**FINAL SITE PLAN**

**PLPZ 2022 00009**

**Chabad Lubavitch of Greenwich**

To install a tent on the premises for Saturday and Sunday religious and religious activities.

**LOCATION:**
6 Lincoln Avenue

**ZONE:**
CGB zone

**LOT SIZE:**
5,909 sq. ft.

**APPLICATION SUMMARY:**
The applicant is requesting final site plan approval per section 6-13(d) of the Building Zone Regulations to remove and reinstall a 40’ x 40’ tent, for a 6-month period, to be used for religious services on Saturdays, and religious school on Sundays on a 5,909 sq. ft. property located at 6 Lincoln Avenue, in the CGB Zone.

**ISSUES/RECOMMENDATIONS:**
1. The tent needs to be taken down and a new application, and related permits be granted for the structure to be considered, temporary. If the subject structure is planned to be installed from more than six (6) months, than the subject tent could not be considered, “Temporary” and therefore subject zoning requirements such as, Gross Floor Area Setbacks, setbacks, height, etc. The applicant should indicate if this is a onetime request or annual event. If annual, Staff recommends that, if approved, the Commission approves a set number of weeks and/or events permitted during a 6-month period rather than fixed dates. This could then be renewed annually, by Staff, Zoning Enforcement, and the Building Department.

2. The applicant’s request does not appear to seek to modify any conditions of the prior tent approval, but if conditions need to be reconsidered, the applicant will need to discuss those changes, now, with the Commission, for their consideration and approval.

3. The site plan approval for the subject site, had a staggered drop of and pick up scheduled, as well as a condition that four staff members will carpool in two vehicles. The tent approval noted that the building would not be in use while the tent was installed. The applicant should indicate what, if any conditions of the site plan approval, may be modified by the proposed tent installation.

4. The need for the structure does not appear to be articulated in the application. If all other uses of the buildings are to be suspended on Saturdays and Sundays and the expected attendance is approximated to be 15 to 25 persons, what is the need the for this tent? Why can the activities not be accommodated for within the buildings and without the tent?

5. The tent was still up when last inspected by staff, beyond the June 1, 2022 removal date. A notice of violation was issued by the ZEO on 6/2/2022, noting non-compliance with the Commission’s zoning approval.

**DEPT. COMMENTS:**
ZEO - see attached

**ZONING:**
The subject tent (“temporary structure”) is proposed to host religious services on Saturdays, and religious school on Sundays. The proposed action would occupy up to 5 parking spaces, one of which is an ADA space. The applicant, in the processing of their tent permit with the Bldg.
Dept. was required to locate the ADA space per the Bldg. Official’s direction. It is not clear from the provided plans where that space is. If the ADA space was required, the alternate location should be indicated. The applicant is continuing to propose to use the parking area at the adjacent parcel at 75 Mason St. and would limit other activities on Saturday and Sundays, to accommodate religious services and education activities on those days of the week.

BACKGROUND:
Subject site was approved for an office, and childcare center for up to 16 children, ages 3 and under, with up to four (4) staff (PLPZ 2017 000334). That decision notes several operational requirements for the site as follows:

- Second floor and attic to remain and apartment.
- 1 staff per every 4 children (as required by the State Health) and limited to 16, 3 years old and younger. Four staff required.
- Staggered schedule for drop off and pick-up
- Playground at 75 Mason St. to be used in cooperation with the Childcare use at 75 Mason St. Stagger schedule to be used.
- Childcare use to be used and operated by Chabad and no other entities.

The was last approved in February 2022, to ask for permission to erect the subject tent to host religious services on Saturdays, and religious school on Sundays, The Commission agreed to allow for the temporary structure with the following conditions:

1. The applicant is permitted to have the tent up until June 1, 2011;
2. No amplified sound permitted outside the building and within the tent.
3. No use of the building at 6 Lincoln is permitted with the tent installed;
4. The Tent shall only be occupied on Saturdays and Sundays for religious services and/or education.
5. No simultaneous use of the tent and the property at 75 Mason Street shall occur while events are occurring within the tent.
6. The lost ADA space in the rear of the site shall be relocated as approved by the Building Official;
7. The applicant is responsible for receiving P&Z sign-off along with the sign-off ZEO, Fire Marshall and Building Department for approval of this event; and
8. Any changes to the size, or number of tents, location of tents, or length of time in which the tents would be installed over and above 14 consecutive days, will require review and approval of the Planning and Zoning Commission.

APPLICABLE REGULATIONS:
Sections 6-13 through 6-15, 6-104.1, and 6-205 of the Town of Greenwich’s Building Zone Regulations.
February 16, 2022

Thomas J. Heagney, Esq.
Heagney, Lennon & Slane, LLP
31 East Elm Street
Greenwich, CT 06830
theagney@HLS248.com

RE: The application of Thomas Heagney, Esq., authorized agent, for Chabad Lubavitch of Greenwich; record owner, for a final site plan application PLPZ 2022 00009, to install a 40’ x 40’ tent (temporary structure), until June 1, 2022, to be used for religious services on Saturdays, and religious school on Sundays pursuant to Sec. 6-13(d) of the Town of Greenwich Building Zone Regulations on a 5,909 sq. ft. property located at 6 Lincoln Avenue, in the CGB Zone, as shown on a marked up survey, prepared by Sound View Engineering and Land Surveyors, LLC, last revised 9/24/2019.

Dear Mr. Heagney:

At a regular meeting held on February 1, 2022, the Planning and Zoning Commission considered the above referenced application and took the following action:

Upon a motion made by Messr. Macri and seconded by Messr. Levy, the following resolution was unanimously adopted 5-0 (Voting in favor: Alban, Macri, Levy, Yeskey, and Lowe); and

WHEREAS the Commission held a regular meeting on February 1, 2022 and took all testimony as required by law; and

WHEREAS the applicant requested final site plan, pursuant to per Sections 6-13 through 6-15 of the Building Zone Regulations to install a 40’ x 40’ tent, for more than 14-days, to be used for religious services on Saturdays, and religious school on Sundays on a 5,909 sq. ft. property located at 6 Lincoln Avenue, in the CGB Zone; and
WHEREAS the subject tent appears to be a proposed temporary structure to host religious services on Saturdays, and religious school on Sundays; and

WHEREAS although not specified in the filed materials, the applicant expressed to the Commission that the desired amount of time to install this tent, was to through the end of the spring, but not to exceed 6-months; and

WHEREAS the applicant expressed to the Commission that it is not their desire to make this an annual event, at this time; and

WHEREAS the proposed action would occupy up to 5 parking spaces, one of which is an ADA space, in the rear of the property; and

WHEREAS the applicant will address the loss of the ADA space by designating one in the driveway, while the tent is installed, and as acceptable to the Building Official; and

WHEREAS the applicant noted that no use of the building would be occurring while the tent is installed; and

WHEREAS the applicant is proposing to use the parking area at the adjacent parcel at 75 Mason St. and would limit other activities on Saturday and Sundays, to accommodate religious services and education activities on those days of the week.; and

WHEREAS the Commission heard comments from neighbors to the property, noting concerns of noise, traffic and parking; and

WHEREAS the Commission limited the time tent may be installed and in use on the site to June 1, 2022, and shall be removed by that date; and

WHEREAS the Commission required that the applicant use the tent only on Saturdays and Sundays for religious services and education and specified; and

WHEREAS no amplified sound shall be used outside of the building and/or within the tent, to mitigate sound to abutting properties, and in compliance with the Town’s Noise Ordinance; and

WHEREAS the applicant has represented that they will not have any simultaneous use of the site, with the adjacent property at 75 Mason St.; and

WHEREAS the Commission has made it a condition of this approval, that no simultaneous use of the tent and the Buildings at 6 Lincoln, and 75 Mason St. shall occur; and

WHEREAS the Commission noted that the proposed tent event is not being proposed as an annual event and would require approval from the Planning and Zoning Commission, in the future, if the proposed tent installation would be up longer than 14 consecutive days or by Planning and Zoning Staff if less than 14 consecutive days; and
WHEREAS as with all tent events, approval from Planning and Zoning, the ZEO and Building Departments are required prior to occupancy of any tent;

THEREFORE BE IT RESOLVED the application of Thomas Heagney, Esq., authorized agent, for Chabad Lubavitch of Greenwich; record owner, for a final site plan application PLPZ 2022 00009, to install a 40' x 40' tent (temporary structure), until June 1, 2022, to be used for religious services on Saturdays, and religious school on Sundays pursuant to Sec. 6-13(d) of the Town of Greenwich Building Zone Regulations on a 5,909 sq. ft. property located at 6 Lincoln Avenue, in the CGB Zone, as shown on a marked up survey, prepared by Sound View Engineering and Land Surveyors, LLC, last revised 9/24/2019, is hereby approved with modifications.

The following conditions shall be met as part of this specific tent event:
1. The applicant is permitted to have the tent up until June 1, 2011;
2. No amplified sound permitted outside the building and within the tent.
3. No use of the building at 6 Lincoln is permitted with the tent is installed;
4. The Tent shall only be occupied on Saturdays and Sundays for religious services and/or education.
5. No simultaneous use of the tent and the property at 75 Mason Street shall occur while events are occurring within the tent.
6. The lost ADA space in the rear of the site shall be relocated as approved by the Building Official;
7. The applicant is responsible for receiving P&Z sign-off along with the sign-off ZEO, Fire Marshall and Building Department for approval of this event; and
8. Any changes to the size, or number of tents, location of tents, or length of time in which the tents would be installed over and above 14 consecutive days, will require review and approval of the Planning and Zoning Commission.

The contents of this letter have been reviewed by members of the Commission and reflect the decision the Commission made at its meeting on February 1, 2022.

Please do not hesitate to call with any questions.

Sincerely,

Patrick LaRow, AICP
Deputy Director / Assistant Town Planner
MEMORANDUM

TO: Jodi Couture, Zoning Enforcement Officer
Bill Marr, Building Official

FROM: Patrick LaRow, Deputy Director/Assistant Town Planner
Shanice Becker, Planner I

DATE: February 9, 2022

RE: Temporary Tent/Special Events Permit
Tent Permit – PLPZ #202200038
6 Lincoln Avenue
Chabad Lubavitch of Greenwich

Install Temporary Tent – Event Date: 2/11/2022 – 2/25/2022

An administrative site plan application PLPZ #202200038 was submitted for the installation of tents at The Chabad Lubavitch of Greenwich located at 6 Lincoln Avenue.

Planning & Zoning staff has no objection to the issuance of special events permit subject to the following conditions:

1. One (1) tent (40ft x 40ft) may be installed behind the building as shown on a map dated 2/8/2022. The tents shall be in the size as listed on the special events permit application.
2. No use of the building is allowed while the parking spaces are occupied by the tent.
3. The applicant shall provide an ADA parking space for the duration of the use of the tent, per the Building Official.
4. The events will be held from 2/11/2022 – 2/25/2022. The tent may be erected from 2/11/2022 to 2/25/2022.
5. The Fire Marshall shall inspect the tent once it is installed.
6. Any activities that are not in accordance with this approval will be considered violations and result in immediate revocation of this approval.
7. A certificate of mailing to neighbors was submitted in accordance with Section 6-14(a)(16) of the Regulations. No comments have been received from the public.
8. Review and approval by the Town Planner or designee and a new building permit is required for installation of a tent or tents for each event. Tents that would be up for more than 14 days require approval from the Planning and Zoning Commission and may be renewed on an annual basis.
9. Any and all future events which require the installation of tents shall not be permitted without express written approval for such events from Planning & Zoning.
ZONING ENFORCEMENT

Project No. PLPZ2022000266

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: Chabad Lubovitch

LOCATION: 6 Lincoln Avenue

PLAN DATE:

ZONE: CGB

☐ Ok for Zoning Permit Sign-off with the following revisions:

☐ Resubmit the following prior to Site Plan/Subdivision approval:

☒ The subject site plan/subdivision meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.

Reviewed by: Jodi Couture

Date: 6/27/2022

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
TOWN OF GREENWICH CONNECTICUT

CEASE AND DESIST ORDER ZONING ENFORCEMENT

To MARYASHIE DEREN

Pursuant to the authority vested in me you are hereby ordered and directed to discontinue and/or remedy the violations and conditions at premises identified as: 75 Mason Street and 6 Lincoln Avenue

Property Owner CHABAD LUBAVITCH OF GREENWICH INC.

Property Address 75 Mason Street, Greenwich, CT.

Owned, Managed and/or Occupied by you; which are in violation of the Town of Greenwich Zoning Regulations.

An investigation of the subject premises by this office disclosed that the following conditions presently exist:

We have been notified that the tent, which was permitted through 6-1-2022 is still erected. This is a violation of the site plan approval. The tent must come down effective immediately.

These conditions violate Section(s) 6-13 and 6-16 Of the Town of Greenwich Zoning Regulations

Your immediate attention to this matter is hereby advised and directed.

Note: A further inspection will be made of the subject premises after thirty days and, if compliance is not established, the full penalties prescribed by law will be invoked including but not limited to a notice of Zoning Violation in the Greenwich Land Records in accordance with Section 6-6 of the Zone Regulations. You may consult the Zoning Enforcement Office, if there is any question as to the manner and time of established compliance.

Connecticut General Statutes, Sec. 8-12. Procedure when regulations are violated. The owner or agent of any building or premises where a violation of any provision of such regulations has been committed or exists, or the lessee or tenant of an entire building or entire premises where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building or premises in which such violation has been committed or exists, or the agent, architect, builder, contractor or any other person who commits, takes part or assists in any such violation or who maintains any building or premises in which any such violation exists, shall be fined not less than ten dollars or more than one hundred dollars for each day that such violation continues; but, if the offense is willful, the person convicted thereof shall be fined not less than one hundred dollars or more than two hundred fifty dollars for each day that such violation continues, or imprisoned not more than ten days for each day such violation continues not to exceed a maximum of thirty days for such violation, or both; and the Superior Court shall have jurisdiction of all such offenses, subject to appeal as in other cases.

You have the right appeal this order to the Zoning Board of Appeals pursuant to Sections 3-6 and 8-7 of the General Statutes and Section 8-19 (a) (2) of the Zoning Regulations.

Jodi Couture, Zoning Enforcement Officer

6/2/22

Town Hall • 101 Field Point Road Greenwich, CT 06830 • (203) 622-7753 • Fax (203) 622-7848 • Email: zoningenforcement@greenwichct.org

An Equal Opportunity Employer, M/F/H
Site Plan Application

Property Address: 6 Lincoln Avenue, Greenwich, CT 06830

Property Owner: Chabad Lubavitch of Greenwich

Applicant: Chabad Lubavitch of Greenwich

Authorized Agent: Heagney, Lennon & Slane, LLP

Tax ID: 01-4551/S

Address: 75 Mason Street, Greenwich, CT 06830

Address: 75 Mason Street, Greenwich, CT 06830

Cell Phone: __________________________ Other Phone: __________________________

Cell Phone: __________________________ Other Phone: __________________________

Email: ________________________________ Email: THeagney@hisctlaw.com

Other Phone: __________________________ Other Phone: (203) 661-8400

Select One: [ ] Pre-Application [ ] Final

Zone(s): CGB Lot Area: 5,909 sf

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 # __________________________

pzSitePlanApp 2022
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Application Signature Page

Property Address: 6 Lincoln Avenue, Greenwich, CT 06830

Tax ID: 01-4551/S

Property Owner 1: Chabad Lubavitch of Greenwich

Address: 75 Mason Street, Greenwich, CT 06830

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: Chabad Lubavitch of Greenwich

Address: 75 Mason Street, Greenwich, CT 06830

Email:  

Cell Phone:  

Other Phone:  

Signature:  

Date:  

Authorized Agent: Heagney, Lennon & Slane, LLP

Address: 31 East Elm Street, Greenwich, CT 06830

Email: THeagney@hlslaw.com

Cell Phone:  

Other Phone: (203) 661-8400

Signature:  

Date: 5/10/22
NARRATIVE

In February 2022 the Commission granted Final Site Plan approval for a temporary tent at 6 Lincoln Avenue to be permitted until June 1, 2022. Chabad Lubavitch of Greenwich proposes to remove and reinstall the 40 x 40' temporary tent on the rear portion of the property at 6 Lincoln Avenue for a six-month period. The tent will continue to be used for outdoor services on Saturdays and for Hebrew school on Sundays. It's anticipated that approximately 25 people would attend the Saturday services and 15 to 20 children would use the tent as part of Hebrew school on Sundays.

Parking for those driving to services would be accommodated at the parking lot at 75 Mason Street. No other activities will be occurring during the time the Saturday services and Sunday Hebrew school will be conducted.

Respectfully Submitted,

Thomas J. Heagney
Dated: June 1, 2022
Planning and Zoning Board of Appeals
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

Planning and Zoning Commission
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

Architectural Review Committee
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

RE: 6 Lincoln Avenue, Greenwich, Connecticut

To Whom It May Concern:

I hereby authorize Heagney, Lennon & Slane, LLP to act as my agent to appear before the Town of Greenwich Planning and Zoning Board of Appeals, Planning and Zoning Commission, or any other Town Municipal Board in connection with the filing of applications on the above captioned property.

Chabad Lubavitch of Greenwich, Inc.

By:
Yoseph Deren, President
Applicant
TOWN OF GREENWICH

AFFIDAVIT OF NOTIFICATION OF FINAL SITE PLAN APPLICATION
TO
PLANNING AND ZONING COMMISSION

STATE OF CONNECTICUT  )
                     )  ss: Greenwich
COUNTY OF FAIRFIELD  )

I, THOMAS J. HEAGNEY, being first duly sworn, do hereby certify that on June 1, 2022, I caused to be mailed, postage prepaid, evidenced by certificate of mailing, to those persons whose names are set forth on Exhibit A attached hereto, a copy of the notice Exhibit B. Said persons are the record owners, as of June 1, 2022, as shown on the Town Tax Assessor's Office records of property abutting and across the street from the property located at 6 Lincoln Avenue in Greenwich, Connecticut for which an application requesting final site plan approval has been filed with the Greenwich Planning and Zoning Commission.

THOMAS J. HEAGNEY

Subscribed and sworn to before me this 1st day of June 2022

EMMA A. MUTINO
NOTARY PUBLIC
My Commission Expires Apr. 30, 2025
EXHIBIT A

Abutting property owners of 6 Lincoln Avenue:

Chabad Lubavitch of Greenwich
75 Mason Street
Greenwich, CT 06830
01-4045/S

Elk Enterprises Limited
83 Mason Street
Greenwich, CT 06830
01-2065/S

Jean S. Crocco, TR
28 Shore Road
Old Greenwich, CT 06870
01-1992/S

Livingston Associates Et
28 Shore Road
Old Greenwich, CT 06870
01-2102/S

Charles P. Hubbard
8 Stanwich Road
Greenwich, CT 06830
01-2140/S

80 Mason Street LLC
2 Dearfield Drive
Greenwich, CT 06830
01-1871/S

10 Lexington Avenue LLC
10 Lexington Avenue
Greenwich, CT 06830
01-1546/S

14 Lincoln Avenue
Greenwich, CT 06830
01-2191/S

Peter M. Conetta
50 Chesterfield Road
Stamford, CT 06902
01-1934/S

Rodolphe Costanzo
FGF Enterprises Corp Et Al
116 Mason Street
Greenwich, CT 06830
01-1634/S

Town of Greenwich
c/o Dept. of Finance
101 Field Point Road
Greenwich, CT 06830
01-4526/S
EXHIBIT B

June 1, 2022

To Whom It May Concern:

Notice is hereby given that Chabad Lubavitch of Greenwich has filed an application with the Town of Greenwich Planning and Zoning Commission to request final site plan approval to remove and reinstall a temporary tent located at 6 Lincoln Avenue in Greenwich, Connecticut.

Further information regarding this application may be obtained at the Planning and Zoning Commission or this office.

Thomas J. Heagney

For information contact:
Planning and Zoning Commission
Town Hall, 101 Field Point Road
Greenwich, CT 06836
Tel: 203-622-7753
June 1, 2022

To Whom It May Concern:

Notice is hereby given that Chabad Lubavitch of Greenwich has filed an application with the Town of Greenwich Planning and Zoning Commission to request final site plan approval to remove and reinstall a temporary tent located at 6 Lincoln Avenue in Greenwich, Connecticut.

Further information regarding this application may be obtained at the Planning and Zoning Commission or this office.

For information contact:
Planning and Zoning Commission
Town Hall, 101 Field Point Road
Greenwich, CT 06836
Tel: 203-622-7753
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**Postmaster, Per (Name of receiving employee):**

*Complete by Typewriter, Ink, or Ball Point Pen*
This map was produced from the Town of Greenwich Geographic Information System. The Town expressly disclaims any liability that may result from the use of this map.
CHABAD LUBAVITCH OF GREENWICH INC  
75 MASON STREET  
GREENWICH, CT 06830

LOT NO 6  LINCOLN AVENUE N2

EXEMPT

10/01/2018  10/01/2019  10/01/2020  10/01/2021

Assessment Year

Reason for Change

VALUATION

L 574200  574200  574200  1426200

Market B 421800  421800  421800  1011800

T 996000  996000  996000  2438000

VALUATION

L 401940  401940  401940  998340

70% Assessed B 295260  295260  295260  708260

T 697200  697200  697200  1706600

LAND DATA AND CALCULATIONS

Rating  Measured  Table  Prod. Factor  Rate  Adjusted  Extended  Influence  Value

5915.00  219.19  219.19  1296500  0  10%  1426200

Topography:  
Public Utilities:  
Sewer, Electric:  
Street or Road:  

4102.29

CGB Central Greenwich.  
Legal Acres:  0.1358

Supplemental Cards

APE: Partial Exemption 2018  
B&B: 3-1-1  
BP18: 17-3187; Add Bathroom $50,000, Int. Reno., Lift $50,000  
18-1496: Replace 2nd. Flr. Door, $1,900  
CRMP: 264  
DBA: CHABAD- Preschool  
GEN: Formerly 01-1727/S Exempt for 2018 GL  
O/O: Owner-Occupied Commercial with apt.

Supplemental Cards

TRUE TAX VALUE  1426200

1426200
### IMPROVEMENT DATA

#### PHYSICAL CHARACTERISTICS

**ROOFING**
- Slate/Tile

**WALLS**
- B 1 2 U
  - Frame: Yes, Yes, Yes, Yes
  - Brick
  - Metal
  - Guard

**FRAMING**
- B 1 2 U
  - Wd Jst: 0 818 768 384
  - R Conc: 768 0 0 0

**HEATING AND AIR CONDITIONING**
- B 1 2 U
  - Heat: 0 818 768 384

#### SPECIAL FEATURES

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#### SUMMARY OF IMPROVEMENTS

- **Base Cost**: 1970 258.57 511367
- **Exterior Walls**: 1970 33.09 65194
- **Heating & Cooling**: 1970 16.32 32156
- **Basic Structure Cost**: 1970 308.99 608707
- **Unfinished Basement**: 768 87.36 67092
- **Building Cost New**: 1970 343.05 675799
- **Physical**: 0 0.00 10608 1.57
- **Depreciated Cost**: 1970 337.66 665191

- **Total Before Adjustments**: 665200
- **Neighborhood Adjustment**: 332600 50.00
- **TOTAL VALUE**: 997800

(LCM: 150.00)
Notice
The instructions in this guide cannot cover all possible conditions and situations that can possibly occur. It must be understood by the user that common sense and caution are factors which cannot be built into this product, but must be supplied by the installer and/or user.

INDEX

Page 1..............................Tent & Equipment
Page 2..............................Diagrams & Parts
Page 5..............................Safety & Maintenance
Page 6..............................Terms & Conditions
Page 8..............................Set Up
Page 11..............................Striking
Page 12..............................Additional Assembly

REQUIRED EQUIPMENT

Sledge Hammer
Drop Cloth
6-8 People
Fittings

4x CRN
Corner
PUR-FIT-CRN

1x 8CR
8-Way Crown
PUR-FIT-8CR

8x 4ST
Side Tee w/Ring
PUR-FIT-4ST

4x 6ST
6-Way Side Tee w/Ring
PUR-FIT-6ST

4x 6HP
6-Way Hip
PUR-FIT-6HP

16x BPL
Baseplate
PUR-FIT-BPL

Look carefully: Ridge Crown and Side Tee with Ring are similar, but not interchangeable; if it has a ring, it's a Side Tee with Ring.

Diagram: Fittings
PARTS AND DIAGRAMS

HARDWARE

112x
△ Bail-Pin
PUR-PIN-BPN

8x
□ R-Pin
PUR-PIN-RPN

1x
○ 40' Cable
PRT-CBL-40F

ANCHORING

24x
● Stake
PUR-STK-STD

24x
--- Ratchet Strap
KIT-RAT-2N

DIAGRAM: HARDWARE & ANCHORING

SIDE VIEW

5'0"
POLES

16x A
6'8" (80")
PRT-POL-SGL-6F8N

16x B
9'4" (112")
PRT-POL-SGL-9F4N

8x C
10'6" (126")
PRT-POL-SGL-10F6N

16x D
14'4" (172")
PRT-POL-SGL-14F4N

4x E
21'10.5" (262.5")
PRT-POL-DBL-21F10.5N

DIAGRAM: POLES

SIDE VIEW
SAFETY AND MAINTENANCE

A Weather

Weather is very unpredictable; the installer or end user must use their judgment, common sense, and knowledge of conditions. The installer is responsible for anticipating weather severity for proper time and method of installation. If inclement weather is predicted with winds that exceed 38 mph with gusts of more than 6 seconds the tent needs to be evacuated as this type of weather can lead to the tent becoming structurally unsafe. This is a temporary non-engineered structure.

The end user should be mindful of the following conditions:

🌱 Rain
Water can collect on the tent fabric causing 'ponding' under certain conditions, especially if the tent is not installed and tensioned correctly. Ponding can destroy the tent fabric and cause poles to sink into the soil. Additionally, saturated soil can cause stakes to lose their holding power.

⚡ Lightning
It is very dangerous to be under a tent during a lighting storm. Immediately leave the tent until the chance of lightning is no longer present.

枹 Wind
Wind can cause the tension of the tent to change by loosening ratchet assemblies, pulling stakes, or causing poles to shift or sink. It is important to do routine maintenance checks and maintain proper tension on the tent top at all times.

❄ Snow
Tents are not designed to carry any type of snow loading. This product should not be used if snow has been allowed to accumulate.

B Site Selection

CRITICAL: Before staking, contact your local utility 811 number and have the site checked.
Scan the QR code to find your local number.

Look carefully at the factors below when selecting a site:

Soil Conditions– Adequate for anchoring
Location– Elevated, level, and clear of debris
Space– Check perimeter for space to anchor the tent
Surface– Grass, Gravel, Concrete, Asphalt, Wood
Site Access– Services and delivery can easily be achieved
Check Overhead– Look for any electrical lines or tree branches
Underground Utilities– Utilities must be located
   Use the 811 service to schedule a utility locate. If staking, be aware of underground electric, gas, oil, steam, telephone, CATV, water, sewer services. Have the site checked prior to staking.
Weather– Monitor for weather conditions and evacuate if necessary
Emergency Exits– Easily accessible exit routes in case of emergency

C Fire Safety

Our tents come with an NFPA tag confirming the material meets or exceeds NFPA-701-2.

Safety Checklist:

☐ When building or assembling anything above shoulder height, wear a hard hat
☐ Steel toe boots are recommended
☐ Inspect the site- look for overhead and underground obstructions
☐ Call your local utility to have the area marked ahead of time
☐ Inspect all ropes and tie lines and replace/repair as needed
☐ Inspect all poles and fittings to make sure there are no bends or breaks
☐ Replace or repair any items in poor condition
☐ CALL 8-1-1 BEFORE DOING ANY STAKING

The installer must follow local building codes and fire regulations, and evaluate the site for proper securing and anchoring for the conditions.
D Staking
If you are using stakes to secure your tent:

**Step 1**
Drive a stake approximately 5' away for 7' legs, 6' away for 8' legs, and so on. Stakes should have 6" or less of the head exposed. The deeper the stake is driven, the better the holding strength. Stakes driven vertically have better holding strength than stakes driven at a angle.

**Step 2**
Attach a ratchet head to each stake. Straps should always go around the fittings, not the poles.

Before staking please contact your local utility 811 number and have the site checked. Please use this link to find the phone number needed by simply clicking on your state:
https://call811.com/811-In-Your-State

E Maintenance:

- Where applicable, do a once around the tent top and re-tension the alligator clips and straps followed by detailing (tucking the loose end of the strap into the clip)
- Check and re-tension all ratchets, straps, and cables
- Ensure stakes are in place and not pulling from ground

Caring for Your Tent:
The setup and take down process can make or break a tent—literally. Placing your tent tops directly on the ground is never a good idea. A tent on the ground is at extreme risk for pinholes, dirt, and other disasters. Protect your tent from damage with a drop cloth.

Handle poles with care. Stack them on top of each other, but be sure to not clang or scrape them together. Use common sense and treat those poles with respect.

When you are storing your tent for the **long term**, beware of extreme temperatures. Too hot and your tent can be damaged, too cold and your tent could crack. Extreme cold is especially dangerous for our clear vinyl. Freezing cold temperatures can cause it to crack. Store tents in a sheltered place where the temperature will stay above freezing.

Clean with gentle cleaners like dish soap or powder laundry detergent. Avoid bleach, abrasive chemicals, and hard brushes.

TERMS & CONDITIONS

TERMS AND CONDITIONS OF SALE

1. Terms Control/Rejection of Conflicting Terms. All sales are governed by these terms, and by placing an order, submitting payment, or providing Seller with a Purchase Order, Buyer agrees to these terms. Seller's offer to sell Buyer the Goods is conditioned on this acceptance. All other terms are rejected, including any terms included on any Purchase Orders from Buyer to Seller.

2. Payment Terms. Unless otherwise agreed in writing by Seller and Buyer, all order shall be prepaid in full before Seller ships any product subject to these Terms and Conditions (the "Goods"). If Buyer pays by check other than a cashier's check, Seller may delay shipment for a reasonable period as determined in Seller's sole discretion.

3. Taxes. Prices do not include sales, use, VAT, excise and other taxes or governmental charges with respect to the production, sale, distribution or delivery of the Goods. The final invoice amount includes all applicable taxes or governmental charges. Seller is responsible for proper remittance of all such taxes or governmental charges.

4. Shipping. Unless otherwise agreed in writing by Seller and buyer,
shipment terms are F.O.B. Origin, Freight Prepaid and Add. Choice of carrier shall be in Seller's sole discretion.

5. Returns/Cancellations. All sales are final upon pickup or shipment from Seller's facility. Seller will not accept returns of any of the Goods except under certain circumstances as set forth in an authorized Returned Merchandise Authorization (RMA), which must include pictures of the tent purchased. RMA forms are available upon request. Seller holds sole discretion of authorization. Orders for Goods may be cancelled at any time prior to pick up or shipment from Seller's facility; provided, however, that any such cancellation shall result in a restocking fee of twenty-five percent (25%) of the original purchase price of the cancelled Order for having reserved a spot on our production schedule. This applies even for those orders that are via PO.

6. Returns. All sales are final. Seller will not accept returns of any of the Goods except under certain circumstances as set forth by an authorized RMA, which must include pictures of the tent erected. RMA forms are available upon request. Seller holds sole discretion of authorization.

7. Force Majeure. Seller will not be liable for any delay of its performance hereunder if the delay is directly or indirectly caused by or arises from fires, floods, terrorism, accidents, riots, war, government interference, embargoes, strikes, shortage of labor, materials or supplies, inadequate transportation facilities or any other cause beyond Seller's control.

8. Warranty. All tents are sold as is, and no warranties are given.

9. Damages. Any damages that occur as a result of improperly ballasted or improperly staked tents are the sole responsibility of the Buyer. Buyer acknowledges that tent must be ballasted or staked per the recommendations made by Seller. Seller will not be responsible for material, personal, or financial loss.

10. Commitment to Cure. We are committed to our workmanship and our customers. We will make right any issues with the tent top and/or parts prior to their initial use. Customers must bring any and all issues to our attention within 14 days of receipt of goods. We cannot honor requests for cure after 14 days of receipt.

11. Limitation of Damages. Seller shall not be liable for indirect, incidental, consequential, exemplary or punitive damages resulting from or arising in connection with any act or omission of Seller relating to any breach of these Terms and Conditions or relating in any way to the design, manufacture, delivery or use of the Goods. Seller's liability, regardless of grounds, shall be limited to the amount paid by Buyer for the Goods.

12. Limitation of Actions. Any statute of limitations notwithstanding, no claim shall be filed or brought against Seller for any breach of these terms and conditions after two (2) years of the date Buyer receives the Goods.

13. Installation and Service. Seller shall not be required to install, service or provide any on-site preparation or installation of any of the Goods. If Seller provides instruction to Buyer generally or specifically regarding any methods of installation, such instruction is gratuitous and is not to be considered a part of these Terms and Conditions.

14. Nature of Goods as Temporary Structures. Each of the Goods constitutes a temporary structure or part of a temporary structure that is not intended to meet any building or other codes. Buyer uses the Goods at his/her/ its sole risk.

15. Modifications. These Terms and Conditions may not be amended, modified, terminated or repudiated, in whole or in part, except in writing signed by Seller and Buyer.

16. Remedies Not Exclusive. No remedy of Seller provided herein is exclusive of any other remedy available to Seller.

17. Assignment. Buyer cannot assign any rights, duties or obligations hereunder without Seller's prior written consent.

18. Governing Law and Venue. These Terms and Conditions shall be governed by, and construed in accordance with, the laws of the State of Wisconsin, and any legal proceeding with regard to these Terms and Conditions of the Goods shall be brought in the Circuit Court for Brown County, Wisconsin. Buyer hereby waives any claims of forum non conveniens or any other similar claims.

19. Cost of Collection. Buyer shall be liable to pay Seller for all costs associated with any breach of these Terms and Conditions by Buyer, including Seller's actual attorney's fees.

20. Authority of Signers. Each person accepting these Terms and Conditions represents and warrants that he/she has been duly authorized to do so.

21. Counterparts & Facsimile Signatures. These Terms and Conditions may be signed in counterparts. Facsimile and electronic signatures shall have the same effect as originals. Placing and paying for an order online also acknowledges and agrees to these Terms & Conditions.

22. Pickup Orders: Customers may request to pick up purchased products from American Tent's facility in Green Bay, Wisconsin. Upon such request, the customer must schedule a pick-up time during American Tent's regular warehouse hours, which are 7:00 a.m. to 4:00 p.m., Monday through Thursday. Loading time will vary based on order size and method of transportation. Orders that are not picked up within five (5) business days of the scheduled pick-up date (Fridays excluded) may be subject to storage fees. Customers must mark any product shortages, damages, or other issues with the order prior to departure from American Tent's facility. The customer's signature on an American Tent acknowledgement receipt confirms that all proper products and quantities have been received and that such products are free of visible damage. Unless otherwise agreed in writing, the Customer is responsible for all product loading and providing or retaining transportation for all products placed for pick-up.
SET UP

Please know that your safety is our priority. Before setting up your tent, be sure to confirm with your local utility locating service that it is safe to set up your tent in your desired location. Be aware of potential weather conditions, and always evacuate your tent during periods of extraordinarily high winds or lightning.

1. **Place the frame parts on the ground.**
   Put them in their approximate locations where they will be when the frame is assembled. This ensures all parts are accounted for at the beginning of your tent set up. See diagrams on pages 2-4.

2. **Place pins in 8-way crowns.**
   - Each protrusion on the crown has two holes. One hole is closer to the center (alignment hole), and the other is further down the protrusion (placement hole).
   - Place a pin in the alignment hole. The pin prevents the rafter from moving too far onto the crown.

3. **Connect 8-way crown to Pole D.**
   - Slide tubing onto the protrusion until it meets the pin.
   - Align placement hole in the crown with hole in the pole and insert pin
   - Remove alignment hole pin

4. **Build the rest of your tent frame top so that you finish with a complete top, with all corner fittings in place**

5. **Clip one carabiner on 40' cable to O ring on side tee. Pull cable across 40' width. Connect other end of cable to side tee on adjacent side by clipping other carabiner to O ring on fitting. Repeat at all side tees between the 6-way crowns. Reference diagram for placement.**

6. **You should now have an assembled frame top that looks like your tent’s diagram. Please note: If an attachment is not marked with a R pin, use a bail pin**
7. Loop end of each ratchet strap to fitting at each leg location.

8. Unroll the tent top
   Place pieces on a drop cloth to protect the tent from dirt and abrasions. Align lace side of piece to grommet side of next piece.

9. If your tent has laces, lace tent together.
   a. Line up each section (lace at bottom) so they overlap
   b. Pull first lace up through first small grommet. Pull second lace up through second grommet and then pull through the loop of the first lace and so on.
   c. Tie off at end to secure whole lace line
   d. Repeat to secure all other lace lines
   e. Fold the rain flap over connecting velcro-like material on either side of the laces

10. Pull tent top over the frame, lifting up on the fabric to create air cushion under the tent top.

11. Center tent top on frame by hiding the seams behind hip rafters. Loosely fasten the alligator straps at each side of the corners around the perimeter tubing and at each laceline to secure the tent top.

12. Attach the base plates to legs securing with a pin.

13. Lift the downwind side of the frame, keeping it level along the length of the tent to avoid bending in the poles.
    No matter what the wind conditions are, always lift the downwind side of the tent first. This prevents the wind from catching the tent. Do not lift one corner at a time. Instead, lift up the entire side.

14. Attach all leg poles to the lifted side.

15. Place stakes 5' out from each leg; drive stakes into the ground so that ideally 6" or less of the stake shows.

16. Attach ratchet straps to the stakes loosely.
    Attach ratchet buckle with loop strap to stakes by turning the 6" loop at the end of the ratchet inside out and pull strap through the loop. This will create a slipknot to pull tight over the stake. Take loop strap attached to tent and pull it through reel bars slot of ratchet. Keep ratchet buckle handle facing up at all times. Pull other loop strap back towards tent approximately 18 inches.
17. Fasten the rest of the alligator straps around perimeter tubing. Do this by tugging on the valence to keep the material taut and firmly pulling the straps. Slide excess strap through the metal slide on the alligator clip. Pulling too hard will cause undue wear and tear as well as wrinkling in the tent top fabric.

18. Raise the other side of the tent and secure on remaining legs.

19. Tighten ratchet straps by holding strap with one hand and cranking ratchet handle with the other.

20. Roll excess ratchet straps and secure into the ratchet buckle.

22. Congratulations! Your tent should now be complete.

For further assembly of additional accessories and attachments please see page 12
**TAKE DOWN**

1. Loosen ratchet strap assemblies.
2. Remove every other side leg. Leave no more than 40' of tent unsupported to prevent bending.
3. Unfasten all alligator straps except the two at each corner and ones at lace line.
4. Remove 2 corner legs from one side and carefully set the tent frame on ground.
5. Repeat with opposite side.
6. Unfasten rest of the straps till all are completely disconnected.
7. Roll out your drop cloth.
8. Remove the tent top from the frame.
9. Unlace your tent top.
   b. Untie knot and unlace the tent top section while disconnecting the rain flap.
10. Fold and roll the tent top pieces as tight as possible. For the longevity of your tent, do not stand or walk on top of the tent top. Use a fan fold or a z-fold for best results.
11. Fold and roll up the drop cloth.
12. Disassemble all of the cross cables, corner, side tee, and center crown fittings by removing the pins and sliding the tubing off fittings. Work from perimeter of frame inward.
13. Remove all stakes.
14. Congratulate your team for a job well done!

**CARE & MAINTENANCE**

**How to Store a Tent**

The first thing you need to know about storing your tent is summed up in two words: DROP CLOTH. You need a drop cloth.

Why do you need a drop cloth for your tent? Drop cloths reduce the likelihood of:
- Pinholes— you know as well as we do that tiny pinholes make huge problems
- Tears— the easiest way to kiss your investment goodbye
- Dirt and grass stains
- Mystery residue from a surface you thought was safe

**1. Bag It**

If your tent was supplied with a bag, put your tent top back into the bag. This will keep it protected from hazardous situations.

**Storing Sidewalls**

While you should still use your drop cloth when setting up and taking down sidewalls, it isn’t as critical. After all, rain won’t come pouring in through a small rip or tear in your sidewalls. Even so, handle with care. Rolling your sidewalls is the best way to store them and prevent damage.

**How to Store Tent Poles**

We’ve seen some inspirational systems for tent pole storage— beautiful structures designed exclusively to cradle poles while they wait for their next assignment. But basically all you have to do is make sure you handle them with care.

**Cleaning**

Always put away your tent in a clean and dry condition. Make sure the cleaners you use are safe for your tent material and that they are completely wiped down before you roll up your tent and put it back in its bag. Use a gentle cleaner such as dish soap or powder laundry detergent and completely avoid bleach, abrasive chemicals, and hard brushes.
ADDITIONAL PRODUCT ASSEMBLY

SIDEWALLS

1. Terminate sidewall rope at one end with sidewall rope clamp, if included
2. Carefully unroll the sidewall so that it is a long, fan folded piece
3. Pick up the sidewall and carry on one shoulder while clipping every third clip with the opposite arm
4. Make sure the open side of the clips are facing in towards you
5. Once every third clip has been attached, go back and clip the rest
6. Use clips to either secure around the pole or attach to next sidewall section

Sidewall Clips

7. Fanfolding is best for storing your sidewalls; be sure they are clean and dry before fan folding them and storing them for next time

RAIN GUTTER

1. Take two tents and move them rightly 8” apart from each other
2. Similar to a sidewall, the rain gutter will attach to the sidewall rope.
3. Take the clips of one side and attaching them to the rope located on the underside of the first tent.
4. After attaching the first side, take the second side and repeat on the underside of the second tent

Leg Spacing

Rain Gutter

Need Help?
Check out our Youtube channel for instruclional videos and how-tos!
Or give us a call at 920-542-6282