



Town of Greenwich
Planning & Zoning Department
Town Hall – 101 Field Point Road - Greenwich, CT 06836-2540
Phone: (203) 622-7894 - Fax: (203) 622-3795

WHAT YOU NEED FOR AN:

ADMINISTRATIVE COASTAL APPLICATION REVIEW

1. Completed Administrative Review Form. (Must be signed by the Zoning Enforcement Officer (ZEO))
2. 3 Copies of your site plan showing the existing and proposed conditions. (Note: if grading and/or drainage are to be changed it must be shown on the plan. If it is not, it may well hold up the issuance of your C.O.)
3. Inland Wetlands and Watercourses Agency form must be signed. (long green form) OR a copy of the IWWA permit
4. Certificate of Mailing is required. (Effective February 7, 2001)
5. The original completed building permit application form.
6. 3 Copies of your actual plans, the same plans you will be submitting to the Building Department
7. A check for the correct fee must be submitted prior to the release of the permit
8. Properties located within the 100-year flood zone must comply with Section 6-139.1 of the Building Zone Regulations. If your project is located within a flood zone, Planning and Zoning staff may request additional information as part of the review process.
9. If your application involves any activity requiring a permit from DEP/OLISP or the Corps. Of Engineers, a copy of everything submitted to them is required as well.

NOTE 1: If you are in the Coastal area as defined by C.G.S. 22a-94, the Building Department will **NOT** process your application until you obtain your coastal signoff from Planning and Zoning.

NOTE 2: A majority of projects within the coastal overlay zone require sedimentation & erosion controls to be installed. Planning and Zoning staff must inspect the erosion controls on site prior to any sign-off or approvals for 1) the construction of a new single family house, 2) any project that disturbs more than one half ($\frac{1}{2}$) acre of land, or 3) any project located directly adjacent to the shoreline or coastal resources. Please factor this into your construction schedule when submitting your application.

NOTE 3: For certain types of projects Planning and Zoning staff may require that a drainage summary report and/or engineered drainage system plan be submitted prior to review and approval of a project.