



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 SIGN / AWNING REVIEW

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: _____

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: _____

Building Frontage _____ Number of Proposed Signs _____

Size of sign(s) _____ Size of awning(s): _____

Is sign illuminated? NO YES: (method of illumination) _____

Is the sign free standing? NO YES: (dimensions of post) _____

Total Area of all signs: _____

Zoning Enforcement preliminary review (initials): _____

Will there be any site work? NO YES: (describe) _____

Will there be any changes to exterior of the building? NO YES: (describe) _____

Name of Property Owner: _____

Signature of Property Owner: _____

Name of Applicant: _____

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

Daytime Phone: _____

Applicant Signature: _____

Sign/Awning Company: _____

Sign/Awning Company's Phone Number: _____

Email address of the sign Company: _____

Check # _____ Check Amount: _____ PLPZ _____

Architectural Review Committee SIGN/AWNING review: APPLICATION REQUIREMENTS

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

Exterior Alterations: Proposed alterations to the site or building require a separate Exterior Alteration application.

Submit the following:

Application form. Three (3) copies of a completed application form with owner signature(s), email addresses and Zoning Enforcement preliminary review completed. Zoning Enforcement Hours: M through F, 8am to 1pm., 2nd floor of Town Hall, across from the elevators.

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

Sign/Awning Rendering. Five (5) copies of a color rendering showing all proposed sign(s) and/or awning(s), in their proposed locations on the building, detailing the overall height, length, width of each sign and/or awning, along with the mounted height of the awning(s) from the ground. *

Sign/Awning Mechanical Drawing. Five (5) copies of scalable mechanical drawings for each sign and/or awning indicating proposed colors, font, font size, and height / length / width of all lettering and logo(s). Drawings must also include the method of attachment to the building and method of illumination (see also "Lighting" below). *

Lighting. Five (5) copies of specifications and cut sheets for proposed illumination of signage and awnings, including temperature and photometric calculations. If lighting fixtures are proposed, include dimensions and finish material.*

Site Plan. For freestanding signs only, three (3) copies of a site plan, prepared by a professional land surveyor or engineer, showing the location of the sign and posts.

Color photographs, subject property. Three (3) sets of color photographs of the existing building, all sides.

Color photographs, streetscape. Three (3) sets of color photographs of all adjacent buildings and the streetscape.

Material list. A list of all sign and awning materials and colors that are proposed.

Samples. Samples of all sign and awning materials, including color samples.

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.

**Examples of mechanical drawings, renderings and specs are included with this application for your reference.*