



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

MUNICIPAL IMPROVEMENT APPLICATION

Project Name _____

Applicant: (Department or Agency) _____

Address _____

Contact Person _____

Telephone _____ Facsimile _____

Authorized Agent / Department Head Signature _____

Date _____

If project involves real property, identify by

Location _____

Tax Account Number(s) _____ Zone(s) _____

Property Owner / Responsible Department _____

Previous related MI Numbers _____

PROJECT DESCRIPTION:

Attach additional sheets, if necessary

Staff-assigned MI Number _____

Town of GREENWICH

Town Hall · 101 Field Point Road, Greenwich, CT 06836-2540 · (203) 622-7894 · FAX 622-3795

MUNICIPAL IMPROVEMENT GUIDELINES

SECTION 1 - PURPOSE

The intent of adopting guidelines for Municipal Improvements is to clarify Section 17 of the Special Acts relative to those items that need Planning and Zoning Commission approval under this section.

SECTION 2 – PROCEDURE

1. Application for Municipal Improvement shall be submitted in writing, in narrative form, addressed to the Planning and Zoning Commission, accompanied by a site plan with sufficient data to enable the Commission to make an informed decision. If before the Public Meeting the Commission decides that sufficient data has not been provided, the Commission may deny or postpone the item to a date certain but within 90 days from the date of submission.
2. The Planning and Zoning Commission will give adequate notice to each department or agency of the Town, whether or not the department is involved with the application.
3. Such department or agency will have up to a maximum of fourteen days to object to the proposal.
4. The Planning and Zoning Commission will give notice of the Public Meeting at which time the Municipal Improvement will be considered.
5. After the Public Meeting the Commission may approve, deny or modify the proposal.

SECTION 3 – DEFINITIONS

1. **ABANDONMENT** Ceasing occupancy of a building or use of a property, or relinquishing title or any other interest or right in or to a building or property either in whole or in part.
2. **ACQUISITION** Includes fee ownership or any other substantial interest e.g., easement, right of way, of Town land or buildings.
3. **EXTENSION** Enlargement, lengthening, expansion.
4. **LEASE** Includes any control over or interest in land or buildings by one other than a Town department or agency for any term of time and whether or not such control or interest is revocable by the Town.
5. **LOCATION** Positioning on a site or tract of land.
6. **MAJOR REDESIGN** Substantial or conspicuous revision in: a) Appearance, such as an addition or enlargement of public buildings roads, bridges, traffic improvements and signals, construction of Town buildings or structures, or full or partial demolition of Town buildings; b) Function, such as a change of use on public property; c) Content, such as a change of use in a public building.
7. **RELOCATION** Removable and establishment in whole or part in a new location.

SECTION 4 – NATURE OF MUNICIPAL IMPROVEMENT

The following are items, which have historically been submitted to the Planning and Zoning Commission. These items are not all-inclusive but are intended to act as guidelines to those agencies and departments which seek Municipal Improvement from time to time.

HISTORICALLY INCLUDED SINCE 1952

Abandonment of road	Improvements in sewage treatment plant
Acquisition of civic center	Lease for Circuit Court
Acquisition of land for golf course	Lease for library
Acquisition of land for parking lot	Lease of Town-owned land
Acquisition of land for playground	Location of Fire House
Acquisition of park land	Location of fire training tower
Acquisition of police administration building	Location of ice skating rink
Acquisition of school site	Location of new way or alley
Addition to Bruce Museum	Location of parks and trees building
Addition to firehouse	Location of parks maintenance building
Addition to Nathaniel Witherell	Marina-boat moorings and parking area
Addition to police building	Moderate cost rental housing location
Addition to school buildings	Multi-level parking facility
Addition to Town Hall	New road near school
Bridges	Pedestrian overpass
Channelized rotary traffic circles	Railroad station improvement
Closing portion of a public street	Release of air rights
Community Center site	Relocation of dog pound
Construction of lavatories in playgrounds and parks	Relocation of roads as a result of thru-way
Construction of marine police building	Relocation of Town Garage
Conversion of former high school for Town offices	Renewal of lease for boat club
Docking facilities	Replacement of sidewalks on Greenwich Avenue
Enlargement of incinerator	Sale of Town-owned land
Exchange of land for road realignment	Sewers / Sewer plant
Exchange of land for shopping center	Sidewalk construction
Extension of street	Street widening
Fuel and berthing facility	Town nursing home parking lot
Generator plant – Greenwich Point	Traffic Signals
Housing for the Elderly	Use of Town-owned land for private rifle club

SECTION 5 – EFFECTIVE DATE

These guidelines shall become effective upon their adoption by the Planning and Zoning Commission at a public meeting, which has been duly warned for said purpose.

Copies of such guidelines shall be distributed to each department and agency in and for the Town of Greenwich and copies thereof shall be filed in the office of the Planning and Zoning Commission. Such guidelines shall be deemed to be public information.

SECTION 6 – AMENDMENTS

These guidelines may be amended upon recommendation of any department head or agency of the Town of Greenwich as defined in Section 17 at a public meeting duly warned for said purpose.

Sec. 17. Municipal Improvements; Commission Approval Required. After the passage of this act no action, other than the making of studies or surveys, shall be taken by any town agency, the board of education or the housing authority of the town on any proposal involving (a) the location, relocation, major redesign, extension or abandonment of any street or sewage disposal plant; (b) the acquisition of land for, or the location, relocation, abandonment, sale, lease or major redesign of public real property or public buildings, including schools; (c) the extent and location of transportation routes and terminals whether publicly or privately owned; or (d) the location of public housing projects, until such proposal has been submitted to and approved by the commission or has been approved by the town meeting as herein provided.

Sec. 18. Municipal Improvements; Referral to Representative Town Meeting from Action of Commission. The failure of the commission to act upon any proposal, submitted to it pursuant to Section 17, within ninety days after such submission shall be deemed to constitute approval thereof, provided the commission may, by resolution adopted prior to the termination of said ninety-day period and for sufficient reasons to be stated in said resolution, defer approval for any length of time reasonably necessary. In the event of the approval or disapproval or deferment by the commission of any such proposal, the commission shall cause a notice of such action to be published in a newspaper having a general circulation in the town and the town agency, the board of education or the housing authority of the town having original jurisdiction of the matter, or any person owning property within the town, may, within thirty days from the date of publication of such notice by the commission, refer such proposal to the town meeting, which shall have power to approve such proposal or to reject it.