



**Town of Greenwich**  
**Planning & Zoning Department**  
 Town Hall – 101 Field Point Road, Greenwich, CT 06830-2540  
 Phone: (203)622-7894 – Fax: (203)622-3795

## Application for Exterior Alteration/ New Construction

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Building Zone: \_\_\_\_\_

Proposed Use of Floor Space: \_\_\_\_\_

Previous Occupant: \_\_\_\_\_ Previous Use: \_\_\_\_\_

Other tenants/uses in the building: \_\_\_\_\_

Changes to the floor area (GSF): Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Has a site plan been submitted to Planning and Zoning for this site/project?  NO:  YES: \_\_\_\_\_

Has this project been reviewed by ARC prior to this submission?  NO  YES: \_\_\_\_\_

Describe the project including ALL changes to the exterior, landscaping, and exterior lighting.

Will there be any change to, or addition of mechanical equipment?  NO  YES: \_\_\_\_\_

Where will it be located? \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Email: *This email address will be used to contact you.* \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architect's Phone Number: \_\_\_\_\_

Check # \_\_\_\_\_ Check Amount: \_\_\_\_\_ PLPZ \_\_\_\_\_

## Architectural Review Committee EXTERIOR ALTERATION: APPLICATION REQUIREMENTS

All applications must be submitted digitally to [pnzappl@greenwichct.org](mailto:pnzappl@greenwichct.org), followed by a physical submission of hardcopies and payment. For submittal deadline dates, refer to the Meetings list, at Architectural Review Committee page at [www.greenwichct.gov](http://www.greenwichct.gov) or in the P+Z office.

*Submit the following: (Plans must be full sized, dimensioned, to-scale and professionally prepared):*

**PDFs.** PDFs. One (1) CD containing digital copies, in pdf format, of all documentation required per this checklist.

**Application form.** Three (3) copies of the completed application form with owner signature(s) and contact email(s)

**Tax Card.** One (1) copy of the tax card from the Tax Assessor's office.

**Site Development Plans:** One (1) full size set to include:

- Plot Plan. One (1) full size site plan/improvement location survey, prepared by a professional land surveyor or engineer, showing project location, existing structures and proposed improvements.
- Cross sections. If site disturbance is proposed: Cross-sections across all pertinent directions of the site.
- Landscape Plan. One (1) landscape plan, showing inventory and proposed preservation of existing vegetation, and proposed plantings including name, size, location and quantity.
- Lighting. One (1) lighting plan, showing locations, specs, bulbing, temperature and lumen plan for all fixtures.
- Mechanicals. One (1) mechanical plan including generators, HVAC and roof top units and proposed screening

**Architectural Plans:** One (1) full size set to include:

- Elevations. One (1) set of existing and proposed exterior elevations of all sides of the building(s).
- Floor Plans. One (1) full sized set of architectural floor plans for each floor.
- Building Sections. One (1) set of building sections at a scale of at least 1" = 30'.
- Context Elevations. One (1) set of schematic elevations of all buildings on abutting properties

**Color photographs.** Two (2) sets of color photographs of the existing building(s) on site (every elevation), adjacent buildings on and off-site, and the streetscape

**Material list.** A list of all building materials and colors that are proposed

**Samples.** Samples of all building materials and colors that are proposed.

**Certificate of Mailing receipts, list of all abutting neighbors, and a copy of the mailed letter** (only required for new on-site lighting for which a Site Plan hasn't previously been submitted)

**Other material.** Additional material may be deemed appropriate to enable the Committee to evaluate the design.

**Processing fee.** The applicant shall submit fees with the application as shown on the fee schedule made payable to the Town of Greenwich.

**I UNDERSTAND THAT I WILL NOT BE HEARD IF ALL THE REQUIRED MATERIALS AND PLANS ARE NOT BROUGHT TO THE MEETING:** Signature. \_\_\_\_\_

- The applicant or qualified representative **MUST APPEAR AT THE MEETING** to present the project. and must **BRING the following TO THE MEETING:**
- Eight (8) copies of the complete application package (as submitted above) including architectural **lighting, mechanical and landscaping plans** to be handed out to Committee members at the meeting.
- All large samples that will not fit in the file.