



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

Application for Exterior Alteration / New Construction

See page two for instructions and submission requirements

1. Address of Project: _____
2. Name of Project: _____
3. Proposed Use of Floor Space: _____
4. Previous Occupant: _____ Previous Use: _____
5. Other tenants/use of building: _____
6. Will there be any change to the Gross Square Footage? Existing: _____ Proposed _____
7. Is a site plan being submitted to Planning and Zoning for this project?
 NO YES Site Plan # _____
8. Has this project been reviewed by ARC prior to this submission:
 NO YES If yes, date(s) _____
9. Method of Signage _____ Square Footage of signage _____

(Attach ARC Signage/Awning application for any proposed signage)

10. Please describe the scope of the project including ALL changes to the exterior, landscaping, and any exterior lighting with proposed exterior materials/colors and alterations detailed (attach materials schedule if necessary).

11. Will there be any change to, or addition of mechanical equipment NO YES
 If yes, where will it be located? _____

Provide drawing of location (roof plan if necessary) with color and screening.

12. Name of Property Owner: _____

Signature _____

13. Name of Applicant: _____

Address: _____ Day Phone: ____ - ____ - _____

Applicant Signature: _____ Date: _____

Name of Architect and Firm: _____

Plan Date(s): _____

Procedure for Review of Exterior Alteration / New Construction

The Planning and Zoning Commission in reviewing site plans under Sec. 6-15 of the Building Zone Regulations takes into consideration recommendations of the Architectural Review Committee, which was re-established by resolution of the Commission at a meeting on December 15, 1987.

Submission Requirements

In order to be eligible for the monthly Architectural Review Committee meetings, the applicant must submit **FOUR (4) copies** of complete architectural plans processing fee and other necessary information (as detailed below) to the Planning and Zoning Office two (2) weeks prior to the scheduled meeting. The schedule of meeting dates is available at the Planning Office. In the case of new construction, a two-step review may be required: Preliminary for conceptual design, and Final for working drawings approval.

The applicant or qualified representative should represent the project at the meeting, and be prepared with the following materials:

1. A **Site Plan** prepared by a professional architect, land surveyor or engineer, showing project location (for changes to the building footprint, landscaping, or site lighting).
2. Fully dimensioned **Exterior Elevations** of all sides of every building. In the case of an alteration to a building, the existing building as well as the proposed addition should be shown.
3. **Dimensioned Details** of windows, moldings and/or special architectural elements.
4. **Samples** of all building materials, including colors, and a list of these materials.
5. **Color Photographs** of the existing architecture, all adjacent buildings, and the streetscape.
6. For signage and awning review, a completed **application** and Zoning Inspector approval.
7. Such **other material** as the applicant may deem appropriate to enable the committee to evaluate the design.
8. A **processing fee** as shown on the fee schedule made payable to the Town of Greenwich.

The Committee shall evaluate all design proposals by considering the following:

- a. Landscape and Environment:** To ensure the preservation of the natural landscape and/or the harmony of the created landscape appropriate to the site.
- b. Relationship of Structures and Open Spaces:** To ensure that the relationships of built up areas and open spaces have been designed so that they are harmonious to the existing structures, terrain and streetscape.
- c. Protection of Neighbors:** To protect neighboring owners and property users by making sure that reasonable provision has been made for such matters as sight and sound buffers, control of trespass lighting, the preservation of views, light and air, and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
- d. Streetscape and Predominant Architecture:** To ensure that new designs are consistent and harmonious in relationship to existing streetscapes and the predominant architecture of the design area.
- e. Relevant Standard:** The ARC may also review relevant standards of Sec. 6-15 and, when applicable, Sec. 6-17 of the Building Zone Regulations in making recommendations to the Planning and Zoning Commission.