



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: _____



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

SCENIC ROAD DESIGNATION CHECKLIST

- Completed Site Plan Application Form.
- Completed Inland Wetlands and Watercourses Agency Questionnaire, signed by an IWWA staff member.
- Certificate of Mailing receipts, list of all abutting neighbors, and a copy of the mailed letter (form letter in packet).
- GIS map (obtained from Information Technology Office).
- Field Card (obtained from Assessor's Office).
- A check for the correct fee must be submitted (see Fee Schedule).
- The name of the highway or portion thereof to be designated as a scenic road, and, if designation of a portion thereof is sought, a description of the portion including its approximate total length.
- A description and photographic documentation of those characteristic(s) of the highway or portion thereof that qualify it for scenic road status.
- The names and addresses of all owners of lot frontage abutting the highway or portion thereof and the lengths of their respective lot frontages.
- A copy of a written statement of approval signed by the owners of a majority of lot frontage abutting the highway or portion thereof stating that they approve of the proposed scenic road designation and giving their names, addresses and the lengths of their respective lot frontages.
- Proof that the original statement of approval has been filed with the Town Clerk.
- The names and addresses of owners of lot frontage abutting the highway or portion thereof who did not approve of the proposed designation, or with whom contact could not be made personally or by certified mail, return receipt requested.
- Evidence, in the form of a measurement of average traffic, supporting the position that the highway or portion thereof is free of intensive vehicular traffic.

All applications must be submitted digitally to pnzappl@greenwichet.org, followed by a physical submission of hardcopies and payment.

(c) All sidewalks upon which there shall be any snow and/or ice shall be kept in safe condition by spreading thereon sand, ashes, salt or other similar material.

(d) Any person who fails to comply with the provisions of this section shall be fined twenty-five dollars (\$25.) and shall reimburse the town for the expense of removal and/or expense of keeping the sidewalk in a safe condition.

(Ords. & Reg., § 8-1, 10/14/1958.)

ARTICLE 3. SCENIC ROADS.

Sec. 11-8. Preamble.

Scenic roads are irreplaceable resources, the destruction of which has had and will have an adverse impact on the town's historic and scenic heritage. The purpose of this Article is to establish standards and procedures for designating town highways¹ or portions thereof as scenic roads and for regulating and preserving the town's scenic roads for the benefit of present and future generations.

(§ 1, 10/26/1992.)

Sec. 11-9. Authority.

(a) The Planning and Zoning Commission is hereby authorized to designate town highways or portions thereof as scenic roads in accordance with the standards and procedures set forth in this Article. The authority granted by this Article is limited to the town's highways; therefore, nothing in this Article shall be deemed to alter the property rights of persons owning or occupying real property outside of the public right-of-way, paved or unpaved, including the rights of persons owning real property adjacent to such right-of-way to alter,

¹ Editor's Note: As used in this Article, "highway" shall mean any public highway, street, road or other way approved by the Planning and Zoning Commission permanently dedicated to the movement of vehicles and pedestrians and providing the principal means of access to abutting property.

develop, subdivide or resubdivide their property under all applicable statutes and regulations.

(b) No state highway or portion thereof may be designated as a scenic road under the provisions of this Article.
(§ 2, 10/26/1992; 3/14/1994.)

Sec. 11-10. Designation standards.

(a) To be designated as a scenic road, a highway or portion thereof must be free of intensive commercial development and intensive vehicular traffic. A portion of a highway must be at least one-half (1/2) mile in length to be designated as a scenic road.

(b) In addition to the requirements of Subsection (a) above, to be designated as a scenic road a highway or portion thereof must meet at least one (1) of the following criteria:

- (1) It is unpaved.
- (2) It is bordered by mature trees or stone walls.
- (3) The traveled portion is no more than twenty (20) feet in width.
- (4) It offers scenic views.
- (5) It blends naturally into the surrounding terrain.
- (6) It parallels or crosses over brooks, streams, lakes or ponds.

(c) No highway or portion thereof may be designated as a scenic road unless the owners of a majority of lot frontage abutting the highway or portion thereof agree to the designation by filing a written statement of approval with the Town Clerk.

(§ 3, 10/26/1992.)

Sec. 11-11. Procedure for designation.

(a) The Planning and Zoning Commission may on its own initiative consider a highway or portion thereof for scenic road designation. Further, the Planning and Zoning Commission shall consider a highway or portion thereof for scenic road designation upon application as set forth in Subsection (b)

below by any owner or owners of lot frontage abutting a highway or portion thereof.

(b) Applications for scenic road designation shall be on a form prescribed by the Planning and Zoning Commission and shall contain the following:

(1) The name of the highway or portion thereof to be designated as a scenic road and, if designation of a portion thereof is sought, a description of the portion, including its approximate total length.

(2) A description and photographic documentation of those characteristic(s) of the highway or portion thereof that qualify it for scenic road status.

(3) The names and addresses of all owners of lot frontage abutting the highway or portion thereof and the lengths of their respective lot frontages.

(4) A copy of a written statement of approval signed by the owners of a majority of lot frontage abutting the highway or portion thereof stating that they approve of the proposed scenic road designation and giving their names, addresses and the lengths of their respective lot frontages.

(5) Proof that the original statement of approval has been filed with the Town Clerk.

(6) The names and addresses of owners of lot frontage abutting the highway or portion thereof who did not approve of the proposed designation or with whom contact could not be made personally or by certified mail, return receipt requested.

(7) Evidence in the form of a measurement of average traffic supporting the position that the highway or portion thereof is free of intensive vehicular traffic.

(c) To designate a highway or portion thereof as a scenic road, the Planning and Zoning Commission must first hold a public hearing. Notice of the time and place of the hearing shall be published in a newspaper having a substantial circulation in the town at least twice, at intervals of not less than two (2) days, the first not more than fifteen (15) days nor less than ten (10) days and the last not less than two (2) days before the date of the hearing. A copy of the notice, together with a list of all owners of lot frontage abutting the proposed scenic road shall be sent by certified mail, return receipt requested, to each

owner of lot frontage abutting the proposed scenic road and shall be given to the Board of Selectmen, the Commissioner of Public Works, the Superintendent of the Highway Division and the Tree Warden.

(d) Notice of the decision of the Planning and Zoning Commission shall be published in a newspaper having a substantial circulation in the town, sent by certified mail, return receipt requested, to the owners of lot frontage abutting the proposed scenic road, and given to the town officials listed in Subsection (c) above.

(§ 4, 10/26/1992.)

Sec. 11-12. Rescission and appeal.

(a) Scenic road designation may be rescinded by the Planning and Zoning Commission using the procedures set forth in Section 11-11 above. No scenic road designation may be rescinded unless the owners of a majority of lot frontage abutting the designated scenic road agree to the rescission by filing a written statement of approval with the Town Clerk.

(b) Any person aggrieved by the designation of a proposed scenic road under this Article may appeal such designation as set forth in Connecticut General Statutes, § 7-149a.

(§ 5, 10/26/1992.)

Sec. 11-13. Alterations and improvements.

(a) Preservation objective. The town shall maintain its scenic roads in good and sufficient repair and passable condition. Routine repairs or maintenance and the regulation of future alterations and improvements of scenic roads shall be carried out so as to preserve to the highest degree possible their scenic characteristics, particularly those characteristics that are indicated in the records of the Planning and Zoning Commission as the basis for the designation. In the case of a natural occurrence or disaster or other like unforeseen event in which a scenic road becomes impassible or unsafe for public travel, emergency repairs may be made only to the extent

needed to restore the scenic road to good and sufficient repair and passable condition.

(b) **Definition of alterations and improvements.** As used in this Article, alterations or improvements to a scenic road include but are not limited to reconstruction of a scenic road, widening of the right-of-way or of the traveled portion of the scenic road, changes of grade, straightening, removal of stone walls and/or mature trees, but exclude routine repairs or maintenance.

(c) **Procedures for making alterations or improvements.**

(1) Any proposal for alteration or improvement of a scenic road, whether by public or private applicant, shall be submitted initially to the Planning and Zoning Commission, along with a map showing in detail the proposed alteration or improvement. The Planning and Zoning Commission may require the applicant to submit engineering or other technical reports documenting the need for the alteration or improvement and outlining potential alternative solutions. The Planning and Zoning Commission may hold a duly noticed public hearing on the application. The Planning and Zoning Commission shall submit findings of fact, the minutes of any hearing and a recommendation to the Commissioner of Public Works.

(2) The Commissioner of Public Works shall give due consideration to the findings of fact and recommendations of the Planning and Zoning Commission and shall hold a duly noticed public hearing regarding the proposed alteration or improvement. The Commissioner's decision with regard to a proposed alteration or improvement to a scenic road shall be in writing and shall state the reasons therefor.

(d) **Standards governing alterations and improvements.** No scenic road shall be altered or improved unless the Commissioner of Public Works, after due consideration of the findings of fact and recommendations of the Planning and Zoning Commission and after a duly noticed public hearing, determines that the alteration or improvement is necessary to maintain the scenic road in a safe condition. Any alteration or improvement shall be made so as to minimize any adverse impact on the scenic character of the road. The Planning and

Zoning Commission shall have the authority to adopt guidelines regulating future alterations and improvements to scenic roads. (§ 6, 10/26/1992.)



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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