APPLICATION SUMMARY:
The applicant is requesting final site plan and special permit approval, pursuant to Sections 6-5, 6-13 to 6-17, 6-93, 6-101, and 6-205 of the Building Zone Regulations to construct a 565 sq. ft. pool house addition, with relocated hot tub and fencing and new walkway, and removal of sheds, resulting in gross floor area of 11,286.6 sq. ft. and volume in excess of 150,000 cu. ft., on a property located at 18 Crown Lane in the RA-4 zone.

ISSUES/COMMENTS:
1. **Zoning** – Appeal PLZE 202100037 was granted for a side yard setback variance for this proposal. Zoning Enforcement comments dated 1-24-22 state that Appeal 7290 was issued in 1988 for the garage as guest quarters with no kitchen. The current plans show a kitchen in the garage.
2. **DPW Engineering** – A storm water exemption form was submitted indicating that the proposal will result in less than 500 sq. ft. of new impervious (271 sf total). Have there been any previous exemptions that need to be included?

3. **Health / septic** – Comments dated 12-3-21 indicate Health has reviewed the proposal and approved the septic connection for the pool house along with a 100% septic reserve area and have no objection to the project.

4. **Inland Wetlands** – A permit questionnaire was endorsed by staff on 09-10-21 indicating no inland wetlands are present on site.

5. **Conservation** – Comments dated 1-21-22 recommend adding plantings based on new impervious area, along with protection or replanting of trees associated with two trees close in vicinity to the new pool fence.

**DEPARTMENT COMMENTS**

Zoning Enforcement- Attached  
Health – Attached  
Conservation- Attached

**EXISTING CONDITIONS**

The subject property is located on the east side of Crown lane in the northeast area of Town. The property is about 4 and ½ acres in the RA-4 zone. It is currently improved with a single family dwelling, driveway, pool house, tennis court, fencing, walkways, stonewalls, septic system, and landscaped areas.

There are no inland wetlands on site. The property has a private sewage disposal system.

No subdivisions or site plans were found on file with Planning and Zoning for the property.

**PROPOSAL**

This project includes constructing a new 565 sf garage addition, relocating the pool fence and hot tub and constructing a gate and walkway. The Health Department has reviewed the plans and have approved the pool house septic connection and the septic reserve as proposed. Proposed green area is shown as 86% where 84% is the minimum.

Application documents indicate that resulting gross floor area will be 11,286.6 sf. Volume calculations indicate that volume on site will increase from less than 150,000 cu. ft. to 153,260 cu. ft.

A storm water exemption has been submitted for this proposal indicating that resulting new impervious areas are less than 500 sq. ft. Based on the Drainage Manual, exemptions “accumulate”, so if other structures have been built over the years with exemptions, those have to be reflected in the total new impervious.
The development plan does not specifically call out sedimentation and erosion control measures. Any necessary S+E’s will need to be installed and maintained in working condition during the construction.

**SPECIAL PERMIT CONSIDERATIONS:**
This proposal is subject to site plan and special permit review because the total proposed building volume exceeds 150,000 cubic feet per Section 6-101(a). Under Section 6-17, the Commission has to decide, among other things, if the proposal is in scale with and compatible with surrounding uses.

**APPLICABLE REGULATIONS:**
BZR Sections: Sections 6-5, 6-13 to 6-17, 6-93, 6-101, and 6-205
Per PZBA appeal number 7290, the area over the garage was approved as a guest house without a kitchen. The applicant should note any subsequent approvals for the kitchen.

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.

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

To: Marisa Anastasio, Planner II

From: Aleksandra Moch, Environmental Analyst

Date: January 21, 2022

Re: Lawrence and Philipa Portnay, 18 Crown Lane, PLPZ 2021 00553
    Site plan by S.E. Minot & Co. Inc., dated June 3, 2020

I have reviewed the above-referenced plans and visited the site. The following comments are offered for your consideration:

1. The proposed additions to the existing pool house will be installed over a walkway and lawn areas. The level topography would call for minimal grading, if any. Additional hard surface created by these additions should be mitigated by planting one native shrub per every 25sf of new impervious cover. New shrubs or a tree will help to mitigate the increase of storm water management and help to compensate for the lost functions the area provides (infiltration, soil habitat, photosynthesis, carbon sequestration and cooling effect).

2. The proposed pool fence relocation seems to be in conflict with two large trees growing in the vicinity of each new corner. The site plan should locate these trees and make sure they are going to be preserved. Loss of these trees will impact the environmental functions of this site by altering the natural ability to absorb and infiltrate storm water, sequester carbon, support wildlife, alleviate noise and air pollution, and keep the site biologically active. Removing them will require additional mitigation measures such as planting of additional 200 sf with native species (100sf for a tree, 25 sf for a shrub and 1sf for each species of herbaceous ground cover).

cc: Conservation Commission
Vargas, Madeline

From: Long, Michael  
Sent: Thursday, December 16, 2021 12:18 PM  
To: Dygert, Bianca  
Cc: Simmel, Sherry; Vargas, Madeline  
Subject: RE: Routing - 18 Crown Lane - PLPZ 202100553 - FSP/SP

The Health Department has approved a connection from the pool house to the existing septic system and a 100% Replacement Area for a 9 bedroom septic system. Based on this, the Health Department has no issues with this proposal.

Michael Long  
Greenwich Health Department

From: Dygert, Bianca  
Sent: Thursday, December 16, 2021 9:40 AM  
To: Couture, Jodi <jodi.couture@greenwichct.org>; Moch, Aleksandra <Aleksandra.Moch@greenwichct.org>; Sesto, Patricia <patricia.sesto@greenwichct.org>; Long, Michael <Michael.Long@greenwichct.org>  
Subject: Routing - 18 Crown Lane - PLPZ 202100553 - FSP/SP

Hello All,

Please find the attached routing sheet and link to Final Site Plan and Special Permit for an over-volume application at 18 Crown Lane.

[Link to Final Site Plan and Special Permit]

This is tentatively scheduled for January 20th.

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
Re: 18 Crown Lane, Greenwich Site Plan & Special Permit Application

Dear Katie:

On behalf of Lawrence & Phillipa Portnoy, owners of property located at 18 Crown Lane, I am hereby submitting an application for site plan and special permit approval to permit the replacement of an existing 348 square feet with a new pool house of 565 square feet. The location of the existing pool house is legally non-conforming as the pool house pre-dates the passage of what is now BZR Section 6-144.

The applicants obtained a variance (side yard setback) from the Zoning Board of Appeals on July 14, 201 for the proposed new pool house (decision enclosed). However, in the course of applying for a zoning permit it was discovered that the total cubic volume for the property will slightly exceed 150,000 cubic feet by 3620 cubic feet (153,620 cubic feet total), necessitating this application under BZR Section 6-95.

The applicants assert that this proposed improvement meets the standards of BZR Sections 6-15 and 6-17.

We look forward to presenting this application to the Commission at the next available hearing. In the meantime, if you have any questions or comments or if we can offer any further information please do not hesitate to contact me.

Very truly yours,

W.I. Haslun II
Enc:
Site Plan Application
Special Permit Application
Checklist
Tax Card
ZBA Decision
Volume Calculations
Photographs
GIS Maps
Owner Authorization
Drainage Plan
IWWA Sign-off
Grade Plane Calculation
Affidavit re: Mailings
Zoning Location Survey
Architectural Drawings
Check for Filing Fee
Site Plan Application

Property Address: 18 Crown Lane, Greenwich

Lawrence & Phillipa Portnoy

Applicant: Same as owners.

Authorized Agent: W.I. Haslun II, Esq. JHH Law

Email: chaslun@jhh-law.com

Address: 18 Crown Lane, Greenwich 06831

Address: 21 Sherwood Place, Greenwich 06830

Select One: □ Pre-Application □ Final

Zone(s): RA-4 Lot Area: 4.47 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 #: __________________________

pzSitePlanApp 2020
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THIS SITE PLAN INVOLVES:
- [x] Additions
- [ ] Alterations
- [ ] Demolition
- [ ] Re-Construction

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: 18 Crown Lane, Greenwich
Tax ID: 11-2603

Property Owner: Lawrence & Phillipa Portnoy
Address: 18 Crown Lane, Greenwich 06831

Applicant: Same as above.
Address: ________________________

Authorized Agent: W.I. Haslun II, Esq. JHH Law
Address: 21 Sherwood Place, Greenwich 06830

Email: chaslun@jhh-law.com
Cell Phone: ________________________
Other Phone: ________________________

Lot Area: 4.467 Acres

Zone(s): RA-4

PLEASE SELECT ALL RELEVANT ITEMS BELOW:

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

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

Application # ________________________

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: 18 Crown Lane, Greenwich

Property Owner 1: Lawrence Portnoy
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Signature: ____________________________
Date: ____________________________

Property Owner 2: Phillipa Portnoy
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Signature: ____________________________
Date: ____________________________

Property Owner 3: ____________________________
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Signature: ____________________________
Date: ____________________________

Property Owner 4: ____________________________
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Signature: ____________________________
Date: ____________________________

Applicant: Same as above.
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Signature: ____________________________
Date: ____________________________

Authorized Agent: W.I. Haslun II, Esq. JHH Law
Email: chaslun@jh-h-law.com
Signature: ____________________________
Date: 12.9.21

Address: 18 Crown Lane, Greenwich 06831

Address: 21 Sherwood Place, Greenwich 06830

Tax ID: 11-2603

Other Phone: 203-983-6750
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

Site Plan Review Checklist

Property Address: 18 Crown Lane, Greenwich
Anticipated Type of Application: Site Plan & Special Permit
Tax ID: 11-2603

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. Four 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. One set 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
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 Mings, who can be reached by (email) Peter.Mings@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.
TOWN OF GREENWICH
PLANNING AND ZONING BOARD OF APPEALS
SECRETARIAL CERTIFICATE

I, Arthur Delmhorst, Secretary, of the Planning and Zoning Board of Appeals of the Town of Greenwich, Connecticut do hereby certify that the following is a true copy of the decision rendered by such Board at its meeting held July 14, 2021 at which a quorum was present.

APPEAL No. PLZE202100037

Appeal of Lawrence & Philippa Portnoy, 18 Crown Lane, Greenwich for a variance of side yard setback to permit the construction of a new pool house located in the RA-4 zone.

It was RESOLVED that said appeal be granted on the following grounds:

The Board finds, after due consideration, there is hardship due to the location of the structure on the lot having been constructed prior to current zoning regulation. Accordingly, the requested variance of side yard setback as provided by Sections 6-203 and 6-205 of the Building Zone Regulations is granted.

The Board further finds that this relief can be granted without detriment to the public welfare or impairment to the integrity of the regulations.

[Signature]

Arthur Delmhorst, Secretary
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GENERAL DEMOLITION NOTES

1. Verify that all fixtures are removed and fire hazards are eliminated before work begins. All work shall be performed in compliance with applicable building codes and regulations.
2. On premises, all work shall be performed in compliance with applicable building codes and regulations.
3. All work shall be performed in compliance with applicable building codes and regulations.
4. All work shall be performed in compliance with applicable building codes and regulations.

DESTRUCTION PREPARATION NOTES

1. Prior to work beginning, the area shall be secure and all necessary permits shall be obtained.
2. All work shall be performed in compliance with applicable building codes and regulations.
3. All work shall be performed in compliance with applicable building codes and regulations.
4. All work shall be performed in compliance with applicable building codes and regulations.

TYPICAL GENERAL NOTES FOR BATHROOM

1. Provide all connections for water service and drainage.
2. Provide all connections for water service and drainage.
3. Provide all connections for water service and drainage.
4. Provide all connections for water service and drainage.

CONSTRUCTION NOTES

1. All additions to or removal of walls shall be made in accordance with the building code.
2. All additions to or removal of walls shall be made in accordance with the building code.
3. All additions to or removal of walls shall be made in accordance with the building code.
4. All additions to or removal of walls shall be made in accordance with the building code.

FINISH NOTES

1. All additions to or removal of walls shall be made in accordance with the building code.
2. All additions to or removal of walls shall be made in accordance with the building code.
3. All additions to or removal of walls shall be made in accordance with the building code.
4. All additions to or removal of walls shall be made in accordance with the building code.

PLUMBING NOTES

1. All additions to or removal of walls shall be made in accordance with the building code.
2. All additions to or removal of walls shall be made in accordance with the building code.
3. All additions to or removal of walls shall be made in accordance with the building code.
4. All additions to or removal of walls shall be made in accordance with the building code.

Swimming Pool/Spa Notes

1. Provide all additions to or removal of walls shall be made in accordance with the building code.
2. Provide all additions to or removal of walls shall be made in accordance with the building code.
3. Provide all additions to or removal of walls shall be made in accordance with the building code.
4. Provide all additions to or removal of walls shall be made in accordance with the building code.

Foundation Notes

1. Provide all additions to or removal of walls shall be made in accordance with the building code.
2. Provide all additions to or removal of walls shall be made in accordance with the building code.
3. Provide all additions to or removal of walls shall be made in accordance with the building code.
4. Provide all additions to or removal of walls shall be made in accordance with the building code.

Notes:

1. Provide all additions to or removal of walls shall be made in accordance with the building code.
2. Provide all additions to or removal of walls shall be made in accordance with the building code.
3. Provide all additions to or removal of walls shall be made in accordance with the building code.
4. Provide all additions to or removal of walls shall be made in accordance with the building code.

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<tr>
<td>AIR BARRIER (WALL AND ROOF ENVELOPE)</td>
<td>Exposed horizontal insulation for framed walls is insulated by attaching sail confines and sheathing materials and paper with a minimum R-value of 30, or install C 1500-1500 R-Value Insulation with a minimum R-value of 15. Interior walls are insulated with a minimum R-value of 10. Cellulose insulation is not used as a ceiling material. Air permeable insulation is not used as an air barrier.</td>
</tr>
<tr>
<td>WALLS</td>
<td>Covered and enclosed are insulated. Junction of foundation and all plates is sealed.</td>
</tr>
<tr>
<td>WINDOWS AND DOORS</td>
<td>Space between insulation layer and framing is sealed.</td>
</tr>
<tr>
<td>ROOF RADIATORS</td>
<td>Ducts are insulated with insulation of at least R-11 in air conditioned spaces and R-5 in unconditioned spaces.</td>
</tr>
<tr>
<td>DUCT SLEVES</td>
<td>Sleeves are installed to provide insulation of at least R-11 in air conditioned areas and R-5 in unconditioned areas.</td>
</tr>
<tr>
<td>ELECTRICAL/MECHANICAL BOXES ON EXTERIOR MURALS</td>
<td>Air barrier exists behind boxes or air insulated type sleeves are installed.</td>
</tr>
<tr>
<td>ACCESS DOORS</td>
<td>Doors adjacent to unconditioned spaces (e.g., attics, garages, and crawl spaces) are insulated and sealed with a minimum R-value of 10. All access doors and drop doors in air conditioned areas have a minimum R-value of 3.</td>
</tr>
</tbody>
</table>

**Diagram:**

- **Batt Insulation Detail:**
  - Scale: 1/8" = 1'-0"
  - Insulation is placed between the joists and the sheathing. Insulation is secured to the joists and the sheathing. Insulation is not compressed near the sheathing.

- **Openings in Non-Bearing Wall:**
  - Scale: 1/8" = 1'-0"
  - Insulation is placed between the joists and the sheathing. Insulation is secured to the joists and the sheathing. Insulation is not compressed near the sheathing.

- **Fire Stopping Detail at Hall:**
  - Scale: 1/8" = 1'-0"
  - Insulation is placed between the joists and the sheathing. Insulation is secured to the joists and the sheathing. Insulation is not compressed near the sheathing.
STANDARD REQUIREMENTS:
1. Roof Sheathing: 1/2" plywood with 8d nails at 6" on center at panel edges.
2. Rafters: 2x6's glue-laminated at 90° on center, toenail to the roof bottom.
3. Rafter Straps to Wall Studs: Simpson RSA at each rafter.
4. Strap between headers 6" on center and strap to jack studs; Simpson RA.
5. First Floor Stud to sill plate, 4'-6" apart and framed with 8d nails at 3 on center.
6. sill plate to foundation wall: 1 1/2" concrete double Z channels anchored at 24" on center, 1/2" minimum from each corner and flat plate detail.
7. Exterior plywood sheathing: cut planked with 8d nails at 6" on center at panel edges. Cross members spaced 36" on center. 2 1/2" douglas cedar on the flat sheathing. All spacing is for the contractor of the caulking pattern and specific requirements.

FLOORS/CEILING FRAMING:
- 8x4 in. OC. along brace wall panels.
- 8x4 in. OC. in intermediate supports.

BEARING WALLS:
- 8x4 in. OC. panels between.
- 8x4 in. OC. along brace wall panel.

FLOOR/CEILING FRAMING:
- 8x4 in. OC. along brace wall panels.
- 8x4 in. OC. in intermediate supports.

BEARING WALLS:
- 8x4 in. OC. panels between.
- 8x4 in. OC. along brace wall panel.

WALL SYSTEMS:
- Reinforced with 6" C.O. to sill plate.
- Typical first and second floors.

FIRST FLOOR BRACING PLAN
- Scale: 1/8" = 1'-0"
To Whom it May Concern:

Please be advised that W.I. Haslun II and the law firm of Johnson, Haslun & Hugeman, LLP are hereby authorized to represent my wife, Phillipa Portnow, and me before all land use agencies of the Town of Greenwich with regard to property owned by us and located at 18 Crown Lane, Greenwich, Connecticut.

Lawrence Portnow

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

**DIRECTLY CONNECTED IMPERVIOUS AREA (DCIA) CERTIFICATION**  
**PRE-CONSTRUCTION** 

**Property Address:** 18 Crown Lane  
**Tax Account No.:** 11-2803 

**Building Permit No.:** 

**PLANS & DRAINAGE SUMMARY REPORT INFORMATION** 

**Engineering Firm:** S.E. Minor & Co. Inc.  
**Design Plans Date:** 5/3/2021 
**Drainage Report Date:** 9/8/2021 

**PROPERTY INFORMATION FOR DIRECTLY CONNECTED IMPERVIOUS AREA (DCIA)** 

<table>
<thead>
<tr>
<th></th>
<th>Total Impervious Area</th>
<th>Total Impervious Area</th>
<th>TotalDisconnected</th>
<th>Total Directly Connected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Existing Conditions (SF)¹</td>
<td>28,966.00</td>
<td>Under Proposed Conditions (SF)¹</td>
<td>29,237.00</td>
<td>Under Proposed Conditions (SF)²</td>
</tr>
</tbody>
</table>

¹ Impervious surfaces include but are not limited to roofs (including green roofs), buildings, houses, walks, patios, walls, tennis/sport courts (all surface types must be counted), landscape ponds, pools, paved streets/drives/parking areas constructed with concrete, asphalt, compacted dirt, gravel, or permeable pavements.  

² All impervious surfaces that are directed to stormwater BMPs that meet the water quality volume (WQV) standard will be considered disconnected impervious cover. Acceptable stormwater BMPs are Bioretention (infiltrating/filtering), Constructed Stormwater Wetlands, Extended Dry Detention Basins (infiltration required), Gravel Wetlands, Constructed Wet Stormwater Ponds, Sand/Organic Filters (sand filters, tree filters, stormwater planters, etc.), Infiltration Systems (drywells, Culverts, etc.), Permeable Pavement Areas (infiltrating/filtering), Green Roofs, and Disconnected Impervious Area (must meet all the standards under Simple Disconnection on page 44 and 45 of the Drainage Manual).  

³ Subtract the Total Disconnected Impervious Area Under Proposed Conditions (SF) from the Total Impervious Area Under Proposed Conditions (SF). 

--- 

**Engineer's Signature** [Signature]  
**Date:** 9/9/2021  
**Engineer's Seal**  
**February 2021**
Town of Greenwich
Department of Public Works - Engineering Division
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540
Phone 203-622-7767 - Fax 203-622-7747

STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name: Portnoy Residence

Project Address: 18 Crown Lane

Project Lot Number(s):

Property Owner(s): Lawrence Portnoy and Philippa Portnoy

Tax Account Number(s): 11-2603  Zone(s): RA-4  Lot Area: 4.466 Acres

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

Categorical Exemptions:

2. Does the proposed project meet one of the following categorical exemptions? Check all that apply:
   ☐ Normal maintenance and improvement of land in agricultural use (as defined by Connecticut General Statutes), provided such activity conforms to acceptable management practices for pollution control approved by the Connecticut Department of Energy and Environmental Protection and the Greenwich Inland Wetlands and Watercourses Commission. This exemption does not apply to construction activities that are not directly related to the farming or agricultural operation.
   ☐ Resurfacing of an existing impervious area on a non-residential lot such as repaving an existing parking lot or drive with no increase in impervious cover.
   ☐ Routine maintenance to existing town roads that is performed to maintain the original width, line, grade, hydraulic capacity, or original purpose of the roadway.
   ☐ Customary cemetery management.
   ☐ Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the approving authority.
   ☐ Any emergency activity that is immediately necessary for the protection of life, property, or the environment, as determined by the approving authority.
   ☐ Repair of an existing septic system.
   ☐ Construction of utilities (gas, water, electric, telephone, etc.), other than drainage, which will not permanently alter terrain, ground cover, or drainage patterns.
   ☐ Repair or replacement of an existing roof of a single-family dwelling.
   ☐ Construction of a second (or higher) floor addition on an existing building.
   ☐ Construction of a maximum 12 foot x 12 foot shed. The construction must include the installation of a 1 foot wide x 1 foot deep crushed stone trench along the sides of the shed that discharge the roof runoff.
   ☐ The repair of an existing wood, composite, or plastic deck with no proposed enlargement of the deck surface.
The reconstruction or construction of a wood, composite, or plastic deck with the decking boards spaced at least 3/16 of an inch and a pervious surface below the deck. The pervious area below the deck must have the soil tilled 12 to 16 inches and finished with grass seed, sod, or crushed stone. The minimum depth for the crushed stone is 4 inches. A site plan showing the proposed location of the deck and construction details for the deck must be submitted.

The construction of any fence that will not alter existing terrain or drainage patterns.

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

OWNERS' CERTIFICATION

Owners' Name  Lawrence and Philippa Portnoy

Street Address  18 Crown Lane  City  Greenwich  State CT  Zip  06831

Phone  FAX

Owners' Signature  Date

CONTRACTOR'S CERTIFICATION

Company Name

Street Address  City  State  Zip

Phone  FAX

Contractor's Signature  Date
Conditional Exemptions Requiring Certification from a Professional Engineer:

3. For projects adding up to 500 square feet of impervious surfaces:
   The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure, as certified by a professional engineer.
   At least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious surfaces within its on site watershed and point of concern:
   ☑ Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
   ☐ A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
   ☐ The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
   ☐ Constructing a bio-treatment area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
   ☐ Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
   ☐ Restoring a riparian buffer (may require IWWA permit)

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

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

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

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

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

Commercial teardowns are not exempt.

PROFESSIONAL ENGINEER

Company Name S.E. Minor & Co., Inc.

Street Address 33 West Elm Street City Greenwich State CT Zip 06830

Phone 203-869-0136 FAX 203-869-7869

Professional Engineer’s Name John P. Giancola, P.E., P.L.S.
Town of Greenwich  
Department of Public Works - Engineering Division  
Town Hall - 101 Field Point Road, Greenwich, CT 06830-2540  
Phone 203-622-7767 - Fax 203-622-7747

PROFESSIONAL - EXEMPTION CERTIFICATION

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

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

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

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

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

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

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

Professional Engineer’s Signature: [Signature]  
Date: 9/09/2021

Professional Engineer’s Seal
**IMPERVIOUS AREA WORKSHEET**

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

<table>
<thead>
<tr>
<th></th>
<th>(1) Existing Conditions Impervious Surfaces (sq ft)</th>
<th>(2) Proposed Conditions Impervious Surfaces (sq ft)</th>
<th>(3) Proposed New Impervious Surfaces (sq ft) [Column 2 minus column 1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>House/Buildings</td>
<td>7153</td>
<td>7424</td>
<td>+271</td>
</tr>
<tr>
<td>Driveways</td>
<td>9886</td>
<td>9886</td>
<td>0</td>
</tr>
<tr>
<td>Sidewalks/Paths</td>
<td>871</td>
<td>871</td>
<td>0</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>1550</td>
<td>1550</td>
<td>0</td>
</tr>
<tr>
<td>Patios</td>
<td>2495</td>
<td>2495</td>
<td>0</td>
</tr>
<tr>
<td>Tennis Court/Sport Court</td>
<td>7011</td>
<td>7011</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td>28966</td>
<td>29237</td>
<td>+271</td>
</tr>
</tbody>
</table>

\(^1\) Refer to the glossary in the Town of Greenwich Drainage Manual for a definition of “impervious surface.”
Stormwater Management Practices Maintenance Declaration

THIS DECLARATION is made this date, ____________, 20___, by and between the Town of Greenwich, a municipal corporation with principal offices located at 101 Field Point Road, Greenwich, CT 06830 and

Lawrence Portnoy and Philippa Portnoy

[Owner(s) Name]

18 Crown Lane, Greenwich, CT

[Address]

hereinafter referred to as “Owner(s)” of the “Property” as more fully described in a deed recorded in Book ______ at Page ______ of the Greenwich Land Records. In accordance with the Town of Greenwich Drainage Manual as Amended, the “Owner(s)” agree to install and maintain stormwater management practice(s) on the subject Property in accordance with approved plans and conditions. The Owner further agrees to the terms stated in this document to ensure that the stormwater management practice(s) continues serving the intended function in perpetuity. This Declaration includes the following exhibits located in the project files of one or all of the following Town of Greenwich Departments:

- Building Division – Permit #________________________
- Inland Wetlands and Watercourses Agency – Application #________________________
- Planning and Zoning – Application #________________________

Exhibit A: Long-term Maintenance Plan that prescribes those activities that must be carried out to maintain compliance with this Declaration. Approved Maintenance Plan dated ________________.

Exhibit B: Improvement Location Survey depicting “As-Built” conditions and showing an accurate location of each stormwater management practice affected by this Declaration. Approved Improvement Location Survey dated ________________.

Note: After construction has been verified and accepted by the Town of Greenwich for the stormwater management practices, this declaration shall be recorded by the Owner on the Greenwich Land Records and copies of the recorded document shall be submitted to all of the following Town of Greenwich Departments involved in the approval:

- Building Division
- Inland Wetlands and Watercourses Agency
- Planning and Zoning

Through this Declaration, the Owner(s) hereby subjects the Property to the following covenants, conditions, and restrictions:

1. The Owner(s), at its expense, shall secure from any affected owners of land all easements and releases of rights-of-way necessary for utilization of the stormwater practices identified in Exhibit B and shall record them with the Town Clerk. These easements and releases of rights-of-way shall...
not be altered, amended, vacated, released or abandoned without prior written approval of the Town of Greenwich.

2. The Owner(s) shall be solely responsible for the installation, maintenance and repair of the stormwater management practices, drainage easements and associated landscaping identified in Exhibit B in accordance with the Operation and Maintenance Plan (Exhibit A).

3. No alterations or changes to the stormwater management practice(s) identified in Exhibit B shall be permitted unless they are deemed to comply with this Declaration and are approved in writing by the Town of Greenwich.

4. The Owner(s) shall retain the services of a qualified inspector (as described in Exhibit A) to operate and ensure the maintenance of the stormwater management practice(s) identified in Exhibit B in accordance with the Operation and Maintenance Plan (Exhibit A).

5. The Owners(s) must maintain all records (logs, invoices, reports, data, etc.) and have them readily available for inspection at all times. Inspection Documentation must be maintained as frequently as required in Exhibit A.

6. The Town of Greenwich or its designee is authorized to access the property as necessary to conduct inspections of the stormwater management practices or drainage easements to ascertain compliance with the intent of this Declaration and the activities prescribed in Exhibit A. Upon written notification by the Town of Greenwich or their designee of required maintenance or repairs, the Owner(s) shall complete the specified maintenance or repairs within a reasonable time frame determined by the Town of Greenwich. The Owner(s) shall be liable for the failure to undertake any maintenance or repairs so that the public health, safety, general welfare or the environment shall not be endangered.

7. If the Owner(s) does not keep the stormwater management practice(s) in reasonable order and condition, or complete maintenance activities in accordance with the Operation and Maintenance Plan contained in Exhibit A, or the required maintenance or repairs under 6 above within the specified time frames, the Town of Greenwich is authorized, but not required, to perform the specified inspections, maintenance or repairs in order to preserve the intended functions of the practice(s) and prevent the practice(s) from becoming a threat to public health, safety, general welfare or the environment. In the case of an emergency, as determined by the Town of Greenwich, no notice shall be required prior to the Town of Greenwich performing emergency maintenance or repairs. The Town of Greenwich may levy the costs and expenses of such inspections, maintenance, repairs and appropriate fees against the Owner(s). The Town of Greenwich at the time of entering upon said stormwater management practice for the purpose of maintenance or repair may file a notice of lien upon the property affected by the lien. If said costs and expenses are not paid by the Owner(s), the Town of Greenwich may pursue the collection of same through appropriate court actions.

8. The Owner(s) hereby conveys to the Town of Greenwich an easement over, on and in the Property for the purpose of access to the stormwater management practice(s) for the inspection, maintenance and repair thereof, should the Owner(s) fail to properly inspect, maintain and repair the practice(s). The Town of Greenwich's execution of any repair or maintenance does not alter the Owner(s) responsibility to maintain in future.
9. The Owner(s) agrees that this Declaration shall be recorded and that the land described in a deed recorded in Book _______ at Page ________ of the Greenwich Land Records shall be subject to the covenants and obligations contained herein, and this Declaration shall bind all current and future owners of the property.

10. The Owner(s) agrees in the event that the Property is sold, transferred, or leased to provide information to the new owner, operator, or lessee regarding proper inspection, maintenance and repair of the stormwater management practice(s). The information shall accompany the first deed transfer and include Exhibits A and B and this Declaration. The transfer of this information shall also be required with any subsequent sale, transfer or lease of the Property.

11. The Owner(s) agree that the rights, obligations and responsibilities hereunder shall commence upon execution of the Declaration.

12. The parties whose signatures appear below hereby represent and warrant that they have the authority and capacity to sign this declaration and bind the respective parties hereto.

13. The Proprietor, its agents, representatives, successors and assigns shall defend, indemnify and hold the Town of Greenwich harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter “Claims”, fixed or contingent, known or unknown, arising out of or in any way connected with the design, construction, use, maintenance, repair or operation (or omissions in such regard) of the storm drainage system referred to in the permit as Exhibit “A” hereto, appurtenances, connections and attachments thereto which are the subject of this Declaration. The Proprietor, its agents, representatives, successors and assigns shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents; servants, or employees, in connection with such Claims or the enforcement of this Declaration.
IN WITNESS WHEREOF, the "Owner(s)" have executed this Declaration on this ______ day of ________, 20____.

By: ____________________________
[Owner(s)]

By: ____________________________
[Owner(s)]

STATE OF CONNECTICUT

COUNTY OF FAIRFIELD

) ) ss: Greenwich

The foregoing instrument was acknowledged before me on this ______ day of ________, 20____, by ____________________________, the "Owner(s)" of ____________________________

[Address]

Notary Public

My Commission Expires On:

WHEN RECORDED RETURN COPY TO:
[All of the following departments involved in approval:
Building Division, Inland Wetlands & Watercourses Agency, and Planning & Zoning]
Scope:

The purpose of the Operations and Maintenance Plan is to ensure that the existing and proposed stormwater components installed at 18 Crown Lane are maintained in operational condition throughout the life of the project. The service procedures associated with this plan shall be performed as required by the parties legally responsible for their maintenance.

Recommended Frequency of Service:

As further defined below, all stormwater components should be checked on a periodic basis and kept in full working order. Ultimately, the required frequency of inspection and service will depend on runoff quantities, pollutant loading, and clogging due to debris. At a minimum, we recommend that all stormwater components be inspected and serviced twice per year, once before winter begins and once during spring cleanup.

Qualified Inspector:

The inspections must be completed by an individual experienced in the construction and maintenance of stormwater drainage systems. Once every five years the inspections must be completed by a professional engineer.

Service Procedures:

1. **Drainage Outfalls/Splash Pads/Scour Holes/Level Spreaders:**
   a. All outfalls shall be completely cleaned of accumulated debris and sediments at the completion of construction. Any repairs to outlet protection material (rip rap) shall be performed.
   b. For the first year, outfalls shall be inspected on a quarterly basis.
   c. Any accumulated debris shall be removed and any repairs made to the outfalls as required.
   d. From the second year onward, visual inspections shall occur twice per year, once in the spring and once in the fall, after fall cleanup of leaves has occurred.
   e. Accumulated debris shall be removed and repairs made as required.
   f. Any erosion shall be promptly repaired and the cause of the erosion shall be identified and corrected.
   g. Any additional maintenance required per the manufacturer’s specifications shall also be completed.
2. Roof Gutters:
   
a. Remove accumulated debris and inspect for damage. Any damage should be repaired as required.

Disposal of Debris and Sediment:

All debris and sediment removed from the stormwater structures and bioretention/biofiltration basins shall be disposed of legally. There shall be no dumping of silt or debris into or in proximity to any inland or tidal wetlands.

Maintenance Records:

The Owners(s) must maintain all records (logs, invoices, reports, data, etc.) and have them readily available for inspection at all times.
Operations and Maintenance Log (Page 1 of 1)
18 Crown Lane
9/8/2021

Type of Inspection: □ Spring  □ Fall  □ Other

Inspector's Name: ___________________________ Date of Inspection: ___________________________
Affiliation: ___________________________ Phone #: ___________________________

Drainage Outfalls/Splash Pads/Scour Holes/Level Spreaders:

☐ Yes  ☐ No  ☐ N/A
☐ Yes  ☐ No  ☐ N/A
☐ Yes  ☐ No  ☐ N/A

Have all drainage outlets been cleared of debris?
Have all outlet protections been inspected/repaired?
Have all erosion issues been repaired?

Notes:

Roof Gutters:

☐ Yes  ☐ No  ☐ N/A
☐ Yes  ☐ No  ☐ N/A

Has accumulated debris been removed from gutters?
Do any gutters require additional repair? (identify below):

Notes:

Please make additional notes/observations and particular concerns below. Also record any additional maintenance that has been performed:

Signature of Inspector: ___________________________ Date: ___________________________
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

Project Address: 18 Crown Lane
Tax ID: 11-2603

Property Owner: Lawrence and Philippa Portnoy
Address: 18 Crown Lane

Contact information – Email or Cell Phone: portnoypl@aol.com

Authorized Agent: Abed Yacoub
Address: 33 West Elm Street

Contact information – Email or Cell Phone: 203-869-0136

Has there ever been an IWWA application for this site? YES ☐ NO ☐

ACTIVITY: [Check one]
- Addition [x]
- 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 9/1/2021

STAFF NOTES

Office Rev Date 9/10/21 Field Inv Date / / WET/WC? YES ☐ NO ☐
Action Required? YES ☐ NO ☐ If yes, DR ☐ AA ☐ AR ☐ SIA ☐ Staff ____________________________
Soils Report Date / / Author ____________________________ Soils
Comments: ____________________________

INLAND WETLANDS AND WATERCOURSES AGENCY

MWWA Questionnaire Revised 3/24/2020
September 14, 2021

Town of Greenwich
Department of Public Works
Building Inspection Department
Zoning Enforcement Division
101 Field Point Road
Greenwich, CT 06830
Attn: Zoning Enforcement Officer

RE: Portnoy – 18 Crown Lane
Zone: RA-4
Dear Sir:

S. E. Minor & Co., Inc. (SEM) has established Proposed Grade Plane for the above referenced project to be 99.26 for a first floor elevation of 100.0 as shown on attached worksheet and sketch by S. E. Minor & Co., Inc. and based on Planning and Zoning Regulations Section 6-5 (26). We have also determined that at no point is the finished floor more than 12’ above grade.

Please feel free to call if you have any questions regarding this matter.

Respectfully submitted,

S. E. Minor & Co., Inc.

Roy G. Cary, L.S.

Prepared by A.Y.
Att.: Grade Plane Worksheet & Sketch
<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>LENGTH</th>
<th>LOWEST ELEVATION WITHIN 8' ENVELOPE</th>
<th>LENGTH X ELEVATION</th>
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<tbody>
<tr>
<td>A</td>
<td>24.00</td>
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<td>B</td>
<td>9.42</td>
<td>99.20</td>
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<td>C</td>
<td>11.99</td>
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<td>D</td>
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<td>F</td>
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<td>12.01</td>
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<td>H</td>
<td>9.42</td>
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TOTAL 136.87 COLUMN 1

COLUMN 3 / COLUMN 1 = GRADE PLANE ELEVATION = 99.26

DIFFERENTIAL = 0.74
TOWN OF GREENWICH

AFFIDAVIT OF NOTIFICATION OF APPLICATION FOR SITE PLAN & SPECIAL PERMIT

STATE OF CONNECTICUT) ss: Greenwich
COUNTY OF FAIRFIELD )

December 9, 2021

I, W.I. Haslun II, being first duly sworn, do hereby certify that on December 9, 2021, I caused to be mailed, postage prepaid, to those persons whose names are set forth on the attached application, a copy of the notice attached hereto as Exhibit A. Said persons were the record owners as shown on the Town Tax Assessor’s Office records of property abutting (as said term is defined in §6-14(a)(3) of the Greenwich Building Zone Regulations) the property belonging to Lawrence & Phillipa Portnoy and located at and known as 18 Crown Lane, Greenwich, Connecticut, for which an application for site plan & special permit approval has been made to the Town of Greenwich Planning & Zoning Commission to permit a replacement pool house to be built.

[Signature]

W.I. Haslun II

Subscribed and sworn to before me
This 9th day of December, 2021.

Notary/Commissioner of the Superior Court
A NOTARY PUBLIC OF CONNECTICUT
MY COMMISSION EXPIRES 02/28/22
Exhibit A

(See Attached)
<table>
<thead>
<tr>
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<th>Postage</th>
<th>Fee</th>
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<td>103 Mason Street</td>
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<tr>
<td></td>
<td>Greenwich CT 06830</td>
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<tr>
<td></td>
<td>Mr. and Mrs. Alexander J. Denner</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>565 Stanwich Road</td>
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<td>New York NY 10005</td>
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<tr>
<td></td>
<td>Mr. and Mrs. Steven A. Cohen</td>
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<td></td>
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<td></td>
<td>Mr. Oliver B. Engert</td>
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<td>Fee</td>
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<tr>
<td></td>
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<td>Mr. Drake Darrin</td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td>533 Stanwich Road</td>
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<td>Greenwich, CT 06831</td>
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<td>56</td>
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<tr>
<td></td>
<td></td>
<td>Mr. and Mrs. William D. Gaillard</td>
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<tr>
<td></td>
<td></td>
<td>17 Meeting House Road</td>
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<td>Greenwich, CT 06831</td>
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</tr>
</tbody>
</table>
December 9, 2021

To Whom It May Concern:

Notice is hereby given that Lawrence and Phillipa Portnoy of 18 Crown Lane, Greenwich, Connecticut, have filed an application with the Town of Greenwich Planning & Zoning Commission for site plan and special permit approval to permit the replacement of an existing pool house with a new pool house at the same address. This is the same project for which you previously received notice of a variance application, which application was granted by the Greenwich Zoning Board of Appeals. The current application to the Commission is necessary because taken together the structures on the property exceed 150,000 cubic feet.

Further information concerning this application may be obtained by contacting the undersigned at (203) 983-6750 or the Town of Greenwich Planning Commission at 101 Field Point Road, Greenwich, CT 06830 -- (203) 622-7894.

William I. Haslun, II
STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name: Portnoy Residence

Project Address: 18 Crown Lane

Project Lot Number(s)

Property Owner(s): Lawrence Portnoy and Philippa Portnoy

Tax Account Number(s): 11-2803 Zone(s): RA-4 Lot Area: 4.466 Acres

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

Categorical Exemptions:

2. Does the proposed project meet one of the following categorical exemptions? Check all that apply:
   - Normal maintenance and improvement of land in agricultural use (as defined by Connecticut General Statutes), provided such activity conforms to acceptable management practices for pollution control approved by the Connecticut Department of Energy and Environmental Protection and the Greenwich Inland Wetlands and Watercourses Commission. This exemption does not apply to construction activities that are not directly related to the farming or agricultural operation.
   - Resurfacing of an existing impervious area on a non-residential lot such as repaving an existing parking lot or drive with no increase in impervious cover.
   - Routine maintenance to existing town roads that is performed to maintain the original width, line, grade, hydraulic capacity, or original purpose of the roadway.
   - Customary cemetery management.
   - Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the approving authority.
   - Any emergency activity that is immediately necessary for the protection of life, property, or the environment, as determined by the approving authority.
   - Repair of an existing septic system.
   - Construction of utilities (gas, water, electric, telephone, etc.), other than drainage, which will not permanently alter terrain, ground cover, or drainage patterns.
   - Repair or replacement of an existing roof of a single-family dwelling.
   - Construction of a second (or higher) floor addition on an existing building.
   - Construction of a maximum 12 foot x 12 foot shed. The construction must include the installation of a 1 foot wide x 1 foot deep crushed stone trench along the sides of the shed that discharges the roof runoff.
   - The repair of an existing wood, composite, or plastic deck with no proposed enlargement of the deck surface.
The reconstruction or construction of a wood, composite, or plastic deck with the decking boards spaced at least 3/16 of an inch and a pervious surface below the deck. The pervious area below the deck must have the soil tilled 12 to 16 inches and finished with grass seed, sod, or crushed stone. The minimum depth for the crushed stone is 4 inches. A site plan showing the proposed location of the deck and construction details for the deck must be submitted.

The construction of any fence that will not alter existing terrain or drainage patterns.

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

OWNERS' CERTIFICATION

Owners' Name: Lawrence and Philippa Portnoy
Street Address: 18 Crown Lane  City: Greenwich  State: CT  Zip: 06831
Phone:  FAX: 
Owners' Signature:  Date:  

CONTRACTOR'S CERTIFICATION

Company Name:  
Street Address:  City:  State:  Zip:  
Phone:  FAX:  
Contractor's Signature:  Date:  

Form SE-100  Page 2 of 8  February 2014
Conditional Exemptions Requiring Certification from a Professional Engineer:

3. For projects adding up to 500 square feet of impervious surfaces:
   The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or
   offsite drainage infrastructure, as certified by a professional engineer.
At least one of the following measures shall be implemented on the project site to help mitigate the effects of site
   disturbance and new impervious surfaces within its on site watershed and point of concentration:
   ☐ Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich
     Drainage Manual February 2012 as amended
   ☐ A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
   ☐ The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
   ☐ Constructing a bioswale area for the Water Quality Volume of the contributing watershed of the project area.
   The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
   ☐ Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10
     feet planted as a meadow
   ☐ Restoring a riparian buffer (may require IWWA permit)

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

For projects that meet the above criteria, the project proponent needs to submit construction plans as required on the Checklist

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

For projects that meet the above criteria, the project proponent needs to submit the Certificate of Occupancy documents on the

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

Commercial teardowns are not exempt.

PROFESSIONAL ENGINEER

Company Name  S.E. Minor & Co., Inc.

Street Address  33 West Elm Street  City  Greenwich  State  CT  Zip  06830

Phone  203-869-0136  FAX  203-869-7889

Professional Engineer’s Name  John P. Giancola, P.E., P.L.S.
镇的格林威治
公共工程部门 - 工程部门
镇厅 - 101 Field Point Road, Greenwich, CT 06836-2540
电话 203-622-7767 - 传真 203-622-7747

专业 - 免除证明

我声明, 建设项目将增加的不可透水表面的面积将不超过项目地点 (请勾选适用的框):

☑️ 0 至 500 平方英尺 (条件: 免除由专业工程师的认证)
☐ 500 至 1,000 平方英尺 (条件: 免除由专业工程师的认证)

我的专业意见是, 项目设计, 包括拟建排水系统, 如果有的话, 将不具有对项目地点的不可透水表面的直接影响或其他排水基础设施的影响。

我进一步声明，在至少一个以下措施中，应实施在项目地点以减少由于地形和不可透水表面的覆盖面积超过 0 至 1,000 平方英尺 (选择所有适用的项目)

☐ 断开屋檐下落管, 使它符合 Greenwich 镇的排水手册上的标准 2013 年
☐ 将平均流量减少到所有地区, 以适应 1, 2, 5, 10, 和 25 年的降雨量
☐ 将在 10 年内设计一个流量的可排水量从新不可透水表面，必须达到的成片的区域
☐ 建筑一个用于透水的生物滤池, 以减少带水的面积
☐ 在项目地点的长度, 以减少带水的面积
☐ 新不可透水表面的要将其免于 10 年的增加
☐ 建筑一个缓冲区

专业工程师的签名：[签名]
日期：2021年9月9日

[盖章]

FORM SE-100

2014年2月

[接收]

2021年12月10日

镇规划委员会

[印章]
Town of Greenwich  
Department of Public Works - Engineering Division  
Town Hall - 101 Field Point Road, Greenwich, CT 06830-2540  
Phone 203-622-7767 - Fax 203-622-7747

**IMPERVIOUS AREA WORKSHEET**

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

**POINT OF CONCERN**

<table>
<thead>
<tr>
<th></th>
<th>(1) Existing Conditions Impervious Surfaces (sq ft)</th>
<th>(2) Proposed Conditions Impervious Surfaces (sq ft)</th>
<th>(3) Proposed New Impervious Surfaces (sq ft) [Column 2 minus column 1]</th>
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<tbody>
<tr>
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<td>7424</td>
<td>+271</td>
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<tr>
<td>Driveways</td>
<td>9886</td>
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<tr>
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<td>871</td>
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<td>Swimming Pool</td>
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<td>1550</td>
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<td>Patios</td>
<td>2495</td>
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<tr>
<td>Other</td>
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<td><strong>TOTALS:</strong></td>
<td><strong>28966</strong></td>
<td><strong>29237</strong></td>
<td><strong>+271</strong></td>
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\(^1\) Refer to the glossary in the Town of Greenwich Drainage Manual for a definition of “impervious surface.”
RESIDENTIAL

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<tr>
<th>Land Type</th>
<th>Legal Description</th>
<th>Legal Acres</th>
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<td>Residential House</td>
<td>94-4 Single Family</td>
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CROWN LANE 0018

TRANSFER OF OWNERSHIP

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<td>06/23/2020</td>
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LAND DATA AND CALCULATIONS

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Valuation:
- Residential House: 67,5920
- Market: 71,1330

Supplemental Data:
- Total Tax Value: $10,000
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**Valuation Record**

**Land Data and Calculations**

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## SUMMARY OF IMPROVEMENTS

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