



# TOWN OF GREENWICH

Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830  
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

## Site Plan 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: \_\_\_\_\_

Select One:  Pre-Application  Final

Zone(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_

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 # \_\_\_\_\_

**EXISTING**

**PROPOSED**

**PERMITTED/  
REQUIRED**

**COMMERCIAL/OFFICE**

Gross Floor Area	_____	_____	_____
Usable Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**COMMERCIAL/RETAIL**

Gross Floor Area	_____	_____	_____
Usable Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**OTHER USES**

Gross Floor Area	_____	_____	_____
Usable Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**RESIDENTIAL**

Number of Units	_____	_____	_____
Number of Bedrooms	_____	_____	_____
Gross Floor Area	_____	_____	_____
Parking Spaces	_____	_____	_____

**TOTAL SQUARE FOOTAGE**

_____	_____	_____
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**BUILDING HEIGHT**

_____	_____	_____
-------	-------	-------

**FLOOR AREA RATIO**

_____	_____	_____
-------	-------	-------

**BUILDING COVERAGE**

_____	_____	_____
-------	-------	-------

**LOT COVERAGE**

_____	_____	_____
-------	-------	-------

**TOTAL PARKING SPACES**

_____	_____	_____
-------	-------	-------

**GREEN AREA**

_____	_____	_____
-------	-------	-------

**AGE OF STRUCTURE**

_____	_____	_____
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**THIS SITE PLAN INVOLVES:**

- |                                    |                                      |                                     |  |
|------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Additions | <input type="checkbox"/> Alterations | <input type="checkbox"/> Demolition | <input type="checkbox"/> Re-Construction |
|------------------------------------|--------------------------------------|-------------------------------------|--|



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## Application Signature Page

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Property Owner 1: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 2: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 3: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 4: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Pre-Application Review Checklist

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Anticipated Type of Application: \_\_\_\_\_

Pre-application meeting – For applications requiring a special permit (optional to all other application types), the applicant is required to submit documentation of their development proposal to the Planning and Zoning Commission for a nonbinding pre-application review pursuant to Section 7-159b of the Ct. General Statutes, to be held on a regularly scheduled meeting of the Planning and Zoning Commission, subject to the below requirements. The submission shall include the following.

**Please check the items submitted below:**

- 1. Completed Application Form.
- 2. One copy of a signed form titled, *Applicant's Agreement to Pre-Application Review Meeting under the Provisions of CGS Section 7-159b*, which notes in part, that this pre-application review is being held at the applicant's request in accordance with Connecticut General Statutes (Sec. 7-159b). Specifically, Section 7-159b of the Connecticut General Statutes notes that a "Pre-application review and any results or information obtained from it may not be applied under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project." Therefore, any comments, thoughts, ideas, or opinions provided by Commission members are non-binding in all respects.
- 3. Nine copies of a written narrative describing the project.
- 4. Nine copies of schematic architectural drawings including but not limited to proposed floor plans, all building elevations indicating proposed height and stories, conceptual site, and landscape plans.
- 5. Nine copies of an A2 survey and schematic civil engineering site development plans indicating the layout of the proposed development including setbacks, number and dimension of parking spaces and travel lanes, curb cuts and dimension of proposed buildings.
- 6. Nine copies of a planimetric GIS map (not aerial) showing the surrounding neighborhood including standard generated topography, infrastructure and flood zones.
- 7. An affidavit 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 owners.

**All applications must be submitted digitally to [pnzappl@greenwichct.org](mailto:pnzappl@greenwichct.org), followed by a physical submission of hardcopies and payment.**

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.



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## Applicant's Agreement to Pre-Application Review Meeting under the Provisions of CGS Section 7-159b

### Sec. 7-159b. Connecticut General Statutes. Pre-application review of uses of property.

Notwithstanding any other provision of the general statutes, prior to submission of an application for use of property under chapters 124, 126, 440, and 541 or any other provision of the general statutes authorizing an authority, commission, department or agency of a municipality to issue a permit or approval for use of such property, such authority, commissions, department or agency or authorized agent thereof may separately, jointly or in any combination, conduct a pre-application review of a proposed project with the applicant at the applicant's request. Such pre-application review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project.

I have read and understand the above provision of the Connecticut General Statutes and understand and agree that whatever discussion, comments and / or recommendations are made through this review are non-binding upon the parties.

Further, acknowledge and agree that this pre-application review meeting is being conducted prior to and in anticipation of a formal application to the Greenwich Planning and Zoning Commission, Zoning Board of Appeals or Wetlands Agency to obtain feedback and response to the proposal or design, as it exists on this date, in the interest of preparing an application consistent with the Zoning, Subdivision or Wetlands regulations of the Town of Greenwich as the case may be.

Property Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Anticipated Type of Application: \_\_\_\_\_

Property Owner 1: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 2: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 3: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 4: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 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	
Received From:	
_____	
_____	
One piece of ordinary mail addressed to:	
_____	
_____	
_____	

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

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



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**Affidavit of Notification of Application for Rezoning / Special Permit /  
Site Plan / Subdivision Applications**

(STATE OF CONNECTICUT)  
(COUNTY OF FAIRFIELD) ): GREENWICH

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

\_\_\_\_\_  
Notary Public