



**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 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.

CALL our applications coordinator MARISA ANASTASTIO at 203-622-7894 to schedule and appointment to submit this and ALL Planning and Zoning APPLICATIONS.

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

Scroll Down for Application



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Signature required
Type online, print & sign

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 signs: _____ Awnings: _____ 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) _____
 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. Printed 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 _____