

Please complete the enclosed Alarm Ordinance Registration form. The annual registration fee is \$20.00. Please make your check payable to the "Town of Greenwich" and return it to:

Alarm Ordinance Administrator  
PO Box 2540  
Greenwich, CT 06836

Any questions should be directed to the Alarm Ordinance Administrator, Karen La Bella, at (203) 618-8339.

### **SUMMARY OF ALARM DEVICE ORDINANCE JULY 1, 2009**

1. Each alarm device registration shall expire on June 30<sup>th</sup> of each year and must be renewed annually. The registration fee will be \$20.00 if paid by July 31<sup>st</sup> due date. The registration fee will increase to \$30.00 if not paid by August 31<sup>st</sup> and will increase to \$130.00 if not paid by September 30<sup>th</sup>.
2. The definition of a "false alarm" is any activation of an alarm device eliciting the response of the Police or Fire Department and one that is not caused by a criminal act, fire or other emergency. Malfunction of telephone equipment or power failure is no longer a valid excuse for a false alarm.
3. Please note that it shall be the responsibility of the central station to attempt to verify all alarm activations before requesting a police response. This means the alarm user may be fined for central station failure to comply with this requirement of the ordinance.
4. Charges for False Alarms have been revised as follows:
  - a) For the first false alarm within the town's fiscal year: no charge.
  - b) For response by either the Police Department or Fire Department —**
    - 1) for the second false alarm: fifty dollars (\$50.00);
    - 2) for the third false alarm: one hundred dollars (\$100.00);
    - 3) for the fourth false alarm: one hundred fifty dollars (\$150.00);
    - 4) for the fifth and subsequent false alarms: two hundred dollars (\$200.00).
  - c) For response by **both the Police Department and Fire Department** an additional charge of \$50.00 will be added to the applicable fine, except for the first false alarm within the Town's fiscal year.
5. Violations and Penalties: Failure to register an alarm device

Any person who performs or causes to be performed any of the following acts shall be subject to penalties for each such act as follows:

- a. Failure to register an alarm device within thirty (30) days of notification by the administrator: fifty dollars (\$50.00); within sixty (60) days of notification by the administrator: two hundred dollars (\$200.00).
- b. Failure to give notice of changes in registration information within thirty (30) days of notification by the administrator: fifty dollars (\$50.00); within sixty (60) days of notification by the administrator: one hundred dollars (\$100.00).

**TOWN OF GREENWICH**  
**CONNECTICUT**  
**ALARM ORDINANCE REGISTRATION FORM**

<b>INTERNAL USE ONLY</b> →	DATE OF APPL MO DAY YR	VARITECH NO.	REGIS. NO.	FILING NAME

**ALARM OWNER INFORMATION**

1. NAME OR BUSINESS NAME \_\_\_\_\_  
(LAST OR BUSINESS NAME, FIRST NAME, MIDDLE INITIAL)

2. STREET ADDRESS \_\_\_\_\_  
(NUMBER AND STREET)

3. CITY OR TOWN \_\_\_\_\_ 4. STATE \_\_\_\_\_ 5. ZIP CODE \_\_\_\_\_

6. TELEPHONE \_\_\_\_\_ 7. EMERGENCY PHONE \_\_\_\_\_  
(AREA CODE) (NUMBER) (AREA CODE) (NUMBER)

**BILLING INFORMATION**

8. NAME OR BUSINESS NAME \_\_\_\_\_  
(LAST OR BUSINESS NAME, FIRST NAME, MIDDLE INITIAL)

9. MAILING ADDRESS \_\_\_\_\_  
(NUMBER AND STREET)

10. CITY OR TOWN \_\_\_\_\_ 11. STATE \_\_\_\_\_ 12. ZIP CODE \_\_\_\_\_

13. TELEPHONE \_\_\_\_\_  
(AREA CODE) (NUMBER)

**ALARM USER INFORMATION (IF ALARM USER IS OTHER THAN ALARM OWNER)**

14. NAME OR BUSINESS NAME \_\_\_\_\_  
(LAST OR BUSINESS NAME, FIRST NAME, MIDDLE INITIAL)

15. STREET ADDRESS \_\_\_\_\_ APT. # \_\_\_\_\_  
(NUMBER AND STREET)

16. CITY OR TOWN \_\_\_\_\_ 17. STATE \_\_\_\_\_ 18. ZIP CODE \_\_\_\_\_

19. TELEPHONE \_\_\_\_\_ 20. EMERGENCY PHONE \_\_\_\_\_  
(AREA CODE) (NUMBER) (AREA CODE) (NUMBER)

**LOCAL KEYHOLDERS (ADDITIONAL PERSONS THAT MAY BE REACHED IN AN EMERGENCY)**

21. NAME \_\_\_\_\_ 22. ADDRESS \_\_\_\_\_

23. CITY & STATE \_\_\_\_\_ 24. ZIP CODE \_\_\_\_\_ 25. PHONE \_\_\_\_\_

26. NAME \_\_\_\_\_ 27. ADDRESS \_\_\_\_\_

28. CITY & STATE \_\_\_\_\_ 29. ZIP CODE \_\_\_\_\_ 30. PHONE \_\_\_\_\_

**ALARM INSTALLATION**

31. ALARM COMPANY PRESENTLY USING \_\_\_\_\_

32. ADDRESS \_\_\_\_\_ 33. CITY \_\_\_\_\_  
(NUMBER AND STREET)

34. STATE \_\_\_\_\_ 35. ZIP CODE \_\_\_\_\_ 36. TELEPHONE \_\_\_\_\_  
(AREA CODE) (NUMBER)

**ALARM DESCRIPTION**

37. ALARM LOCATION \_\_\_\_\_  
(STREET ADDRESS) (FLOOR #) (ROOM #)

38. MAKE OF SYSTEM \_\_\_\_\_

39. TYPE OF SYSTEM (CHECK ONE)  VARITECH  TAPE DIALER  SONITROL  CENTRAL STATION

40. DATE OF INSTALLATION / ACTIVATION \_\_\_\_\_ 41. IS THIS A NEW INSTALLATION? (CHECK ONE)  YES  NO  
MO. DAY YR. (IDENTIFY)

42. IS THIS INSTALLATION (CHECK ONE)  INDUSTRIAL  COMMERCIAL  PUBLIC BLDG.  RESIDENTIAL

43. NATURE OF SYSTEM? (CIRCLE ONE)  FIRE DETECTION  INTRUSION DETECTION  BOTH

44. DOES THIS SYSTEM USE ANY OF THE FOLLOWING DEVICES? (CHECK THOSE THAT APPLY)  
 INTRUSION DETECTORS  HEAT DETECTORS  SMOKE DETECTORS  PANIC BUTTON  
 SOUND DETECTORS  EXTERIOR BELL OR ALARM

45. IF AN EXTERIOR AUDIBLE DEVICE IS USED IN THE SYSTEM, IS THIS DEVICE AUTOMATICALLY RESTRICTED TO A MAXIMUM OF 30 MINUTES? (CIRCLE ONE)  YES  NO

"UNLESS REQUIRED BY LAW, AN AUDIBLE EXTERIOR ALARM MUST AUTOMATICALLY BE RESTRICTED TO A MAXIMUM DURATION OF 30 MINUTES, BY TOWN ORDINANCE."

PURSUANT TO THE PROVISIONS OF THE TOWN OF GREENWICH ALARM ORDINANCE ON FILE WITH THE TOWN CLERK OF GREENWICH AND IN CONSIDERATION FOR THE PERMISSION TO USE AN ALARM DEVICE, AS DEFINED THEREIN, THE UNDERSIGNED ALARM USER, AS DEFINED THEREIN, ACKNOWLEDGES FULL FAMILIARITY WITH SAID ORDINANCE AND CERTIFIES USER'S AUTHORIZATION TO REGISTER THE ABOVE-IDENTIFIED ALARM DEVICE. THE UNDERSIGNED FURTHER ACCEPTS FULL RESPONSIBILITY FOR SAID DEVICE AS THE ALARM USER WITHIN THE TERMS OF SAID ORDINANCE AND AGREES TO FULFILL ALL THE REQUIREMENTS STATED THEREIN.

\_\_\_\_\_  
 NAME OF PREVIOUS OWNER X \_\_\_\_\_  
 SIGNATURE

STATEMENT OF ADMINISTRATOR

PROPER REGISTRATION OF ALARM DEVICE REGISTRATION NO. \_\_\_\_\_  
 IS HEREBY ACKNOWLEDGED.

\_\_\_\_\_  
 ADMINISTRATOR