



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

Signature required
Type online, print & sign

SITE PLAN ADMINISTRATIVE FORM

- | | | |
|----------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Accessory Apartment, Elderly | <input type="checkbox"/> Drainage / Driveway | <input type="checkbox"/> Soil Erosion and Sedimentation |
| <input type="checkbox"/> Accessory Apartment, Affordable | <input type="checkbox"/> Coastal Site Plan | <input type="checkbox"/> Utility or Telecommunications Facility |
| <input type="checkbox"/> Site Plan Signoff | <input type="checkbox"/> Landscape / Tree Planting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Architectural Review Committee | <input type="checkbox"/> Subdivision Lot | |

Owners Name: _____ Signature: _____

Agent Name/ Tel. no. _____

Address of Property _____

Parcel ID# _____

Lot Size _____ B) Property Zone _____ C) Flood Zone _____ ZEO Init. _____

Check if legally conforming: Lot Area Setbacks FAR _____

Description of Activity or Work Proposed : _____

Previous Review/Approvals by P&Z (Date And Number) _____

Other Land Use reference #. (IWWCA, Coastal Site Plan, Affordable, Elderly) _____

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

Present Use _____ Square Footage _____

Proposed Use _____ 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

Per § 6-14.1(e) of BZR, approval is valid for 3 years only; and work must be completed in 5 years from issuance of permit, per State Statute.

Check # _____ Check Amount: \$ _____

PL/PZ# _____



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ACCESSORY APARTMENT APPLICATION CHECKLIST

“HOW TO PROCEED” STEPS FOR CONVERSION TO AN ACCESSORY APARTMENT”

The following documents and materials must be supplied/completed along with the application:

- Affidavit of Notification and Certificate of Mailing to Abutting Property Owners* and list of names to whom notice was sent
 - Copy of Declaration of Restrictions* to be filed on Greenwich Land Records (applicable only to Affordable Accessory Apt. owners)
 - Owner-signed “Initial Affidavit”*
 - Survey Map of the property, prepared by a Registered Land Surveyor or Professional Engineer, showing location of all buildings, driveways and parking areas, and the setback distances of all structures proposed for residential use.
 - Copy of Assessor’s Field Card
 - Floor Plans, drawn to scale by the homeowner, builder, construction person or architect, showing the existing layout and proposed location of the apartment, including kitchen, bathroom, bedroom, living/dining areas, and all windows, doors and stairways. Room dimensions should be shown on plans.
1. Obtain an application and documents from Planning and Zoning Office, complete, and submit for review by the Town Planner or designee.
 2. Return application and forms and all documents and materials to Planning and Zoning for Staff review and field inspection of premises.
 3. Obtain signed approval from the Town Planner or designee; unless it is determined that Site Plan Review by the P&Z Commission is required.
 4. Submit Declaration of Restrictions to P&Z for filing on Greenwich Land Records (applicable only to Affordable Accessory Apartment owners).
 5. Apply for Building Permit from Building Department, submitting proof of approval from P&Z office; if this is an Affordable Accessory Apartment, submit proof of filing of Declaration of Restrictions.
 6. Apply for Certificate of Occupancy from Building Department after completion of construction and before occupancy.
 7. Owners of Affordable Accessory Apartments shall file the “initial Affidavit”* for conversion with the Planning and Zoning Commission at the time of initial occupancy of the apartment as well as when there is a change in tenant or a change in ownership of the dwelling.
 8. Subsequent to approval and occupancy, all owners of accessory apartments shall file the annual “Affidavit of Renewal”* with the Planning and Zoning office on or before June 30th of each year.
 9. Obtain approval from the Planning and Zoning office for conversion of an Elderly to Affordable Accessory Apartment, or Affordable to Elderly Accessory Apartment.

*Forms are available online and in the Planning and Zoning department.



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Elderly
 Affordable
 (Check one)

INITIAL AFFIDAVIT FOR CONVERSION TO ACCESSORY HOUSING (ELDERLY OR AFFORDABLE)

The undersigned (print names), _____ do hereby swear or affirm under penalty of false statement that: I (we) an (are) the Resident owner(s) of the dwelling located at _____, Greenwich, Connecticut.

ELDERLY ACESSORY APARTMENT

1. I (we) propose to create and Elderly Accessory Apartment and I (we) will comply with Section 6-99 of the Greenwich Building Zone Regulations and will cause the dwelling and its units to comply with the standards and requirements of that section.
2. (a) As owner(s), I (we) will continue to occupy either the primary or converted unit of the dwelling upon its approval for elderly accessory housing.
 (b) A person 62 years of age or older occupies or will occupy either the primary of converted unit of the dwelling.

AFFORDABLE ACCESSORY APARTMENT

1. I (we) propose to create an affordable accessory apartment and I (we) will comply with Section 6-99 of the Greenwich Building Zone Regulations and will cause the dwelling and its units to comply with the standards and requirements of that section.
2. I _____ occupy the primary unit of the dwelling and will continue to occupy the primary unit upon its approval as affordable accessory housing.
3. The rent to be charged and paid for the converted unit is \$ _____ annually, or as set forth in the attached lease or other document attached to this affidavit and such rent does not exceed the maximum allowable rent published by the Town Planner.
4. The tenant at the time of occupancy will certify under penalty of false statement either in the annexed lease or otherwise to the undersigned that the tenant’s family income at the time of occupancy does not exceed the maximum allowed tenant income published by the Town Planner (for that year).

I DO SWEAR OR AFFIRM UNDER PENALTY OF FALSE STATEMENT THAT THE ABOVE STATEMENTS APPLICABLE TO MY ACCESSORY APARTMENT ARE TRUE AND CORRECT. I UNDERSTAND THAT SHOULD I MAKE A FALSE STATEMENT I AM SUBJECT TO THE FINES AND IMPRISONMENT SET FORTH IN THE CONNECTICUT GENERAL STATUTES FOR A FALSE STATEMENT MADE TO A GOVERNMENT AGENCY.

 Signature (Owner)

 Print Name

 Signature (Owner)

 Print Name



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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: <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	
One piece of ordinary mail addressed to: <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	

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).

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 622-7894.

Signature

CERTIFICATE OF MAILING



Town of Greenwich
 Inland Wetlands & Watercourses Agency
 Town Hall, 101 Field Point Road, Greenwich, CT 06830
 Phone 203 622-7736

GREENWICH INLAND WETLANDS & WATERCOURSES AGENCY QUESTIONNAIRE
[This form is NOT an IWWA Application – it is to determine if a Permit Application is required]

PROJECT: Street Address _____ GW CC RIV OG

TAX ACCT.# - Has there ever been an IWWA application for this site? YES NO Appl. # -

ACTIVITY: (Circle ONE) Addition Demolition Deck Garage Interior renovations New residence Pool Tennis court
 Generator Other (please specify) _____ NOTE: A separate form is required for each activity.
 Only a demolition does NOT require a plot plan.

Will this activity require an addition to the septic system? YES NO

FEE: \$30 for in office review, \$65 for reviews requiring a site visit or further in office analysis

Owner's full name [please print] _____ Phone (____)-_____

Mailing address _____ Town _____ Zip _____

Authorized Agent's name [please print] _____ Phone (____)-_____

Mailing address _____ Town _____ Zip _____

YOU MUST INCLUDE A PLOT PLAN, SHOWING THE PROPOSED ACTIVITY IN RED, WITH THIS QUESTIONNAIRE.
 If you do not, staff review of your proposal will be delayed or prevented. An incomplete questionnaire can prolong the process.

IWWA staff will review this questionnaire to determine if *regulated activities* may occur as a result of your proposal, necessitating an IWWA permit.

If your project *does not require* an IWWA permit, we will sign off on this questionnaire, which you will need if you are obtaining permits from other departments.

If an IWWA permit *is required*, we will supply you with a permit application packet. You must obtain a permit prior to the commencement of your project. *No work may begin until you receive an IWWA permit.* The issuance of a building permit alone does not constitute an authorization to proceed. The Agency may impose penalties on any person who commits or assists in any violation of the IWWA Regulations.

If you do not receive notice regarding your questionnaire within two weeks of submission, please contact the IWWA office.

As the *property owner* or, *authorized agent* [check one] I believe that the information I have submitted is correct.

Signature _____ Date ____/____/____

If mailing, return completed form with a \$30 check (made payable to "Town of Greenwich") to the Greenwich Inland Wetlands Agency. Do not apply for a Building Permit until the review is complete. If a site visit is required, you will be notified of the increase in fee. Your Greensheet Questionnaire will not be reviewed until this additional \$35 is received.

STAFF NOTES

Office Rev Date ____/____/____ Permit Required? YES NO With Wet? ____ Tidal Staff _____

Field Inv Date ____/____/____ Permit Required? YES NO With Wet? ____ Tidal Staff _____

Soils Report Date ____/____/____ Author _____ Soils _____

Comments: _____

Fee Received: YES NO Comment: _____

Received
Date Stamp

- 30% of the gross lot area. The total lot coverage shall not exceed 50% of the gross lot area. (2/9/2000; 9/28/2010; 3/2/2012)
- (D) In the R-6 MULTI-FAMILY (two dwelling units) the minimum Green Area Requirement is 35% and the total ground floor area of all building area and structures shall occupy no more than 30% of the gross lot area. (3/2/2012)
- (E) In the R-6 (one dwelling unit) the minimum Green Area Requirement is 35%. (3/2/2012)
- (b) The following accessory uses shall be permitted in R-6 and RMF zones: /
- (1) Same as in R-7 zones.
 - (2) For Housing Authority of the Town of Greenwich (HATG) residential developments, community space and service such as day care, job training and occasional medical check-up facilities, in accordance with Federal and State guidelines, may be located within HATG developments provided the total square footage of such accessory uses does not exceed 5% of gross square footage of all buildings on site and such services are limited to residents and families assisted through HATG. (12/24/91)
- (c) The following accessory uses shall be prohibited in R-6 and RMF zones: Same as in R-7 zones.
- (d) Special Requirements. A definitive site plan conforming to Sec. 6-14 of these regulations shall be presented to the Commission with application for Special Permit which plan shall not be changed without the consent of the Commission. (12/27/78)

(Sec. 6-99. Repealed 6/10/94 – Conversion To Additional Dwelling-Elderly Housing)

ACCESSORY HOUSING



6-99. CONVERSION TO ACCESSORY HOUSING. (6/10/94 effective date)

- (a) Accessory Housing – General
- (1) Purpose – This section is intended to aid the general welfare of the Town by (i) benefiting elderly persons by promoting the availability and maintenance of housing; (ii) benefiting persons of moderate income by increasing the supply of affordable rental housing in the Town; and (iii) helping to preserve older houses that give the Town much of its attractive character.
 - (2) Conversion – A Dwelling, One Family, constructed within lawful setbacks, or an accessory building thereto constructed within such setbacks as are required for the primary building, located in the RA-4, RA-2, RA-1, R-20, R-12, or R-7 zone, and which was listed with the Tax Assessor as of May 12, 2009, may be converted into a Dwelling, One Family, containing an accessory apartment, or an additional living unit by conversion of an accessory building, subject to, and upon compliance with, the standards and procedures set forth below. For the purposes of this Section only, the term "converted unit" shall refer to the new living unit resulting from conversion and the term "primary unit" shall refer to the remaining living unit in the Dwelling, One Family, after conversion. (4/24/2013)

- (3) Standards, General – Also see subsections (b) (1) and (c) (1) below:
- (A) The conversion is intended to create an accessory apartment that is clearly incidental and secondary to the primary unit so as to preserve the appearance of the Dwelling and the single family character of the Dwelling and of its neighborhood. Accordingly there shall be no exterior evidence of the accessory use that is visible from the street and no additional parking space may be created in the front yard.
 - (B) The floor area of the converted unit shall not exceed 700 square feet (however the Planning and Zoning Commission or designee may approve a floor area of the converted unit of up to 800 square feet upon good cause shown), but in no event shall the floor area of the converted unit occupy more than 35% of the gross floor area of the original Dwelling.
 - (C) A converted unit in an accessory building in the RA-1, R-20, R-12 or R-7 zone shall only be permitted on a lot having at least twice the minimum lot size required by the zone and in the RA-4 or RA-2 zone on a lot having at least one and one-half times the required minimum lot size.
 - (D) There shall be no other accessory use on the premises that might otherwise be permitted under any section of these Regulations except a use permitted under Sec. 6-95(a) subsections (2); (3); (7); and (8).
 - (E) No ground floor garage space in a Dwelling or in an accessory building may be converted to living space to accommodate an accessory apartment.
- (4) Procedures, General – Also see subsection (c) (2) below.
- (A) No conversion contemplated by this Section shall occur, nor shall any associated Building Permit or Certificate of Occupancy be issued, until the owner of the building to be converted has received approval from the Planning and Zoning Commission or designee. Applicant shall first submit to the Town Planner or designee the required supporting data, including an Affidavit in the form prescribed by the Planning and Zoning Commission containing the certifications required by this Section. Any proposed conversion inconsistent with any of the standards of this Section or Section 15 shall be referred to the Planning and Zoning Commission for a formal site plan review.
 - (B) The owner shall file with the Zoning Enforcement Officer on or before July 1 of each year an Affidavit in the form prescribed by the Planning and Zoning Commission certifying that the primary and converted units are in compliance with the occupancy standards and the other requirements of this Section. (5/4/2005)
- (5) Duration – Any approval for a dwelling conversion issued hereunder shall be subject to automatic revocation upon:
- (A) The failure of the Owner of the converted building to file timely with the Zoning Enforcement Officer the annual Affidavit required by this Section; or
 - (B) Notwithstanding the filing of such Affidavit, a finding by the Zoning Enforcement Officer that the units do not in fact comply with said occupancy standards or other requirements.
- (b) Elderly Accessory Apartment
- (1) Additional Standards – Either the primary or converted unit shall be occupied by the owner and one of the units shall be occupied by a person 62 years of age or older.

(5/4/2005)

(c) Affordable Accessory Apartment

- (1) **Additional Standards** – The primary unit shall only be occupied by the owner and the converted unit shall be rented as affordable housing pursuant to the standards of this Section. The Town Planner after consultation with the Town of Greenwich Community Development Office shall annually publish a notice of (i) the maximum rents that may be charged for converted units (including common charges, if any, and heat and utility costs, which may be by a reasonable estimate, and excluding telephone and cable television) and (ii) the maximum allowed tenant income, 80% of the area median income adjusted for family size as determined by the United States Department of Housing and Urban Development for the Stamford Statistical Metropolitan Area (SMSA).

The owner at the time that any new tenant takes occupancy shall sign and file with the Planning and Zoning Commission an Affidavit in the form prescribed by the Commission certifying that (i) the primary unit is occupied by the owner; (ii) the Affidavit or annexed lease accurately sets forth the rent to be charged and paid and such rent does not exceed the maximum allowable rent published by the Town Planner; and (iii) the tenant has certified under penalty of false statement either in the lease or otherwise to the owner that tenant's family income does not exceed the maximum allowed tenant income.

It shall not be a violation of this Section that a tenant's income exceeds 80% of the area median income adjusted for family size, as determined by the United States Department of Housing and Urban Development for the Stamford Statistical Metropolitan Area, after initial occupancy provided that the tenant meets all requirements at the time of initial occupancy.

(2) **Additional Procedures** –

- (A) No conversion contemplated by this subsection (c) shall occur, nor shall any associated Building Permit or Certificate of Occupancy be issued, until the owner of the building to be so converted has received approval from the Planning and Zoning Commission or designee under subsection (a) (4) above and has recorded a Declaration of Deed Restriction in the form prescribed by the Planning and Zoning Commission in the Greenwich Land Records.
- (B) The Affidavits in Sec. (a) (4) (A) and (B) shall specifically contain a certification that (i) the primary unit continues to be owner-occupied, and (ii) the rent does not exceed the maximum allowable rent in effect as of January 1 of that year as published by the Town Planner.
- (d) Conversion of an Elderly Accessory Apartment to an Affordable Accessory Apartment – When the owner of a dwelling with an elderly accessory apartment wishes to change its status to an affordable accessory apartment or the apartment is for any reason no longer in compliance with the occupancy standards and requirements in this Section for such use, the owner of such dwelling may register it as a dwelling with an affordable accessory apartment upon compliance with all the standards and requirements therefore in this Section, review and approval by the Planning and Zoning Commission or designee and the recording of a Declaration of Restrictions.
- (e) Conversion of an Affordable Accessory Apartment to an Elderly Accessory Apartment – When the owner of a dwelling with an affordable accessory apartment wishes to change its status to an elderly accessory apartment or the apartment is for any reason no longer in compliance with the occupancy standards and requirements in this Section for such use, the owner of such dwelling may register it as a dwelling with an elderly accessory apartment upon compliance with all the standards and requirements therefore in this Section and upon review

and approval by the Planning and Zoning Commission or designee. The Planning and Zoning Commission or designee shall then record a Release of the Declaration of Restrictions on the Land Records.

- (f) Removal of Accessory Apartment – When an owner wishes to eliminate the accessory apartment (and, in the case of an affordable accessory apartment, release the Declaration of Restrictions on the Land Records) proof of the removal of the second kitchen and the restoration to its status before the conversion shall be submitted to the satisfaction of the Zoning Enforcement Officer. The Planning and Zoning Commission or designee shall record a Release of any Declaration of Restrictions on the Land Records after inspection and confirmation by the Zoning Enforcement Officer.