



# TOWN OF GREENWICH

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

## Site Plan Administrative Form

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:**

- Accessory Apartment, Affordable
- Accessory Apartment, Elderly
- Coastal Site Plan
- Outdoor Dining
- Scenic Road Designation
- Soil Erosion and Sedimentation
- Special Event/Tent Review
- Utility of Telecommunications Facility
- Other: \_\_\_\_\_

**Description of Activity or Work Proposed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Review/Approvals by P&Z (Date and Number): \_\_\_\_\_

Total Building Square Footage (or total site work area):

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**For staff use only:**

Reviewed by:

Town Planner: \_\_\_\_\_ Senior Planner: \_\_\_\_\_

Asst. Town Planner: \_\_\_\_\_ Planner: \_\_\_\_\_

(2 signatures required- one must be Town Planner as per §6-13; Town Planner may waive full Commission review of small scale projects but require approval of ARC where appropriate.)

**See Attached Conditions of Approval**

**To be completed by P&Z staff only:**

Check # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Application # \_\_\_\_\_



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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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### What you need for an Administrative Application for Special Event / Tent Review

1. Complete Administrative Review Form.
2. 3 copies of your site plan showing the tent layout, building & parking areas.
3. Narrative answering the following questions:
  - a. Will the event be located in a parking lot that provides required parking?
  - b. Are there specific site plans, special permit, special exception or other zoning requirements that must be satisfied?
  - c. What arrangements have been made for parking lost for the entire time that the required parking is unavailable?
  - d. How many attendees will there be at the event & what arrangement has been made for parking during the event?
  - e. Will valet parking be necessary?
  - f. All arrangements for parking must be in writing and if parking will be located at other locations, it must not displace the required parking from those other locations. The owners of the off-site parking must provide written permission for the exact number of spaces and period of time that parking will be provided.
  - g. Will Town Police be needed to direct traffic? These arrangements must be made well in advance and approved by the Town Police Traffic Division.
  - h. Has the Fire Marshall reviewed and approved the plans for the event?
  - i. Has GEMS reviewed emergency access and will an ambulance be on stand-by at the event?
  - j. Has the Health Department reviewed and approved any arrangements for food service during the event?
  - k. Is this a one-time event or will it be repeated annually or seasonally? Repeat events can be re-approved much easier after the initial approval, provided that all circumstances remain the same.
4. Certificate of Mailing is required. (Effective February 7, 2001)
5. The original completed Building Department "Special Events" application form. Fire Marshal and Health approval (if applicable) is required prior to submittal to Planning and Zoning.
6. A check made payable to the Town of Greenwich. Refer to the "Fee Schedule" for the amount due, plus an additional \$60 State fee.

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



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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