Final Site Plan PLPZ 2021 00555

Tullamore
Set-aside Housing Development - as defined under Section 8-30(g) of Ct. General Statutes

| Location:      | 21 Melrose Ave. |
| Zone:          | R-6             |
| Parcel Size:   | 5,049 sq. ft.   |

**Zoning Statistics**

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
<th>Permitted*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Floor Area (SF)</td>
<td>Not provided</td>
<td>3,725.11</td>
<td>2,776.95</td>
</tr>
<tr>
<td>FAR</td>
<td>Not provided</td>
<td>0.738</td>
<td>0.55</td>
</tr>
<tr>
<td>Parking Spaces</td>
<td>6</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td># of units</td>
<td>3</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Stories</td>
<td>3.5</td>
<td>3.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Height (ft.)</td>
<td>41’3”</td>
<td>No change</td>
<td>35</td>
</tr>
</tbody>
</table>

* For 8-30g applications, the Commission does not make a finding as to compliance with the standards outlined in the Town’s Building Zone Regulations but simply whether the proposal protects substantial public interests in health, safety or other matters which the Commission may legally consider. The standards under the regulations are shown here simply as a reference.

**APPLICATION SUMMARY:**

The applicant is requesting final site plan approval, to create a “Set-aside” development under Sec. 8-30g of the State’s Statutes where 30% of the proposed units would be “affordable” per the State’s definition, and: renovate the lower level of the building into a two-bedroom, 1 bathroom residential unit; to retrofit the 1st floor apartment from a 2 bedroom unit into a 3 bedroom unit; and retrofit the attic from a one 2-bedroom apartment into two 1 bedroom apartments with minimal exterior alterations, enlarging existing window openings in the basement, and adding a total of four (4) new windows to the upper floors, on a 5,409 sq. ft. parcel located at 21 Melrose Avenue in the R-6 zone. The current building has three units. The proposal would renovate all units and create a fourth unit in the lowest level of the current building. The designated units would be deed restricted as affordable housing units pursuant to Section 8-30g of the Connecticut General Statutes, for at least 40 years.

**RECOMMENDATIONS/ ISSUES TO BE RESOLVED:**

1. **ZONING:** the application is silent as to whether all the current units are legal, and have CO’s. The subject building is currently legally non-conforming as the building does not appear to meet the minimum required setbacks in the R-6 Zone. In 2017, the Commission amended the R-6 regulations to limit properties in the R-6 Zone to no more than two (2) dwelling units per lot, and the applicant is seeking approval under CGS 8-30g to renovate the current units and add a 4th unit in the lowest level.

2. **BUILDING:** Even though the building is existing, the proposed renovation and additional unit will require current Building Code compliance. The applicant should speak to what code compliance reviews have been done and how the building will be remodeled to meet code. This is a public health and safety issue that should be documented for the record.
3. **PARKING:** The site currently has a driveway along the south side of the building, which the applicant is noting as space for two tandem parking spaces. Additionally, the site has another 4 “head in” parking spaces, off of Melrose Ave. By the Town’s regulations, and multi-family development of this size would require 8 parking spaces. It is not clear if an ADA accessible space is required and the applicant should confirm this with the Building Official as adding such as space may reduce onside parking given the dimensional requirements needed for such parking spaces. The Commission will need to determine if the parking is adequate or if it poses a risk to public health or safety.

4. **SEWER:** The DPW Sewer Division issued comments noting that 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. Additional analysis is required.

5. **REQUIRED INFORMATION FOR 8-30G:** Per Sec. 8-30g of the CGS any person filing an affordable housing application with a Commission shall submit, as part of the application, an affordability plan. Staff notes that a draft affordability plan has not been provided.

6. **8-30g:** The Commission is tasked, under the State Statutes, not with confirmation that the proposal complies with local zoning regulations but whether or not this proposal will cause substantial harm to public interests in health, safety or other matters of lawful consideration that clearly outweigh the need for affordable housing in Greenwich, or if there are any such public interests, they cannot be protected by reasonable changes to the proposal.

**DEPARTMENTS COMMENTS**

- ZEO
- ENGINEERING - drainage exemption (not adding impervious)
- SEWER - see attached
- FIRE

**APPLICATION DETAILS:**
The subject building is an existing 3-unit building. The proposed renovation of the building would seek to make the lowest level as 4th unit. Under the current R-6 regulations the site would not be permitted to have more than two-units per parcel. The applicant is seeking to expand the number of units by utilizing the State’s 8-30g Statutes which does not compel an applicant to meet local zoning in municipalities where the State mandated number of qualified affordable housing units has not been met. Such is the case in Greenwich. Renovations, but no outward expansion to the existing dwelling appears to be proposed. Given the age the building, and the addition of a fourth unit, the applicant will need to renovate the entire structure to meet current building codes. That analysis has not been provided and should be presented to demonstrate that the proposed changes does not harm the public interests of public health and safety. Staff would note that building requirements change once you go to 4 or more units, and that those changes are sometimes substantial, if/when the building’s age is significant. The applicant should speak to the analysis and work needed to make this building code compliant.
REGULATORY AUTHORITY- 8-30(g)
The State’s Affordable Housing Land Use Appeals Procedure requires municipalities with less than 10% of their overall housing units qualifying as “affordable housing” to demonstrate to the court that a municipality’s rejection of a development proposal is supported by sufficient evidence in the record. Municipalities also have the burden to prove, based upon the evidence in the record compiled before them, that:

(a) the decision was necessary to protect substantial public interests in health, safety, or other matters the municipality may legally consider;

(b) the public interests clearly outweigh the need for affordable housing; and

(c) public interests cannot be protected by reasonable changes to the affordable housing development; or the application which was the subject of the decision from which the appeal was taken, would locate affordable housing in an area which is not assisted housing, as defined in CGS Section 8-30g.

If the municipality does not qualify as an exempt community under CGS Section 8-30g, the Court will wholly or partly revise, modify, remand or reverse the decision from which the appeal was taken in a manner consistent with the evidence in the record before it.

According to the State’s Department of Housing, 2021 Affordable Housing Appeals List, the Town has 5.42% of their housing units qualifying as affordable and is therefore not an exempt community.

The applicant has not provided a draft Affordability Plan. Once provided the Department’s Housing Specialist will be commenting on the proposed language for completeness and conformance with the State’s Statutes.

PARKING:
Under Sec. 6-155 of the Town’s BZR, eight (8) parking spaces would be required for this four-unit development. The applicant has indicated that they have 6 parking spaces currently onsite. Two of these spaces are in as single-file, tandem parking alignment in the south driveway. This is still two (2) parking spaces less than what would be required under local zoning. In addition to the shortage of parking spaces, the layout of parking would appear to be problematic if the single file parking in the driveway were not assigned to the same unit/tenant. If two space were dedicated to one unit, that would leave 4 parking spaces for the remaining three units. This also does not take into account any need of require ADA spaces, if required by Building Code. The Commission will need to determine if the parking is adequate or if it poses a risk to public health or safety.

SEWER:
The DPW Sewer Division issued comments noting that 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 development. The applicant should address Sewer’s comments to meet the Town’s requirements of waste water disposal as well as protecting substantial public interests in health, safety, or other matters.

**DRAINAGE:**
The proposed action represents a drainage exemption under the Towns’ Drainage Manual as less than 500 sq. ft. of impervious area is being proposed. The applicant has note indicated any site work and therefore 0 increase of impervious surface.

**OTHER CONSIDERATIONS:**
Sections 6-15, 6-17, 6-98, 6-155 and 6-205 would be considered if this application was not filed under the State’s General Statutes, Sec. 8-30g. The Commission should also note the Town of Greenwich 2019 Plan of Conservation and Development Guiding Principle 2. Notes, “...generating affordable housing that blends seamlessly into the community, and ensuring that residents have more options to age in place, with the housing of their choice and with the comforts that are important to them.”
Date: February 22, 2022
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: PLPZ202100555: 21 Melrose Avenue, Tullamore LLC

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

Project Summary:
- Renovate lower level into a two-bedroom affordable residential unit under Section 8-30g.

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 development. Please coordinate directly with the Sewer Division.
- 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 is required to obtain all necessary Sewer Permits, please coordinate directly with the Sewer Division. At a minimum, this will require a Sewer Permit for the proposed additional unit(s), and a separate Sewer CCTV Inspection Permit listed in the comment below.
- 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 building(s) to confirm there are no issues with the existing sanitary sewer lateral or its connection to the sewer main. Any televising of sanitary sewer laterals must be performed in the presence of the Environmental Asset Engineer / Sewer Inspector. Please coordinate with Sewer Division – Environmental Asset Engineer / Sewer Inspector (203) 622-0963
extension 5. Make a DVD of this inspection. Submit a copy of the DVD to the Wastewater Division Manager. Failure to have the Sewer Inspector present during the TVing will result in the Sewer Division not accepting the DVD. Note: VHS format is not accepted. Only DVDs are accepted. Make a copy of the DVD for your records. The Town will not return DVDs. The Town cannot make copies of DVDs. The DVD should be submitted along with a site plan that identifies each investigation run on the DVD. If there are any defects identified by the Sewer Division, the applicant/owner will be required to obtain the necessary Sewer Repair Permit and perform corrective work as part of their proposed project.

- 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. The proposed development shows the basement being developed into apartments. 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.

M:\dpw\Swr\planning and zoning\2022 Reviews\melrose ave 21 tullamore llc Feb 22.doc
STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name ________________________________
21 Melrose Ave Residence

Project Address ______________________________
21 Melrose Ave, Greenwich, CT

Property Owner(s) ____________________________
Wellbuilt Company

Tax Account Number(s) ____________ Zone(s) ______ Lot Area ______
03-1439 R-6 0.1159 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.

   ☐ Routine maintenance of existing landscaping, gardens (excluding structural modifications to stormwater BMPs including rain gardens) or lawn areas including those maintained by the Town of Greenwich Parks and Recreation Department and Board of Education.

   ☐ 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 ____________________________________________________________

Street Address ___________________________ City __________________ State _____ Zip_____

Phone __________________________ FAX __________________________

Owners’ Signature ___________________________ Date ________________

CONTRACTOR’S CERTIFICATION

Company Name ____________________________

Street Address ___________________________ City __________________ State _____ Zip_____

Phone __________________________ FAX __________________________

Contractor’s Signature ___________________________ Date ________________
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 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 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 _____________________________________________________________________________

Street Address ________________________________ City _____________ State ____ Zip__________

Phone _____________________________________________ FAX ___________________________________

Professional Engineer’s Name ____________________________

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

Commercial teardowns are not exempt.
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 IWWA 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: ______________________________  Date: 12/10/2021
# 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>POINT OF CONCERN</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>1,138</td>
<td>1,138</td>
<td>0</td>
</tr>
<tr>
<td>Driveways</td>
<td>1,602</td>
<td>1,602</td>
<td>0</td>
</tr>
<tr>
<td>Sidewalks/Paths</td>
<td>92</td>
<td>92</td>
<td>0</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Patios</td>
<td>170</td>
<td>170</td>
<td>0</td>
</tr>
<tr>
<td>Tennis Court/Sport Court</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS:</td>
<td>3,002</td>
<td>3,002</td>
<td>0</td>
</tr>
</tbody>
</table>

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\(^1\) 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

WELLBUILT COMPANY

[Owner(s) Name]

_____________________________________________________

21 Melrose Ave Greenwich CT 06830

[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  
     )
     ) ss: Greenwich
COUNTY OF FAIRFIELD  

The foregoing instrument was acknowledged before me on this__________ day of 
_________________, 20____, by _____________________________________, the 
[Owner(s)]

“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]
Exhibit A
Operations and Maintenance Plan
21 Melrose Ave, Greenwich, CT
12/10/2021

Scope:

The purpose of the Operations and Maintenance Plan is to ensure that the existing and proposed stormwater components installed at 21 Melrose Ave, Greenwich, CT 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.
21 Melrose Ave

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.
Exhibit B
Improvement Location Survey

To be submitted for the Certificate of Occupancy application.
<table>
<thead>
<tr>
<th>Type of Inspection:</th>
<th>☐ Spring</th>
<th>☐ Fall</th>
<th>☐ Other</th>
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<tr>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
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</tr>
</tbody>
</table>

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

- Have all drainage outlets been cleared of debris? [ ] Yes [ ] No [ ] N/A
- Have all outlet protections been inspected/repaired? [ ] Yes [ ] No [ ] N/A
- Have all erosion issues been repaired? [ ] Yes [ ] No [ ] N/A

**Notes:**

**Roof Gutters:**

- Has accumulated debris been removed from gutters? [ ] Yes [ ] No [ ] N/A
- Do any gutters require additional repair? (identify below): [ ] Yes [ ] No [ ] N/A

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

__________________________________________________________   _____________________
Signature of Inspector:                   Date:
***There will be no Proposed alteration beyond the footprint of the existing building***

NOTES:

1. This survey has been prepared in accordance with Sections 20-305b-1 thru 20-305b-20 of the Regulations of Connecticut State Agencies and the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. as a Zoning Location Survey the Boundary Determination Category of which is a Surveying conforming to Horizontal Accuracy Class A-2. It is intended to be used for application for determination of zoning compliance and for building permit purposes.

2. Reference is made to Map 278 of the Greenwich Land Records (G.L.R.).

3. Reference is made to deed of record:
Vol. 7794, Pp. 83 G.L.R.

4. Reference is made to Instruments of record as labeled herein.

5. Lot area: 5,049 sq. ft. or 0.1156 Acre

6. Subject parcel does not lie within a Special Flood Hazard Zone as depicted on FEMA Flood Insurance Rate Map Community Panel No. 0900100484H Map Effective July 8, 2013.

7. Wetlands, if any, not depicted herein.

8. Reference is made to an unrecorded map titled "Property Survey depicting 21 Melrose Avenue, Greenwich, CT, prepared for Wallbuilt Company" dated 6/2021, prepared by this office.

9. Reference is made to Architectural plans filed "21 Melrose Ave, Greenwich CT 06830" dated 6/15/2021, and prepared by CAH Architecture and Design, LLC.

10. Location, extent and sizes of any underground utilities not guaranteed. Consult with the appropriate utility company or agency prior to designing improvements, commencing demolition or construction.

ZONING DATA: R - 6

<table>
<thead>
<tr>
<th>REGULATION</th>
<th>MIN/ MAX</th>
<th>EXISTING</th>
<th>PROPOSED</th>
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<td>MIN. LOT SIZE</td>
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</tr>
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<td>25'</td>
<td>23'</td>
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<tr>
<td>MIN. SIDE YARD</td>
<td>10'</td>
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<tr>
<td>MIN. REAR YARD</td>
<td>25'</td>
<td>23'</td>
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<tr>
<td>GREEN AREA</td>
<td>35%</td>
<td>45.7%</td>
<td>NO CHANGE</td>
</tr>
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</table>

1. Green Area: (5,049 - 2,740) / 5,049 x 100 = 45.7%
PERMIT NEED DETERMINATION QUESTIONNAIRE
[This form is NOT an IWWA Application]

PROJECT: Street Address 21 Melrose ave Greenwich
PARCEL ID #: 03 1439 S
Has there ever been an IWWA application for this site? YES NO
Appl. #
ACTIVITY: (Circle) Addition Demolition Deck Garage Interior renovations
Generator New residence Pool Tennis court
Other (please specify) ____________________________
Will this activity require an addition to the septic system or B100a? YES NO
FEE: $65 for reviews requiring a site visit or further in office analysis

Owner's full name [please print] Tullamore LLC Phone (970) 3790615
Mailing address 2 Armonk St Town greenwich Zip 06830
Authorized Agent's name [please print] Christopher hull - CAH architecture & Design llc Phone (203) 6227287
Mailing address 267 Sport Hill Rd Town Easton Zip 06612

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 11/17/21

If mailing, return completed form.
If a site visit is required, you will be notified and asked to remit a $65 fee (payable to "Town of Greenwich") to the Greenwich Inland Wetlands & Watercourses Agency. The site visit will not take place until this fee is received.

STAFF NOTES
Office Rev Date 11/19/21 Field Inv Date / / / WET/WC? YES NO TIDAL
Action Required? YES NO If yes, DR AA AR SIA Staff DCA per PS
Soils Report Date / / / Author Soils
Comments:
Fee Received: YES NO Comment: 

Received Date Stamp 11-19-21

DCA

IWWA Questionnaire Revised 9/21/17
Dear Zoning Commission

On behalf of our client, Tullamore LLC, owner of a 3,768 square foot building located at 21 Melrose Avenue in the R-6 zone, we are hereby submitting a site plan application to the commission so that they may consider a 8-30g status for the renovation of the lower level of the building stated above into a 2 bedroom affordable units in addition to reconfiguring the first floor to add a third bedroom and reconfiguring of the attic to have two one-bedroom units.

Background

The subject building is a 4-story brick building with three two-bedroom apartments and storage, mechanical, laundry and bathroom located in the lower level. The property which is located on Melrose Ave is in the R-6 zone with residential neighbors to both its side yards, front and rear yards, most of which are multi-family residential units, and some of which are single family residences. The parcel also provides 5 parking spaces for its current tenants, and a small rear yard.

As of today, the building is existing non-conforming due to the city changing the Zoning of this area from multi-family to two-family only.

Proposed Renovation

The applicant proposed to renovate the lower level of the building into a two-bedroom, 1 bathroom residential units. In addition to this he is also proposing to retrofit the 1st floor apartment from a 2 bedroom unit into a 3 bedroom unit and retrofit the attic from a one 2-bedroom apartment into two one-bedroom apartments. The renovation would have minimum exterior alteration by simply enlarging existing window openings in the basement and adding a total of four new windows to the upper floors.

Application Discussion

We believe that the plans provided herewith in for the renovation of the existing lower level will create a minimum impact on the exiting building, site and neighborhood while providing a suitable and affordable living opportunity for a tenant who needs help.

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

Sincerely,

Weverson Ponte
Dear Zoning Commission

On behalf of our client, Tullamore LLC, owner of a 3,787 square foot building located at 21 Melrose Avenue in the R-6 zone, we are here by submit a pre-application to the commission so that they may consider a 8-30g status for the renovation of the lower level of the building stated about into a 2 bedroom affordable units and minor renovations to the first floor and attic floor.

Background

The subject building is a 4-story brick building with three two-bedroom apartments and storage, mechanical, laundry and bathroom located in the lower level. The property which is located on Melrose Ave is in the R-6 zone with residential neighbors to both its side yards, front and rear years, most of which are multi-family residential units, and some of which are single family residences. The parcel also provides 6 parking spaces for its current tenants, and a small rear yard.

As of today, the building is existing non-conforming due to the city changing the Zoning of this area from multi-family to two-family only.

Proposed Renovation

The applicant proposed to renovate the lower level of the building into a two-bedroom, 1 bathroom residential units. In addition to this he is also proposing to retrofit the 1st floor apartment from a 2 bedroom unit into a 3 bedroom unit and retrofit the attic from a one 2-bedroom apartment into two 1 bedroom apartments. The renovation would have minimum exterior alteration by simply enlarging existing window openings in the basement and adding a total of four new windows to the upper floors.

Application Discussion

We believe that the plans provided herewith in for the renovation of the existing lower level will create a minimum impact on the exiting building and neighborhood while providing a suitable and affordable living opportunity for a tenant who needs help.

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

Sincerely,

Weverson Ponte
November 11, 2021

Authorization Letter

I, [Name], authorize CAH Architecture and Design LLC, Chris Hull and Weverson Ponte to act on my behalf in applying for a site plan application for my property at 21 Melrose in Greenwich CT, 06830.

Signature

Date 11/12/21
Site Plan Application

Property Address: 21 Melrose Ave
Property Owner: Tullamore LLC
Address: 2 Armonk ST, Greenwich, CT 06830
Email: mitch@wellbuiltco.com
Cell Phone: 9703790615
Other Phone: ____________________________
Applicant: Christopher Hull
Address: 267 Sport Hill Rd Est CT 06612
Email: Chris@caharchitecture.com
Cell Phone: 203 219 2417
Other Phone: 203 622 7287
Authorized Agent: Chris Hull
Address: 267 Sport Hill Rd Est CT 06612
Email: Chris@caharchitecture.com
Cell Phone: 203 219 2417
Other Phone: 203 622 7287

Select One:  ☐ Pre-Application  ☑ Final

Zone(s): R-6
Lot Area: 5049

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
<table>
<thead>
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<th>Category</th>
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<th>Proposed</th>
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**THIS SITE PLAN INVOLVES:**
- [□] 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: ____________________________ Tax ID: ____________________________
Property Owner: ____________________________ Address: ____________________________
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Applicant: ____________________________ Address: ____________________________
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________
Authorized Agent: ____________________________ Address: ____________________________
Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________

Zone(s): ____________________________ Lot Area: ____________________________

PLEASE SELECT ALL RELEVANT ITEMS BELOW:

☐ Section 6-17 — Special Permit standards and procedure
☐ Section 6-30 — Conservation Zone special provisions
☐ Section 6-94(b) — Non-residential Uses and Group Living Facilities permitted in Residential Zones including Resident Medical Professional Office
☐ Section 6-98 — RMF Zone
☐ Section 6-100 — Use Groups for Business Zones
☐ Section 6-101, 107 — Buildings over 40,000 c.f. in Central Greenwich Impact Overlay Zone, Post Road Impact Overlay Zone, WB, LB or LBR Zones; and over 150,000 c.f. in all other zones
☐ Section 6-103.1 — Parking deficient uses in CGBR
☐ Section 6-104 — Parking Structures incl. underground in LB Zone and Height exceptions
☐ Section 6-105, 106 — Front Yard Parking in GB or GBO Zone
☐ Section 6-109 — 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 # __________________________________

pzSpecial PermitApp 2020
Application Signature Page

Property Address: 21 Melrose Ave.  
Tax ID: 03-1439/S

Property Owner 1: Mitchell Kidd  
Address: 2 Armonk St Greenwich, CT 06830
Email: miych@wellbuiltco.com  
Cell Phone: 970 379 0615  
Signature:  
Date: 11/12/21

Property Owner 2:  
Address:  
Email:  
Cell Phone:  
Signature:  
Date: 

Property Owner 3:  
Address:  
Email:  
Cell Phone:  
Signature:  
Date: 

Property Owner 4:  
Address:  
Email:  
Cell Phone:  
Signature:  
Date: 

Applicant: Christopher Hull  
Address: 267 sport hill RD. Easton CT 06612
Email: Chris@caharchitecture.com  
Cell Phone: 203 219 2417  
Signature:  
Date: 11/15/21

Authorized Agent: Christopher Hull  
Address: 267 sport hill RD. Easton CT 06612
Email: Chris@caharchitecture.com  
Cell Phone: 203 219 2417  
Signature:  
Date: 11/15/21
Site Plan Review Checklist

Property Address: 21 Melrose Ave
Anticipated Type of Application: Site Plan - 8-30g

All applications for preliminary and final site plan approval shall be made on the appropriate forms as provided by the Planning Staff. The following items must also be provided with the application. If any of the following items are not filed at the time of application, the application may be returned to the applicant in order that it may be filed in the entirety at an appropriate future date. Required Items: (Sec. 6-14)

Please check the items submitted below:

☐ 1. Fifteen copies of a survey, folded to 9" x 12", showing existing conditions, including:
   ☐ a. Locations and dimensions of all existing buildings, structures, fences, retaining walls, utility facilities, trees of six (6) inches or more in diameter at breast height, and other similar features.
   ☐ b. Existing contours at no more than a two-foot vertical interval, unless waived by the commission Staff in circumstances where such contours may not be necessarily pertinent. The survey shall indicate topographic conditions of property immediately adjoining the subject parcel.
   ☐ c. The location of all existing watercourses, intermittent streams wetlands as required by IWWA, Flood Hazard Lines as determined by FEMA, springs and rock outcrops or a note indicating that none exist, with the sources of information listed.
   ☐ d. The zone in which the land to be developed falls and the location of any town and zone boundary lines within or adjoining the tract, and yard dimensions to existing buildings. Lot area, by zone, shall be indicated.
   ☐ e. The title of the development, date, revision date if any and nature of revision, north arrow, scale, and the name and address of owner and names of owners of adjacent land.
   ☐ f. Street and property lines, curbs, edges of pavement, sidewalks, easements, right-of-way, covenants, and deed restrictions.
   ☐ g. Traffic lights and controls, public trees, catch basins, hydrants, and power and telephone lines in adjacent streets.
   ☐ h. Certification with the signature and seal or registration number of a registered land surveyor licensed in the State of Connecticut that the drawing is substantially correct to A-2 Standards, and that the property is in a designated zone under the zoning regulations.

☐ 2. Fifteen sets of a detailed Site development plan, at a readable scale, folded to 9" x 12", prepared in accordance with all applicable Town standards including the Roadway Design and Drainage Design Manuals, and signed by a professional architect, land surveyor, or engineer licensed in the State of Connecticut, showing:
   ☐ a. Location, dimension, and elevation of all proposed buildings, structures, walls, fences.
   ☐ b. Location dimensions and surface treatment of all existing and proposed parking and loading spaces, traffic access and circulation drives, and pedestrian walks. Sidewalks are to be provided as required by the Building Zone Regulations.
   ☐ c. Approximate location of proposed utility lines, including water, gas, electricity, sewer and the location of any transformers.
   ☐ d. Note specifying source of water supply and method of sewage disposal.
   ☐ e. Existing and proposed contours at units of no more than a two-foot interval unless waived by the Commission's staff. Cuts and fills and estimates of blasting to be submitted at time of final site plan.
   ☐ f. Location, size and type of proposed landscaping and buffer planting and the designation of those areas of natural vegetation not to be disturbed.
   ☐ g. Any other similar information determined by the Commission staff to provide for the proper enforcement of the Building Zone Regulations.
   ☐ h. Zoning statistics including: Gross Floor Area, Floor Area Ratio, Usable Floor Area, Required Parking, Actual Parking
Provided, Building Height, Building Footprint, and Area Devoted to Surface parking, Building and Drives.

☐ A. Provisions for compliance with Americans with Disabilities Act (Handicap Access) and State Building Code.

☐ B. Coastal Area Management Application for projects within the Coastal Overlay Zone.

☐ 3. Eight sets of architectural plans, signed and sealed by an architect registered in the State of Connecticut, of all floors, all exterior elevations showing existing and proposed grade conditions. Elevations are to detail architectural elements by labeling materials, color and dimensions. Each architectural elevation shall show the absolute building height as well as building height for zoning purposes. All HVAC facilities are to be shown on architectural elevations.

☐ 4. Three copies of Floor Plan Work Sheets with the dimensions and calculated floor areas for each floor prepared in accordance with Sec. 6-5(22). Consult Commission Staff for required format.

☐ 5. Three copies of "building coverage" computation sheets.

☐ 6. Three copies of "area devoted to surface parking, building, and drives" worksheets.

☐ 7. Five copies of sight distance certification reports when required by a preliminary site plan review or when advised by the commission staff pursuant to item 2(g) of this checklist.

☐ 8. Three copies of Volume calculations per 6-101.

☐ 9. Completed Traffic Impact Evaluation Form if applicable. Submission requirements are defined on the form, available at the Commission office. A traffic report may be required.

☐ 10. Ten copies of completed application form signed by applicant or authorized agent, owners and contract purchasers, as applicable.

☐ 11. Ten copies of completed Special Permit form, if required by Building Zone Regulations.

☐ 12. Fifteen copies of detailed, inclusive narrative description of the proposed project. For those projects involving amendments to the Building Zone Regulations and/or amendments to the Building Zone Regulation Map, the narrative description must provide the section number and text for the proposed amendment(s) to the BZR and an explanation providing justification for the proposal. For map changes, a scaled drawing at 1" to 400' needs to be provided for affected areas(s).

☐ 13. Eight copies of reductions in, 11 x 17 size, or other appropriate size, providing a readable, clear plan of proposed site development and architectural plans.

☐ 14. A showing that an adequate source of potable water is available to satisfy the needs of the proposed development as per Sec. 6-15(a) (5), signed by C.A.W.C.

☐ 15. An affidavit certifying that all abutting property owners have been notified, as evidenced by the submission of a certificate of mailing or certified or registered mail receipts about said application. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified property owners. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. For projects which require the preliminary review by the Conservation Commission, the notice shall be sent by the applicant to abutting owners two weeks prior to any scheduled hearing date of the Conservation Commission.

☐ 16. Authorization for the agent and contract purchasers to act on behalf of the certified property owner(s).

☐ 17. A separate schematic plan at a scale no larger than 1"-100" indicating buildings, parking and drives on the site and all adjoining properties, including those across the street, and the nearest cross street.

☐ 18. Five copies of a Drainage Summary Report as per Department of Public Works and the Town Drainage Design Manual. The summary report must be prepared in accordance with the following formats: PRELIMINARY: Existing and proposed storm water distribution, existing and proposed runoff rates, capability of off-site drainage facilities to accommodate proposed runoff, capability of off-site soils to accommodate percolation or detention if proposed, and identification of proposed drainage structures. FINAL: Final structure design details, prior approval from IWWA, Engineering Division and Conservation Commission as appropriate, and all information required by the preliminary report or two copies of drainage exemption forms.

☐ 19. In accordance with Sec. 6-183.1 to 6-183.10 of the Building Zone regulations, tree protection and sedimentation and erosion control plans shall be submitted with all site plan applications.

☐ 20. All applications for final site plans shall be in the form of a survey prepared by a registered Connecticut land surveyor having metes and bounds, dimensions of all buildings, parking and drives, setbacks of all structures from property lines, setbacks between buildings, and certification that building dimensions shown thereon are the same as the approved architectural plans Architectural and drainage plans are to be references by title, date(s) and sheet numbers.

☐ 21. Required fee submitted at time of application (see fee schedule).

☐ 22. "It is the belief of the PZC staff that this application is incomplete because of the failure of the applicant to provide the materials"
referred to above. This application will be reviewed by the PZC and a decision made as to whether it is complete or incomplete at its public meeting to be held in the PZC office."

All applicants must make an appointment to submit this application with the Applications Coordinator, Peter Mangs, who can be reached by (email) Peter.Mangs@greenwichct.org or (phone) 203-622-7894.

NOTE: Any new documentation presented at Planning and Zoning Meetings shall be submitted to staff so that they can be made part of the record. Please ensure all documents can easily be removed from presentation boards.
Certificate of Mailing

An affidavit pursuant to Sec. 6-14(a)(16), certifying that all abutting property owners have been notified by mail as evidenced by a certificate of mailings or certified or registered mail receipts, about said application. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property. For projects which require preliminary review by the Conservation Commission, the notice shall be sent by the applicant two weeks prior to any scheduled hearing date by the Conservation Commission.

U.S. POSTAL SERVICE CERTIFICATE OF MAILING

MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL. DOES NOT PROVIDE FOR INSURANCE—POSTMASTER

Affix fee here in stamps or meter postage and post mark. Require of Postmaster for current fee.

Received From:


One piece of ordinary mail addressed to:


PS Form 3817, January 2001

Submit the Following for All P+Z Applications:

EXHIBIT A

A schedule of names and addresses shown on a GIS map with lot lines indicating the location of the notified property owners. (This may be obtained from the GIS Office in Town Hall, Ground Floor)

EXHIBIT B: Sample notification letter

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Greenwich Planning and Zoning Commission for (type of application) approval for (address).

This application (give a brief description of the proposed project).

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

Signature

pzCertificateOfMailing 2020
PERMIT NEED DETERMINATION QUESTIONNAIRE
[This form is NOT an IWWA Application]

PROJECT: Street Address ___________________________ GW □ CC □ RIV □ OG □

PARCEL ID.# ___________________________ 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) ___________________________

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

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

Owner’s full name [please print] ___________________________ Phone (____) ___________
Mailing address ___________________________ Town ___________ Zip _________

Authorized Agent’s name [please print] ___________________________ Phone (____) ___________
Mailing address ___________________________ Town ___________ Zip _________

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 ___________ / ___________ / ___________

If mailing, return completed form.

If a site visit is required, you will be notified and asked to remit a $65 fee (payable to "Town of Greenwich") to the Greenwich Inland Wetlands & Watercourses Agency.

The site visit will not take place until this fee is received.

STAFF NOTES

Office Rev. Date ___________ / ___________ / ___________ Field Inv. Date ___________ / ___________ / ___________ WET/WC: YES □ NO □ TIDAL □

Action Required? YES □ NO □ If yes, DR □ AA □ AR □ SIA □ Staff ___________________________

Soils Report Date ___________ / ___________ / ___________ Author ___________________________ Soils ___________________________

Comments: ___________________________

Fee Received: YES □ NO □ Comment: ___________________________

IWWA Questionnaire Revised 9/21/17
Declaratory Ruling
(To be filled out only when directed to by IWWA staff)
There is a $30 fee for Declaratory Ruling

1. Purpose and description of proposed activity: ________________________________
   ________________________________
   ________________________________

2. Present use of property in area of proposed activity: _________________________

3. Distance of closest disturbance to Wetlands/Watercourses: __________________

4. Site acreage: _______ Wetland acreage: _______ Linear feet of watercourse: _______

5. Submit one (1) copy of the following information:
   A) ___ Site plan showing:
      a. ___ existing and proposed features, with detail and accuracy sufficient to understand full scope
         of proposed work.
      b. ___ the location of any wetlands or watercourses and the upland review area for each.
   B) ___ Written consent of owner to the proposed activity, if the applicant is not the property owner.

By signing this application, the applicant or his/her agent certifies that he is familiar with the information provided in this
application and is aware of the penalties for obtaining a permit or ruling through deception or by submission of
inaccurate or misleading information.

By signing this application, permission is hereby given to conduct necessary and proper inspection of the subject
property by the Agency members and designated agents of the Agency, at reasonable times, both before and after a
final decision has been rendered.

Owner's Signature: ___________________________ DATE: 11/12/21

Agent's Signature: ___________________________ DATE: 11/5/21
(When applicant is not owner, owner's authorization is required)

By signing this form, the IWWA Authorized Agent acknowledges a regulated activity is proposed within an upland
review area; however the activity is so minor as to have no potential effect on the wetland or watercourse. The activity
is therefore authorized.

Authorized Agent's Signature: ___________________________ DATE: __________
Town of Greenwich
Department of Public Works – Engineering Division
Town Hall – 101 Field Point Road, Greenwich, CT 06830
Phone 203-622-7767 – Fax 203-622-7747

Engineer of Record Certification

Project Name: ____________________________________________________________

Project Address: __________________________________________________________

Engineer’s Name: __________________________________________________________

Engineering Firm’s Name: ___________________________________________________

Street Address: ___________________________ City: ___________________________ State: _____ Zip: ______

Phone: ___________________________ Fax: ___________________________ Email: ___________________________

The undersigned Registered Professional Engineer of Record certifies that the Stormwater Management Report and Plans submitted herewith entitled:

________________________________________________________________________

________________________________________________________________________

Stormwater Management Report Last Revision Date: ___________________________

Number of Plan Sheets: ___________________________ Last Revision Date: ___________________________


Engineer’s Signature ___________________________ Date ___________________________

__________________________
Engineer’s Seal

Form SC-100

February 2014
STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name

Project Address

Project Lot Number(s)

Property Owner(s)

Tax Account Number(s) Zone(s) Lot Area

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.
   □ Routine maintenance of existing landscaping, gardens (excluding structural modifications to stormwater BMPs including rain gardens) or lawn areas including those maintained by the Town of Greenwich Parks and Recreation Department and Board of Education.
   □ 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 ____________ Tallemore LLC
Street Address 2 Armock St City Greenwich State CT Zip 06830
Phone 970379 0615 FAX
Owners' Signature ____________ Date 11/12/21

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 retention 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 IWRA 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 ____________________________________________

Street Address __________________________________________ City _______ State _______ Zip _______

Phone ____________________________ FAX _______________________

Professional Engineer’s Name ________________________________
Conditional Exemptions Requiring Certification from a Professional Engineer:

4. For projects adding between 500 and 1,000 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 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 IWWA permit)

   At least one of the following measures shall be implemented on the project site using LID or conventional stormwater
   BMPs to help mitigate the effects of site disturbance and new impervious surfaces:

   - 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

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 4, 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 ________________________________

Street Address ____________________________ City __________ State _____ Zip ______

Phone ____________________________ FAX __________________________

Professional Engineer's Name ________________________________
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):

☐ 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):

☐ 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 IWWA 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 ________________________________ Date ________________

______________________________
Professional Engineer’s Seal

Form SE-100 Page 5 of 8 February 2014
Conditional Residential Teardown Exemption Requiring Certification by a Professional Engineer:

5. For residential teardowns that reconstruct where the impervious surfaces within each point of concern is less than or equal to pre-development conditions and the peak flow and runoff volume for the 1, 2, 5, 10, 25, 50, and 100-Year Storms has a zero increase to all points of concern the following must be submitted:

A Stormwater Management Report must be submitted with the following included:

1. Project Narrative
2. Site Inventory & Evaluation
   a. Topography
   b. Soil Evaluation (Soil Evaluation Test Results (Form SC-101) Shall Be Used)
      i. Initial Feasibility Evaluation (NRCS Web Soil Survey and similar sources of information)
      ii. Concept Design Testing (test pits/borings and saturated hydraulic conductivity testing, as per Appendix B)
3. Evaluate Pre-Development Site Hydrology to all points of concern (Runoff Volume and Peak Flow Rate – 1, 2, 5, 10, 25, 50 and 100-Year Storms)
   a. Watershed Map Pre-Development
   b. NRCS Runoff Curve Numbers Pre-Development
   c. Time of Concentration Pre-Development
4. Evaluate Post-Development Site Hydrology to all points of concern (Runoff Volume and Peak Flow Rate – 1, 2, 5, 10, 25, 50 and 100-Year Storms)
   a. Watershed Map Post-Development
   b. NRCS Runoff Curve Numbers Post-Development
   c. Time of Concentration Post-Development
5. Peak Runoff to all points of concern must have a zero increase for the 1, 2, 5, 10, 25, 50, and 100-Year Storms
6. Runoff volume to all points of concern must have a zero increase for the 1, 2, 5, 10, 25, 50, and 100-Year Storms
7. Compare & Summarize Pre- & Post Development Site Hydrology for peak flow and runoff volume to all points of concern
8. Conveyance Protection: 10, 25, 50 & 100-Year Depending on Peak Flow Rate for Downstream Stormwater Facilities
9. Outlet Protection Calculations – Based on Conveyance Protection
10. Emergency Outlet Sizing: Safely Pass the 100-Year
11. Supporting Documents
12. Sealed and Signed By a Professional Engineer

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 6, 7, and 8 of this exemption request form and 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 plans which include all items on the:

1. Checklist for Construction Plans – Form CL-102
2. Checklist for Driveway Profile and Sight Distance Plan – Form CL-103

For projects that meet the above criteria, the project proponent must submit an Operations and Maintenance Plan Report. The Operations and Maintenance Plan must be submitted following the Checklist for Operations & Maintenance Plan Report CL-104.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Certificate of Occupancy – Form CL-105 with the request for Certificate of Occupancy. The Improvement Location Survey must include the items on the Checklist for Improvement Locations Survey Depicting "As-Built" Conditions CL-106.

The use of this exemption removes any future additional construction on the property from using the Conditional Exemption regardless of ownership changes.
PROFESSIONAL ENGINEER

Company Name ____________________________________________________________

Street Address __________________________ City __________________________ State ____ Zip_____

Phone ___________________________ FAX __________________________

Professional Engineer’s Name ________________________________________________

PROFESSIONAL - RESIDENTIAL “teardown” EXEMPTION CERTIFICATION

I hereby declare that the proposed project will not have an increase in impervious surfaces and a zero increase in peak flow and runoff volume to all points of concern for the 1, 2, 5, 10, 25, 50, and 100-Year Storms.

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 the Required Stormwater Management Report and plans shall be implemented on the project site.

Professional Engineer’s Signature __________________________ Date ____________

Professional Engineer’s Seal

Form SE-100}
Page 7 of 8
February 2014
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

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>
</tr>
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<tbody>
<tr>
<td>House/Buildings</td>
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<tr>
<td>Driveways</td>
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<td></td>
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<tr>
<td>Sidewalks/Paths</td>
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<tr>
<td>Swimming Pool</td>
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<td>Patios</td>
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<td>Tennis Court/Sport Court</td>
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<td>Other</td>
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<tr>
<td>TOTALS:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^{1}\) Refer to the glossary in the Town of Greenwich Drainage Manual for a definition of "impervious surface."
(STATE OF CONNECTICUT)\n(COUNTY OF FAIRFIELD)\n
\nNeverson Ponte

I (name), being first duly sworn, do hereby certify that on (date), I caused to be mailed, postage prepaid, to those persons whose names are set forth on Exhibit A attached hereto a copy of the notice attached hereto as Exhibit B. Said persons were the record owners, as of (date) as shown on the Town Tax Assessor's Office records of property abutting (as said term defined in Sec. 6-14 (a)(3) of the Greenwich Building Zone Regulations) the property belonging to (owner name) for which an application for (type of application) has been filled with the Greenwich Planning and Zoning Commission.

Subscribed and sworn to
Before me on

K. Anderson
Notary Public

Notary Public, State of Connecticut
My Commission Expires Oct. 31, 2020
To whom it may concern:

Notice is hereby given that Tullamore LLC has filed an application with the Town of Greenwich Planning and Zoning Commission for a site plan application approval for 21 Melrose Ave.

This application is for the conversion of the existing ground floor level into an affordable housing unit from existing mechanical, storage, and bathroom spaces.

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

Sincerely,

[Signature]

Weverson Ponte
<table>
<thead>
<tr>
<th>Document ID</th>
<th>Name 1</th>
<th>Address 1</th>
<th>City, State, Zip</th>
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<td>03-1533/S</td>
<td>70 JOSEPHINE EVARISTO</td>
<td>70 JOSEPHINE EVARISTO AVE</td>
<td>GREENWICH, CT 06830</td>
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<tr>
<td>03-1569/S</td>
<td>CRUDELE ANTONIO</td>
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<td>GREENWICH, CT 06830</td>
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<td>03-1317/S</td>
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<td>GREENWICH, CT 06830</td>
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<tr>
<td>03-1639/S</td>
<td>CARINO MARIA A EST OF</td>
<td>32 JOSEPHINE EVARISTO AVE</td>
<td>GREENWICH, CT 06830</td>
</tr>
<tr>
<td>03-1741/S</td>
<td>FRANCO MARY JANE TR &amp;</td>
<td>16 VINEYARD LANE</td>
<td>GREENWICH, CT 06831</td>
</tr>
<tr>
<td>03-1439/S</td>
<td>TULLAMORE LLC</td>
<td>2 ARMONK STREET</td>
<td>GREENWICH, CT 06830</td>
</tr>
</tbody>
</table>
General Notes
1. Adherence to the procedures established in the notes below shall be the General Contractor’s (G.C.) responsibility.
2. G.C. to be licensed to work in the State of Connecticut.
3. The Architectural drawings are only a dimensional graphic representation of the concrete and/or steel in and around the buildings as per code and general building practice.
4. G.C. shall not deviate from the Architect’s contract documents unless approved by the Architect’s office.
5. G.C. shall verify all dimensions in field prior to construction and shall notify the Architect of any discrepancies before commencing work.
6. The General Contractor shall not permit his representatives to measure by scale the Architect’s contract documents. Unordered dimensions shall be clarified by the Architect’s office.
7. The General Contractor shall not submit specified items or a detailed assembly without notifying architect.
8. The General Contractor shall review, coordinate, and approve shop drawings with the parties and trades concerned prior to submittal for final review.
9. The shop drawings submitted by the General Contractor to the Architect’s Office for final review shall be considered, as general procedure, to clarify the remarks from the General Contractor’s representative. Nevertheless, they shall never infer a deviation from the Architect’s contract documents and/or a change in the scope of work. These clarifications shall be accomplished through instructions To the General Contractor (T.G.C.), Requesting a Change Order (R.C.O.), or such other form of written communication.
10. All materials shall be installed according to manufacturer’s recommended instructions.

Construction Notes
1. All work to conform with the prevailing codes, including the Connecticut Building Code, and the National Electric Code.
2. Plumbing, H.V.A.C., and electrical contractors shall be licensed and shall file separate applications for permits, as required.
3. Interior walls to be 1/2" screw-applied sheetrock, tripe.
4. Ceilings & walls at mechanical room and Garage shall have 5/8" fireproof sheetrock.
5. Sheetrock to be hipped-taped except doors to be double taped and garage for single taped.
6. Wonder Board tile backer to be installed along all tub and shower areas.
7. Sheetrock to be triple-taped except closets to be double taped and garage.
8. HVAC contractor shall provide shop drawings and duct locations prior to installation and shall notify the Architect for final review.

Lumber Notes
2. All structural lumber to be #2 Grade Douglas Fir or better, and shall be free of any defects which may affect its structural integrity, unless otherwise noted.
3. Contractor shall provide all accessories that are not called out on the plans, such as post anchors, joist hangers, framing anchors, post brackets, wall ties, metal bridging, etc. as required for the completion of the project.
4. All poles shall have pole hangers and hurricane straps.
5. Provide bridging at 8'-0" maximum.
6. All interior bearing studs shall be braced at third points.
7. Exterior walls to be 2x6" Double Tie-Wall stud construction.
8. Double poles required at panel partitions.
9. Roof Framing to be braced to partitions.
10. Straps to be provided at non-parallel ceiling joists and rafters.

Concrete Notes
1. Structural steel fabrication and erection to be in accordance with the latest edition of the American Institute of Steel Construction Manual.
2. All connections shall be high-strength bolts: A-325 (friction type) or grade 70 bolts.
3. Connection materials shall conform to the following A.S.T.M. designations: high strength bolts: A-325 (friction type), welding electrodes: AWS-A5.1, E70 series.
4. All bolts to be 3/4" dia. open holes 13/16" dia.

Steel Notes
1. Structural steel fabrication and erection to be in accordance with the latest edition of AISC-360 steel.
2. All connections shall be high-strength bolts or welds. No mechanical fasteners to be used in structural steel connections.
3. Connection materials shall conform to the following A.S.T.M. designations: high strength bolts: A-325 (friction type), welding electrodes: AWS-A5.1, E70 series.
4. All bolts to be 3/4" dia. open holes 13/16" dia.

Insulation Schedule
1. New Floors over non-insulated space shall have R-30 min. insulation.
2. New Cathedral Ceilings shall have high density R-30 min. insulation.
3. New Ceilings shall have R-48 min.
4. New Soffits shall have R-11.
5. Basement walls shall have R-15 continuous insulation on the interior or exterior of the homes or R-10 cavity insulation at the interior of basement walls.

W.VAC
1. A gas supply manifold system shall be installed at each location and shall be insulated. Supply and hot water pipes shall be insulated.
2. There shall be 3 zones. Zone 1 is the first floor. Zone 2 is Bedroom 2 and the Master Bedroom. and Zone 3 is Bedroom 3 and the master bath.
3. HVAC contractor shall supply all local and national codes and provide sufficient heating and cooling capacity for all weather conditions.
4. All finished attic space shall have heating and cooling.

Lighting and Electrical Notes
1. All electrical and lighting to be installed according to National Electric Code and the Connecticut Building Code.
2. All receptacles shall be mounted 12" above finish floor unless otherwise noted.
3. All switches and/or controls shall be mounted 48" above finished floor unless otherwise noted.

Square Footages
First Floor = 988.13 sq.ft.
Second Floor = 988.71 sq.ft.
Attic = 887.92 sq.ft.
Basement = 860.35 sq.ft.

Design Criteria
2. Foundation Load = 20 lbs/ft²
3. Floor Live Load = 40 lbs/ft²
4. Roof Dead Load = 10 lbs/ft²
5. Roof Dead Load = 15 lbs/ft²
6. Ground Wind Speed = 110 mph

Hurricane Tie Schedule
1. All shop drawings shall be submitted to the Architect for review and approval of all shop drawings.
2. All fabricated parts shall be inspected for adherence to this Manual and the Connecticut Building Code.
3. The shop drawings shall be approved by the Architect.
4. The construction plans shall be coordinated and approved by the Architect.
5. The Architectural drawings are only a dimensional graphic representation of the concrete and/or steel in and around the buildings as per code and general building practice.
6. The shop drawings shall be submitted to the Architect for review and approval of all shop drawings.
7. All fabricated parts shall be inspected for adherence to this Manual and the Connecticut Building Code.
8. The construction plans shall be coordinated and approved by the Architect.
EXISTING GRADE TO REMAIN

41'-3" BUILDING HEIGHT