



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

Procedure and Application for Review of Signs and Awnings

The procedure below outlines the information needed prior to the review of signs and awnings by the Architectural Review Committee (ARC), an advisory body to the Planning and Zoning Commission. To be eligible for the monthly ARC meeting all materials must be submitted 2 weeks before the meeting. A schedule of meetings can be obtained at the Planning and Zoning Office.

Submission Requirements

- 1) Five copies of a **detailed scaled drawing** of proposed awning and awning with signage, if applicable, showing: height, length, width, method of installation, and method of illumination, as shown on the building and in relation to all abutting neighbors.
- 2) Five copies of a **detailed scaled drawing** of proposed logo/lettering with accurate lettering style, including height, length and width of lettering and design.
- 3) Five copies of a drawing showing what the building will look like with the proposed signage drawn to scale.
- 4) Samples of colors and fabrics to be used.
- 5) Three sets of color photographs or copies showing entire building elevation and those of all neighboring buildings including those across the street.
- 6) For freestanding signs include five copies of a plot plan with dimensions from the building to the sign to the curb to demonstrate compliance with Section 6-164 (B) of the Building Zone Regulations.
- 7) A completed application form with signatures from the property owner and Zoning Enforcement Officer, which must be obtained prior to submittal to the Planning and Zoning Office.
- 8) A processing fee as shown on the fee schedule made payable to the Town of Greenwich.*

Examples of the above requirements are available in the Planning and Zoning Office.

All applicants should schedule to be represented at the ARC meeting and be prepared to present their application to the Committee.

Following architectural review and approval, you must pick up your stamped and approved plans from the Planning and Zoning Office and submit them to the Building Department to receive your building permits as per Section 6-175 of the Building Zone Regulations.

*** Fees are waived if the signage is a part of a Site Plan application. If there are both exterior alterations and signage proposed the signage fee is waived.**



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Application for Sign or Awning Approval

- 1) Name of Business: _____
- 2) Name of Business Owner: _____
- 3) Address of Building: _____
- 4) Proposed Use of Floor Space: _____
- 5) Name of Previous Business: _____
- 6) Previous Use of Floor Space: _____
- 7) Number of proposed (A) signs: _____ (B) Awnings: _____ (C) Awnings with signage: _____
- 8) Size of sign(s): (H) _____ x (L) _____ x (W) _____
- 9) Size of awning(s): (H) _____ x (L) _____ x (W) _____
- 10) Method of Installation: _____
- 11) Is the sign(s) or awning(s) to be illuminated? YES NO
- 12) If yes, method of illumination: _____
- 13) Is the sign(s) freestanding? YES NO
- 14) If yes, give dimensions of post(s): _____ X _____
- 15) Building frontage (measured parallel to street): _____
- 16) Will there be any exterior alterations to the building? YES NO
- 17) If yes, explain briefly and complete exterior alteration form:

- 18) Will there be any other site work? YES NO
- 19) If yes, please explain: _____
- 20) Building width at rear: _____
- 21) Name of property owner: _____

- 22) **Signature of property owner:** _____
- 23) Address and phone: _____
- 24) Name of applicant: _____

- 25) Signature of applicant: _____
- 26) Address: _____
- 27) Phone/fax: _____ 28) Date: _____
- 29) Sign/Awning company if applicable: _____

Prior to submission obtain signature from the Zoning Enforcement Officer (Building Dept)

- 30) Building Zone: _____
- 31) Total area of signage: _____
- 32) Approved by Zoning Enforcement Officer for Zoning only: _____

Fee Received _____