT 06831
Property Owner: 2 Dearfield Drive, LLC
Email: john@fareriassociates.com
Applicant: 2 Dearfield Drive, LLC
Email: john@fareriassociates.com
Authorized Agent: John P. Tesei, Esq.
Email: jpt@glislaw.com

Address: One Greenwich Office Park South, Greenwich, CT 06831
Address: One Greenwich Office Park South, Greenwich, CT 06831
Address: 31 Brookside Drive, Greenwich, CT 06830

Cell Phone: Other Phone:
Cell Phone: Other Phone: 203-810-8955
Cell Phone: Other Phone: 203-542-8426

Tax ID: 07-1854/S

Select One: ☑ Pre-Application ☑ Final
Zone(s): R-12 Lot Area: 1.044 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
☐ Scenic Road Designation

To be completed by P&Z staff only:
Check # ___________________________ Check Amount: $___________
Application # ___________________________
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<th>Existing</th>
<th>Proposed</th>
<th>Permitted/Required</th>
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<td>□ Alterations</td>
<td>□ Demolition</td>
<td>□ Re-Construction</td>
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pzSitePlanApp 2020
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: 2 Dearfield Drive, Greenwich, CT 06831          Tax ID: 07-1854/S

Property Owner: 2 Dearfield Drive, LLC                      Address: One Greenwich Office Park South, Greenwich, CT 06831

Email: johntfarriassociates.com              Cell Phone: _______ Other Phone: _______

Applicant: 2 Dearfield Drive, LLC                          Address: One Greenwich Office Park South, Greenwich, CT 06831

Email: johntfarriassociates.com              Cell Phone: _______ Other Phone: _______

Authorized Agent: John P. Tesei, Esq.                Address: 31 Brookside Drive, Greenwich, CT 06830

Email: jpt@gtislaw.com                              Cell Phone: 203-810-8955 Other Phone: 203-542-8426

Zone(s): R-12                                             Lot Area: 1.044 Acres

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 CBGR
☐ 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 # ________________________________          pzSpecialPermitApp 2020
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax: 203-622-3795

Application Signature Page

Property Address: 2 Dearfield Drive, Greenwich, CT 06831
Tax ID: 07-1854/S

Applicant:
2 Dearfield Drive, LLC
Address: One Greenwich Office Park South, Greenwich, CT 06831
Email: john@farrellassociates.com
Cell Phone: Other Phone:
Signature: ____________________________________________ Date: September 21, 2021

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:
2 Dearfield Drive, Greenwich, CT 06831
Address: One Greenwich Office Park South, Greenwich, CT 06831
Email: john@gtislaw.com
Cell Phone: Other Phone:
Signature: ____________________________________________ Date: ________________________________

Authorized Agent: John P. Tesei
Address: 31 Brookside Drive, Greenwich, CT 06830
Email: jpt@gtislaw.com
Cell Phone: 203-850-8955 Other Phone: 203-542-8426
Signature: ____________________________________________ Date: ________________________________
AFFIDAVIT OF NOTICE

TOWN OF GREENWICH PLANNING AND ZONING COMMISSION

STATE OF CONNECTICUT )
COUNTY OF FAIRFIELD ) ss: Greenwich

October 6, 2021

I, Christopher D. Bristol, being duly sworn, do hereby certify that on October 6, 2021, 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 October 6, 2021 as shown on the Town Tax Assessor's Office records of property abutting and across the street from the property known as 2 Dearfield Drive, Greenwich, Connecticut owned by 2 Dearfield Drive, LLC, for which Final Site Plan and Special Permit applications have been filed with the Greenwich Planning and Zoning Commission to change the use of a portion of the existing building on the property to the executive offices of The United Way of Greenwich under Section 6-94(a)(12) of the Greenwich Building Zone Regulations.

Christopher D. Bristol

Subscribed and sworn to before me on October 6, 2021.

Notary Public/ Commissioner of the Superior Court
EXHIBIT A

ABUTTING OWNERS OF PROPERTY LOCATED AT
2 DEARFIELD DRIVE
GREENWICH, CONNECTICUT

PARCEL ID: 07-4032/S
THE GREENWICH LIBRARY
 c/o ARLENE ROBERTS GRANT
101 WEST PUTNAM AVENUE
GREENWICH, CT 06830

PARCEL ID: 07-1945/S
111 WP GREENWICH ASSOCIATES LLC
 c/o CERUZZI PROPERTIES
111 WEST PUTNAM AVENUE
GREENWICH, CT 06830

PARCEL ID: 07-1710/S
UB GREENWICH I LLC
321 RAILROAD AVENUE
GREENWICH, CT 06830

PARCEL ID: 07-1861/S
STOP & SHOP SUPERMARKET
161 WEST PUTNAM AVENUE
GREENWICH, CT 06830

PARCEL ID: 07-2368/S
MEDICAL SURGICAL BUILDING OF GREENWICH
ATTN: DR CATERINA VIOLI
2 ½ DEARFIELD DRIVE
GREENWICH, CT 06831
October 6, 2021

To Whom It May Concern:

Notice is hereby given that 2 Dearfield Drive LLC, owner of property known as 2 Dearfield Drive, Greenwich, Connecticut, has filed Final Site Plan and Special Permit applications with the Greenwich Planning and Zoning Commission to authorize use of a portion of the existing building on the property for the executive offices of The United Way of Greenwich under Section 6-94(a)(12) of the Greenwich Building Zone Regulations.

Further information concerning this application may be obtained by contacting the Town of Greenwich Planning and Zoning Commission or the undersigned.

Sincerely,

Christopher D. Bristol, Esq.
Gilbride, Tusa, Last & Spellane LLC
31 Brookside Drive
Greenwich, Connecticut 06830
Telephone: (203) 622-9360

Planning and Zoning Commission
Town of Greenwich
101 Field Point Road
Greenwich, Connecticut 06830
Telephone: (203) 622-7894
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- **Total Number of Pieces Listed by Sender:** 5
- **Total Number of Pieces Received at Post Office:** 5

*Postmaster, Par (Name of receiving employee):* Rosea Macm

*Remarks:* The full declaration of value is required on all domestic and international registered mail. The maximum indemnity payable for the reconstruction of nonnegotiable documents under Express Mail document reconstruction insurance is $50,000 per piece subject to a limit of $500,000 per occurrence. The maximum indemnity payable on Express Mail Merchandise Insurance is $500. The maximum indemnity payable is $25,000 for registered mail, sent with optional postal insurance. See Domestic Mail Manual R900, S913, and S921, for limitations of coverage on insured and COD mail. See International Mail Manual for limitations of coverage on international mail. Special handling charges apply only to Standard Mail (A) and
COMMERCIAL

PROPERTY INFORMATION

Deerfield Drive

TAX ID: 248005

DEERFIELD DRIVE LLC

ADMINISTRATIVE INFORMATION

DEERFIELD DRIVE LLC

TRANSPORTER OF COMMERCE

illas:

County: Other

Office: 01/01/2015

Preceding 1/29/2015 card No. 2

Partner:

NAME OF LANDOWNER OR TRANSFEREE

TAX EXEMPT?

10/94 TRANSFEROR: DEERFIELD DRIVE LLC

PROPERTY OWNER:

DEERFIELD DRIVE LLC

PROPERTY ADDRESS:

2 DEERFIELD DRIVE

DEERFIELD DRIVE LLC

EXECUTIVE OFFICERS:

SERVICES:

t. 07/18/2015

CITY:

DEERFIELD

CITY:

DEERFIELD

STATE:

IL

STATE:

IL

ZIP:

60015

ZIP:

60015

ADDRESS:

2 DEERFIELD DRIVE

2 DEERFIELD DRIVE

LEGAL DESCRIPTION:

1/29/2015

1/29/2015
This map was produced from the Town of Greenwich Geographic Information System. The Town expressly disclaims any liability that may result from the use of this map. Aerial: 4/2016. Topo: 4/2016. Property Data: 10/1/19.

Scale is approximate

This map was produced from the Town of Greenwich Geographic Information System. The Town expressly disclaims any liability that may result from the use of this map. Aerial: 4/2016. Topo: 4/2016. Property Data: 10/1/19.

Map Printed Date: 9/23/2021 8:22:25 AM 
Copyright © 2000 by the Town of Greenwich.
This map was produced from the Town of Greenwich Geographic Information System. The Town expressly disclaims any liability that may result from the use of this map. Aerial: 4/2016. Topo: 4/2016

Property Data: 10/1/19.

Scale is approximate
**PERMIT NEED DETERMINATION QUESTIONNAIRE**

[This form is NOT an IWWA Application]

PROJECT: Street Address 2 Dearfield Drive

PARCEL ID.# 07 18 54

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) Change of use

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

FEE: $30 for in office review, $65 for reviews requiring a site visit or further in office analysis

Owner's full name [please print] 2 Dearfield Drive, LLC

Phone (____) ____________________________

Mailing address c/o Gilbride, Tusa, Last & Spellane LLC

Town Greenwich, CT zip 06830

Authorized Agent's name [please print] Christopher D. Bristol, Esq. cdb@gtlaw.com

Phone (203) 622-9360

Mailing address 31 Brookoside Drive

Town Greenwich, CT zip 06830

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 6/16/2021

If mailing, return completed form and a $30 check (payable to "Town of Greenwich") to the Greenwich Inland Wetlands & Watercourses Agency.

If a site visit is required, you will be notified and asked to remit an additional $35. The site visit will not take place until this additional fee is received.

<table>
<thead>
<tr>
<th>STAFF NOTES</th>
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<tbody>
<tr>
<td>Office Rev Date 10/16/21 Field Inv Date <strong>/</strong>/____ WET/WC? YES NO TIDAL</td>
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<tr>
<td>Action Required? YES NO If yes, DR AA AR SIA Staff</td>
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<tr>
<td>Soils Report Date <strong>/</strong>/____ Author __________________ Soils __________________</td>
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<tr>
<td>Comments: __________________</td>
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<tr>
<td>Fee Received: YES NO Comment: __________________</td>
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IWWA Questionnaire Revised 9/10/15