



# 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: \_\_\_\_\_

Lot Frontage: \_\_\_\_\_ (ft)

### 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 # \_\_\_\_\_



# TOWN OF GREENWICH

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

## 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

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

# Outdoor Dining Permit Renewal Application

Administrative approval is available if the following conditions are met:

1. No changes in the scope of operation (i.e. hours of operation, number of seats, etc.), aside from nodes
2. No changes to previously approved Outdoor Dining site plan (**for nodes, see below**), and
3. No violations reported by Zoning Enforcement or Health Departments.

Planning and Zoning Commission Approval is required if modifications are proposed in scope of operations or site plan. Consequently, the attached forms should not be used. Contact the Planning and Zoning office for the site plan application to be submitted to the Planning and Zoning Commission.

The following items must be submitted to the Planning and Zoning Department for outdoor dining renewal. Please allow two weeks after application submission for public comments prior to issuance of department administrative approval.

- Application Form;
- A check made payable to the Town of Greenwich. Refer to the "Fee Schedule" for the amount due, plus an additional \$60 State fee;
- Agent Authorization letter if applicant is not property owner;
- Certificate of Mailing for Affidavit of Notification to adjoining property owners (including properties across the street);
- Proposed months and hours of operation;
- The number of seats to be removed from inside;
- Seating plan for indoor dining (including distribution of bar vs. restaurant seating) and the outdoor dining, existing number and layout of parking spaces provided, node layout (if applicable), etc. (3 sets of plans required) **MUST BE STAMPED BY HEALTH**
- Written verification that all conditions & provisions of previous application approval have been satisfied and will be adhered to;
- Provide proof of Liability Insurance if Outdoor Dining area is located on a Town Sidewalk;
- Please be advised that a temporary permit issued by the Building Department needs to be obtained following P&Z approval and prior to the start of the outdoor dining use.

**Please Note:** All applicants are responsible for obtaining sign-off from the Environmental Health Division of the Health Department (3rd floor) in the form of a stamp on their submitted plans. Planning and Zoning will **NOT** accept applications without stamped plans.

**Nodes:** Dining nodes, those taking up Public Parking spaces, and as permitted by the Board of Selectmen are available to those who wish to apply and make use of this option. Applicants with previously approved outdoor dining may use this form for a proposed node only if no expansion on number of seats is proposed. Any proposed increase of seating or other changes in scope of operation require approval from the Planning and Zoning Commission.

The Board of Selectman criteria for nodes can be found on the last two pages of this packet. Plans submitted with your application should clearly show the dimensions of the node area proposed, as well as clearly delineated node features (such as a handicapped accessible ramp, umbrellas, etc.). Highway and Risk Management Department reviews are not required prior to submittal, however both departments will review the proposal prior to final Planning and Zoning sign-off. Please note that node fees are not required at the time of application submittal, but **must** be paid following Highway review and prior to final Planning and Zoning sign-off. Node fees should be paid by check payable to the Town of Greenwich, and can be delivered or mailed to the Planning and Zoning Department.

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



# TOWN OF GREENWICH

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

## 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



**TOWN OF GREENWICH**

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

**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

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE:

NAIC #

INSURER A

INSURER B

INSURER C

INSURER D

INSURER E

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L TR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE <b>1,000,000.00</b> DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE <b>2,000,000.00</b> PRODUCTS - COMPROP AGG
B		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  <b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				COMBINED SINGLE LIMIT <b>1,000,000.00</b> BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY, AGG
A		<b>EXCESS / UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION <b>\$10000</b>				EACH OCCURRENCE <b>5,000,000.00</b> AGGREGATE
A		<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER				E.I. EACH ACCIDENT <b>2,000,000.00</b> E.I. DISEASE - EA EMPLOYEE E.I. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### CERTIFICATE HOLDER

Town of Greenwich Purchasing  
 Dept.  
 101 Field Point Road  
 Greenwich, CT 06830

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



# TOWN OF GREENWICH

Office of the First Selectman (203) 622-7710 fax: (203) 622-3793  
Town Hall • 101 Field Point Road • Greenwich, CT 06830  
E-Mail: [ben.branyan@greenwichct.org](mailto:ben.branyan@greenwichct.org)

Benjamin B Branyan  
*Town Administrator & COO*

## **MEMORANDUM**

**TO:** Board of Selectmen

**FROM:** Ben Branyan, Town Administrator & COO

**DATE:** February 7, 2023

**RE:** **Outdoor Dining 2023 Board of Selectmen Guidelines**

---

**Action Requested:** Allow public parking spaces to be utilized for restaurant outdoor dining consistent with the guidelines outlined.

### **Background:**

The Board of Selectmen acting as the Traffic Authority has authority over the traffic and parking on public highways and Town-owned property. Planning and Zoning Commission has jurisdiction over permitting the use of outdoor dining.

The Planning and Zoning Commission amended their regulations regarding outdoor dining, effective December 28, 2022. Attached is the updated language.

To provide Greenwich restaurants certainty during the 2023 season it is important to establish early operating guidelines.

### **2023 Board of Selectmen Outdoor Dining Guidelines:**

1. Greenwich Avenue will remain open to traffic during outdoor dining season.
2. Applies to any public parking space abutting a restaurant's building frontage (not confined to Central Business District).
3. Outdoor dining areas shall not expand past the restaurant's building street frontage, not-to-exceed the utilization of four (4) parking spaces.
4. Permitted time of year: Monday, April 3, 2023 through Monday, November 20, 2023.
5. The fee per public parking space (or a portion thereof) is \$1,592 for the outdoor dining season.
6. The Town will provide traffic barriers to restaurants at the cost of \$25.00 per linear foot.

**Additional Information of Fees:**

	<b>2023</b>	<b>2022</b>	<b>2021</b>
Number of Days (sans Sundays)	199	188	209
Parking Fee per stall	\$1,592	\$1,504	\$325
Barrier Fee per linear foot	\$25.00	\$15.00	\$12.50
Average Fee per restaurant*	\$5,657 (est.)	\$4,966 (actual)	\$1,475 (est.)

\* Exclusive of any fees required by other departments.

- Fee per public parking is based on 100% of potential revenue generated by a parking stall through the duration of the outdoor dining season.
  - 2023 daily fee remains unchanged.
  - Revenue collected for use of public parking space is deposited to Parking Services Fund.
- Fee for traffic barrier is calculated by amortized cost of the barrier, coupled with the mobilization and demobilization cost.
  - 2023 fee was increased to recoup portion of the actual cost of installation/removal of barriers.
  - Revenue collected for use of traffic barrier is deposited to DPW Highway revenue.
- For 2022, the Town collected total of \$109,242 in fees from 22 restaurants. Fees included \$14,490 in barrier cost and \$94,752 in parking stalls revenue.

**Additional Information of Process:**

- Planning and Zoning is the lead department for outdoor dining applications.
- Outdoor dining on Town property require approval from Department of Public Works and Town’s Risk Manager.
- Certain elements of outdoor dining are under the jurisdiction of the Building Official, Fire Marshal, and/or Health Department. Simultaneous reviews by the departments are coordinated by Planning and Zoning.

**Additional Information on Parking Impact:**

For the 2022 season, 63 parking stalls on or near Greenwich Ave were occupied with outdoor dining. Based on prior year utilization, with approximately 411 parking stalls, 15% of parking stalls are displaced.