



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

ZONE CHANGE PROCEDURE

1. Determination made re: kind of zone:
(Residential, Commercial, or Special Zone, see Regulations)
2. Petitions requesting changes in boundaries of zoning districts shall be submitted in writing to the Planning and Zoning Commission at least 30 days prior to scheduled meeting date and shall be signed by at least one Greenwich property owner. All petitioners shall give their respective business and residence addresses, and the location of any property owned by them in the Town of Greenwich. When more than one person signs a petition, one of them shall be designated on the petition as the representative for the group.
3. Each application shall include: map, letter of explanation, reasons for rezoning, proposed uses, and notification to neighbors.

Written petition submitted, including:

- Map 1' = 400' scale
- Reasons for change
- Relationship to Plan of Development
- Relationship to zoning purposes, regulations and map
- Fee

Each petition shall be accompanied by filing fees. Checks or money orders should be made payable to the Town of Greenwich, Connecticut.

4. Petitions shall include maps showing the proposed changes drawn at the same scale as the Official Building Zone Regulation Map which is at a scale of 400 feet to the inch and copies of which are on file in the office of the Town Clerk and the Planning and Zoning Commission.
5. Petitions shall describe the changes that are proposed and shall give the petitioner's reasons for proposing the changes. Since zoning law requires that zoning regulations shall be made with "reasonable consideration as to the character of the district and its peculiar suitability for particular uses," in giving their reasons petitioners shall discuss this point and show how the proposed changes would be in accord with the requirement of the law.
6. The General Statutes also require that zoning shall represent a comprehensive plan. Therefore, petitions for zoning changes shall explain how proposed changes would generally flow and be in harmony with the Town's existing comprehensive zoning plan.

7. Listed below are other statutory purposes of zoning which must be considered whenever zoning amendments are proposed. Petitions shall explain how the proposed changes would further any of these zoning purposes.
- a) To lessen congestion in the streets
 - b) To secure safety, from fire, panic, and other dangers
 - c) To promote health and the general welfare
 - d) To provide adequate light and air
 - e) To prevent the overcrowding of land
 - f) To avoid undue concentration of population
 - g) To facilitate the adequate provision for transportation
 - h) To conserve the value of buildings
 - i) To encourage the most appropriate use of land
8. Public hearing held, and application reviewed by Planning and Zoning Commission.
- Additional information may be requested
 - Hearing may be continued to allow additional information to be submitted
 - Within 30 days of hearing opening, item is closed.
9. Decision made by Planning and Zoning Commission within a time limit of 65 days following initial public hearing.