

GREENWICH PLANNING AND ZONING SITE PLAN CHECKLIST

This checklist is intended to be a guide to understanding the process. It should not be relied on. Procedures and requirements change frequently. Consult the P&Z department and/or the town website www.GreenwichCT.org

All applications for preliminary and final site plan approval shall be made on the appropriate P&Z forms. The application and the following items must also be provided four (4) weeks prior to a scheduled meeting:

1. **Six copies of a survey showing:**
 - a. Location and dimensions of all existing buildings, structures, fences, retaining walls, utilities, trees of six (6) inches or more in diameter at breast height.
 - b. Topographical map showing existing contours at no more than a two foot vertical interval. The survey must indicate topographical conditions of adjoining property.
 - c. The location of all existing water courses, intermittent streams, wetlands and/or wetlands as shown on the Inland Wetland Map, Flood Hazard Lines and a note referencing the source of flood zone information, springs and rock outcrops or a note indicating that none exist.
 - d. The zone in which the land to be developed falls and the location of any town and zone boundary lines withing or adjoining the tract, and yard dimensions to existing buildings, lot area, by zone shall be indicated.
 - e. The title of the development, date, revision date if any and the nature of the revision. North, Arrow, Scale and the name and address of the owner and names of owners of adjacent land shall also be included.
 - f. Street and property lines, curbs, edges of pavement, sidewalks, easements, rights-of-way, covenants, and deed restrictions.
 - g. Traffic lights and controls, public trees, catch basins, hydrants and power and telephone lines in adjacent streets.
 - h. Certification with the signature and seal of the land surveyor.

2. **Six copies of a detailed development plan signed by an Architect or Engineer, showing:**
 - a. Location, dimension and elevation of app proposed buildings, structures, walls and fences.
 - b. Location, dimensions and surface treatment of all existing proposed parking, loading, traffic access and pedestrian walks.
 - c. Approximate location of proposed utility lines including water, gas, electricity and any transformers.
 - d. Note specifying source of water supply and method of sewage disposal.
 - e. Existing and proposed contours at units of no more than a two foot interval, including cuts and fills and estimates of blasting.
 - f. Location, size and type of proposed landscaping and buffer plantings and designation of those areas of natural vegetation not to be disturbed.
 - g. Any other similar information determined by the Commission staff.
 - h. Zoning statistics including: Gross Floor Area Ratio, Usable Floor Area, required parking, Building heights, building footprint and area devoted to surface parking, building and drives.
 - i. Provision for compliance with the Americans with Disabilities Act.
 - j. Costal Area Management application for projects within the Overlay Zone.
3. **Architectural plans**, signed by a registered Architect, showing all exterior elevations and existing and proposed grade conditions.
4. Two copies of **Floor Plan Work Sheets** with the dimensions and calculated floor areas for each floor.
5. Two copies of **building coverage worksheets**.
6. Two copies of **area devoted to surface parking, building** and drives worksheets.
7. Three copies of sight distance certification reports, may be required.
8. Completed **Traffic Impact Evaluation** Form, if applicable.
9. **Completed application** form signed by the applicant and the Zoning Enforcement Officer with special permit requests (if applicable) and a detailed narrative description of the project.

10. An 8 ½ x 11 **reproduction of plan** of proposed site development.
11. A showing that an **adequate source of potable water** is available.
12. An affidavit certifying that all **abutting property owners have been notified** about said application. This includes owners of lots across a street. (For projects which require review by the Conservation Commission, the notice shall be sent two weeks prior to any scheduled hearing date.)
13. Authorization for any agent to act on behalf of the property owner(s).
14. A separate **schematic plan** at a scale no larger than 1"/100' indicating buildings, parking, drives and all adjoining property.
15. Two copies of a **Drainage Summary Report**, show existing and proposed storm water distribution, existing and proposed runoff rates, capability of offsite drainage facilities and capability of site soils to accommodate percolation.
16. Tree protection and sedimentation and **erosion control plans**.
17. **Taxes on the property are current.**
18. All applications for final site plans shall be in the form of a survey prepared by a registered CT land surveyor having metes and bounds, dimensions of all buildings, parking and drives, setbacks of all structures from property lines, setbacks between buildings and certification that building dimensions show are the same as those approved previously.



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