



**ZONING PERMIT APPLICATION**

Town of Greenwich, Land Use - Zoning Enforcement Division  
 101 Field Point Road, Greenwich, CT, 06830  
 Phone: (203) 622 -7753 Fax: (203) 622-7848 [www.greenwichct.org](http://www.greenwichct.org)

DATE: \_\_\_/\_\_\_/\_\_\_

FEE: \_\_\_\_\_

STEP ONE – Property and Contact Information				Zoning F.A.R. Calculation Square Feet of Building Area			
Parcel ID #:		Address:			Existing Space	New Space	Total of Existing & New
Flood Zone:		Lot Size:	Property Zone:	Basement			
		<input type="checkbox"/> conforming <input type="checkbox"/> non-conforming		First Floor			
Owner name:		Owner Phone:		Second Floor			
Applicant name:		Applicant Phone:		Third Floor			
		Applicant Email:		Attic			
Contractor name:		Contractor Phone:		Garage, sheds			
Tenant name:		Tenant Phone:		Other			
<i>Place an asterisk next to the primary contact</i>							
STEP TWO – Project Description (be specific)				Actual Total Building Area =			
				Permitted F.A.R. (FAR) =			
				Total Area of Property (TAP) =			
				Maximum permitted FAR x TAP =			
STEP THREE – Check off what you are applying for				Calculations prepared by:			
<input type="checkbox"/> <b>Residential Projects</b> Value of Work up to \$250,000. Value = \$		<input type="checkbox"/> <b>Residential Projects</b> Value of Work is over \$250,000. Value = \$		Name (Print) _____			
<input type="checkbox"/> <b>Commercial/ Multifamily</b> Value of Work up to \$250,000. Value = \$		<input type="checkbox"/> <b>Commercial/ Multifamily</b> Value of Work is over \$250,000. Value = \$		Phone: _____			
<input type="checkbox"/> Signs or Awnings <input type="checkbox"/> Outdoor Dining <input type="checkbox"/> Special event / tent		<input type="checkbox"/> Other, define Value = \$		Signature _____			
<i>(Invalid without signature)</i>							
Zoning Review Office Use Only							
				<b>REQUIREMENT</b>		Date completed	
				<input type="checkbox"/> P&Z Conditions Apply			
				<input type="checkbox"/> CAM approved by P&Z			
				<input type="checkbox"/> Sec. 6-12 (foundation only)			
				<b>PRIOR TO CO</b>			
				<input type="checkbox"/> As-built FAR plans			
				<input type="checkbox"/> As-built Grade Plane <input type="checkbox"/> w/			
				<input type="checkbox"/> P&Z conditions apply			
				<input type="checkbox"/> Sec. 6-12 (location) <input type="checkbox"/> w/			
				<input type="checkbox"/> Flood Elevation Certificate			
				<input type="checkbox"/> Zoning Inspections			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/> Other			
				<input type="checkbox"/> Amendment(s)			
				<input type="checkbox"/> Temp. C.O. SIGN-OFF:			
				<input type="checkbox"/> <b>FINAL C.O. SIGN-OFF:</b>			
STEP FOUR – Zoning Information							
<i>If your answer is Yes to any question, please provide information in the last column</i>							
<input type="checkbox"/> Y	<input type="checkbox"/> N	Zoning Board of Appeals Variance granted?	ZBA application #				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Vacant Lot?	P&Z Address:				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Cam Zone?	P&Z application #				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Property Subdivided?	P&Z application #				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Site Plan application	P&Z application #				
<b>SETBACKS - Front:</b>			Side /	Rear:			
Building Height:		# of stories:	<input type="checkbox"/> Sewer	<input type="checkbox"/> Septic			
OFFICE USE ONLY							
<input type="checkbox"/> Within 10% of maximum FAR		<input type="checkbox"/> Section 6-141 applies					
<input type="checkbox"/> Story above grade?		<input type="checkbox"/> Cubic Vol. over 150k					
		<input type="checkbox"/> ARC Approved					
Comments / Project Name:							
C.V. Permit #							
Receipt #:		Payment Info:					
<input type="checkbox"/> <b>Approved</b>		Reviewed by:		ZEO signature:		Date:	
<input type="checkbox"/> <b>Denied</b>							

**All applications must be filed in person. We do not accept any applications by mail**

*Please note that pursuant to the provisions of C.G.S. § 8-3(f), you may provide notice of the issuance of either a building permit, zoning permit, or certificate of occupancy for this project by publication in the Greenwich Time stating that such certification or permit has been issued and the date of its issuance. Any such notice shall contain (A) a description of the building, use, or structure, (B) the location of the building, use, or structure, (C) the identity of the applicant, and (D) a statement that the aggrieved person may appeal to the Zoning Board of Appeals within 30 days of issuance in accordance with the provisions of C.G.S. § 8-7.*