



Town of Greenwich
Planning & Zoning Department
Town Hall – 101 Field Point Road - Greenwich, CT 06836-2540
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ACCESSORY APARTMENT APPLICATION CHECKLIST

“HOW TO PROCEED” STEPS FOR CONVERSION TO AN ACCESSORY APARTMENT”

The following documents and materials must be supplied/completed along with the application:

- Affidavit of Notification and Certificate of Mailing to Abutting Property Owners* and list of names to whom notice was sent
 - Copy of Declaration of Restrictions* to be filed on Greenwich Land Records (applicable only to Affordable Accessory Apt. owners)
 - Owner-signed “Initial Affidavit”*
 - Survey Map of the property, prepared by a Registered Land Surveyor or Professional Engineer, showing location of all buildings, driveways and parking areas, and the setback distances of all structures proposed for residential use.
 - Copy of Assessor’s Field Card
 - Floor Plans, drawn to scale by the homeowner, builder, construction person or architect, showing the existing layout and proposed location of the apartment, including kitchen, bathroom, bedroom, living/dining areas, and all windows, doors and stairways. Room dimensions should be shown on plans.
1. Obtain an application and documents from Planning and Zoning Office, complete, and submit for review by the Town Planner or designee.
 2. Submit material required; Survey Map of property including the set-backs, Assessor’s field card and floor plans to Building Department, Zoning Enforcement, Sewer, Health, and Assessor’s Office for signatures.
 3. Return application and forms and all documents and materials to Planning and Zoning for Staff review and field inspection of premises.
 4. Obtain signed approval from the Town Planner or designee; unless it is determined that Site Plan Review by the P&Z Commission is required.
 5. Submit Declaration of Restrictions to P&Z for filing on Greenwich Land Records (applicable only to Affordable Accessory Apartment owners).
 6. Apply for Building Permit from Building Department, submitting proof of approval from P&Z office; if this is an Affordable Accessory Apartment, submit proof of filing of Declaration of Restrictions.
 7. Apply for Certificate of Occupancy from Building Department after completion of construction and before occupancy.
 8. Owners of Affordable Accessory Apartments shall file the “initial Affidavit”* for conversion with the Planning and Zoning Commission at the time of initial occupancy of the apartment as well as when there is a change in tenant or a change in ownership of the dwelling.
 9. Subsequent to approval and occupancy, all owners of accessory apartments shall file the annual “Affidavit of Renewal”* with the Zoning Enforcement Officer on or before January 31st of each year.
 10. Obtain approval from the Planning and Zoning office for conversion of an Elderly to Affordable Accessory Apartment, or Affordable to Elderly Accessory Apartment.

*Forms are available online or in person at the Planning and Zoning Commission office.