



**TOWN OF  
GREENWICH  
PLANNING BOARD**

2 Academy Street Greenwich, NY 12834  
518-692-7611 ext. 103

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**SITE PLAN REVIEW**

Dear Site Plan Review Applicant,

Attached you will find the preliminary requirements for your application.

1. Application Form
2. Designated Agency Form, if applicable.
3. Short Environmental Assessment Form (**Complete Part 1 Only**)
4. Instructions for completion of Part 1 of the Short EAF.
5. Agricultural Data Statement, if applicable.
6. Checklist for Site Plan Review.
7. Application Fee: \$100 (projects under 10,000 Sq. Ft.)  
\$300 (projects over 10,000 Sq. Ft.)
  
8. Sign Permit Application

***Please use this checklist to make sure you have as complete an application as possible before submitting it to the Planning Board for consideration.***

An informal conference between the applicant and the Planning Board is strongly encouraged prior to submission of a special use permit to review the proposed development in light of existing conditions and to generally determine the information to be required in the special use permit. This conference requires no fee but does require, however, that the applicant ask to be placed on the agenda ten (10) days in advance of the meeting.

NOTE: Board regulations require submission of applications ten (10) days in advance of the regular meeting which is held the third Thursday of each month. Applications may be submitted to the Town Clerk Elaine Kelly, during regular business hours or to the Planning Board Clerk Kellie Blake, any Thursday evening from 6:00 – 8:00 pm. For information, please call the Planning Board Clerk at the number above.

Sincerely,

Town of Greenwich Planning Board

**TOWN OF GREENWICH  
APPLICATION FOR SITE PLAN REVIEW Page 1 of 2**

Date: \_\_\_\_\_

File No.: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Owner (if different than applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(If more than one owner, provide information for each)

**Designated Agent:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Ownership intentions, i.e., purchase options** \_\_\_\_\_

**Location of Site:** \_\_\_\_\_

**Tax Map Description:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Proposed Use(s) of Site:** \_\_\_\_\_

**Percentage of lot coverage:** \_\_\_\_\_

**State and federal permits needed (list type and appropriate department)** \_\_\_\_\_

**Total area of parcels (acres or square feet)** \_\_\_\_\_

**Total area to be developed** \_\_\_\_\_

**Anticipated construction time** \_\_\_\_\_

**Will development be staged?** \_\_\_\_\_

**Current land use of site (agriculture, commercial, undeveloped, etc.)** \_\_\_\_\_

**Current condition of site (buildings, brush, etc.)** \_\_\_\_\_

**Character of surrounding lands (suburban, agriculture, wetlands, etc.)** \_\_\_\_\_

**Estimated cost of proposed improvement \$** \_\_\_\_\_

**Estimated increase in number of residents, shoppers, employees, etc. (as applicable)** \_\_\_\_\_

**Additional traffic generated** \_\_\_\_\_

**TOWN OF GREENWICH  
APPLICATION FOR SITE PLAN REVIEW Page 2 of 2**

**Describe proposed use, including primary and secondary uses; gross floor area; height; and number of stories for each building:**

- For residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of parking spaces to be provided.
- For non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.
- Other proposed structures

**Use separate sheet if needed:**

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**PUBLIC HEARING:**

- *If the Planning Board determines that a public hearing is needed before the site plan can be approved, the applicant is responsible for all associated costs. The applicant should be prepared to submit a check made out to "Postmaster", in the amount to be determined by the clerk, at the time the public hearing is set. This is to cover mailing costs of certified notices of the public hearing to all adjoining property owners.*

*Additional funds for engineering consultation may be required.*

*I have reviewed this completed application and the supporting documentation and certify that it is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AGENCY DESIGNATION FORM – SITE PLAN REVIEW**

**The owner or his representative must be present at all meetings on this proposal.**

I, \_\_\_\_\_, the owner of property in the Town of Greenwich, Washington County, NY, hereby designate \_\_\_\_\_, to act as representative and agent in connection with any proceeding for Site Plan Review of real property in the Town of Greenwich, Washington County, NY and I grant to the said representative and agent the authority to fill applications, make representations and warranties as of they were my own, and in every respect act on my behalf. In making this designation I understand that the verbal and written comments, utterances or statements made by my representative and agent shall be treated and considered as if they were made by me, and shall be bound by such comments, utterances and statements as if I made them. I make this agency designation so that my personal appearance before any governmental entity or board for the Town of Greenwich is not necessary, and with the understanding that my designated representative and agent shall have total authority to represent my interests.

Signature: \_\_\_\_\_

Sworn to Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

## **Ag & Markets Law:**

### **Article 25-AA (Agricultural Districts) Section 301**

Farm Operation: the land and on-farm buildings, equipment, manure processing and handling facilities, and practices which contribute to the production, preparation and marketing of crops, livestock and livestock products as a commercial enterprise, including a “commercial horse boarding operation” as defined in subdivision thirteen of this section. Such farm operation may consist of one or more parcels of owned or rented land, which parcels may be contiguous or noncontiguous to each other.

### **Agricultural Data Statements**

NYS Agriculture and Markets Law (Article 25 AA, Section 305), Town Law 283a and Village Law 7-739 requires applicants for subdivision approvals, site plan reviews and use variances to submit an [Agricultural Data Statement](#) if the project meets the following criteria:

- The proposed project is within an Agricultural District or;
- The boundary of the proposed project site is with 500 feet of a farm operation with in an Agricultural District.

The local municipal board must evaluate and consider the Agricultural Data Statement in its review and consider the potential impacts of the proposed project on the functioning of the farm operation.

Pursuant to Town Law 283a and Village Law 7-739, the clerk of the reviewing board must send notice to the owners identified in the Agricultural Data Statement upon receipt of the application. The cost of such mailing shall be borne by the applicant. In addition, the clerk must refer all applications (except for subdivisions, Washington County Planning Board is not authorized to review subdivisions) requiring an Agricultural Data Statement to the County Planning Board for review as required by General Municipal Law 239-m.

#### **The Agricultural Data Statement must contain the following information:**

- Name and address of applicant
- Description of the proposed project and its location
- Name and address of any owner of an active farm operation
- A tax map (or other map) showing the site of the proposed project relative to the location of the farm operation.

The clerk of the reviewing board must send notice to the owners identified in the Agricultural Data Statement upon receipt of the application.

Please note, a sample [Agricultural Data Statement](#) (pdf)

<http://www.co.washington.ny.us>

# TOWN /VILLAGE OF \_\_\_\_\_

Date \_\_\_\_\_

Application # \_\_\_\_\_

## **Agricultural Data Statement**

**Instructions:** This form must be completed for any application for a special use permit, site plan approval, use variance or subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District.

Applicant

Owner (if different from Applicant)

Name: _____ Address: _____ _____
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Name: _____ Address: _____ _____
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Type of Application: \_\_\_ Special Use Permit; \_\_\_ Site Plan Approval; \_\_\_ Use Variance;  
\_\_\_ Subdivision Approval

Description of proposed project: \_\_\_\_\_

Location of project: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Map Number : \_\_\_\_\_

### **Check with your local assessor if you do not know the following:**

Is this parcel within an Agricultural District? \_\_\_ NO \_\_\_ YES

Agricultural District Number \_\_\_\_\_

Is this parcel actively farmed? \_\_\_ NO \_\_\_ YES

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary.

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes /No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner  
(If other than applicant)

Reviewed by: \_\_\_\_\_  
Signature of Municipal Official

\_\_\_\_\_  
Date

**NOTE TO REFERRAL AGENCY: County Planning Board review is required. A copy of the Agricultural Data Statement must be submitted along with the referral to the County Planning Board.**

<http://www.co.washington.ny.us>

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5.     Urban       Rural (non-agriculture)       Industrial       Commercial       Residential (suburban)				
<input type="checkbox"/> Forest     Agriculture                   Aquatic       Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	



14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

**TOWN OF GREENWICH PLANNING BOARD  
SITE PLAN REVIEW CHECKLIST – Pg. 1**

Site Plan Application # \_\_\_\_\_ (assigned by Board)      Date: \_\_\_\_\_

1. \_\_\_\_\_ Application completed, signed and dated, including name, address and phone number of the applicant **and the tax ID number identifying the parcel.**
2. \_\_\_\_\_ Copy of Deed
3. \_\_\_\_\_ Zoning District – see Zoning Ordinance Table 1
4. \_\_\_\_\_ Zoning Use – refer to Zoning Ordinance – Table 1 & Table 2
5. \_\_\_\_\_ Names and **COMPLETE 911 OR PO BOX ADDRESSES WITH ZIP CODES** of adjoining land owners from the tax rolls; including across the road and water courses.
6. \_\_\_\_\_ Application Fee - \$100 for a project under 10,000 square feet. \$300 for a project 10,000 square feet or over. **Due at submission.**
7. \_\_\_\_\_ Sketch Plan
  - a) \_\_\_\_\_ Written statement (description of proposed project)
  - b) \_\_\_\_\_ A USGS topographic map or tax map showing location of the building site and its relationship to the surrounding area.
  - c) \_\_\_\_\_ A rough sketch of the project.
8. \_\_\_\_\_ Designated Agent Form signed, notarized and dated, if needed.
9. \_\_\_\_\_ Short Environmental Assessment Form (SEQR) **Part 1 Only.**
10. \_\_\_\_\_ Site Map:

Five (5) copies of the Site Plan Map measuring 11" x 17", showing in addition to the above Sketch:

  - a) \_\_\_\_\_ Title of the site plan, including name and address of the applicant and person responsible for preparing such drawing.
  - b) \_\_\_\_\_ North arrow, scale and date.
  - c) \_\_\_\_\_ Boundaries of property plotted to scale.
  - d) \_\_\_\_\_ Location, size and existing use of buildings and other structures on premises.
  - e) \_\_\_\_\_ Location and ownership identification of all adjacent lands including across roadways.
  - f) \_\_\_\_\_ Location, width and identification of all existing adjacent roads.
  - g) \_\_\_\_\_ Location, width and identification of all existing and proposed rights of way, easements, setbacks, reservations and areas dedicated to public use on or adjoining the property.
  - h) \_\_\_\_\_ Location of slopes in excess 15%, wetlands, flood and erosion-prone areas, watercourses and natural drainage patterns.
  - i) \_\_\_\_\_ Location of significant trees, shrubs and/or edge of wooded areas.
  - j) \_\_\_\_\_ Location of all structures, significant environmental features and utilities within 500 feet of the property line.
  - k) \_\_\_\_\_ Location of bedrock outcrops and other significant geological features.
  - l) \_\_\_\_\_ Setbacks – see Zoning Table 1 & 2
  - m) \_\_\_\_\_ Battenkill/Hudson River 100 foot setback.
11. \_\_\_\_\_ Development Plan Map:
  - a) \_\_\_\_\_ Grading and drainage plan, showing existing and proposed contour intervals of not more than 5 feet and watercourses if a change in topography is proposed.
  - b) \_\_\_\_\_ Locations, type of construction and exterior dimensions of all buildings and other structures.
  - c) \_\_\_\_\_ Identification of the amount of gross floor area proposed for retail sales and services, offices and other commercial or industrial facilities.

**TOWN OF GREENWICH PLANNING BOARD  
SITE PLAN REVIEW CHECKLIST – Pg. 2**

- d) \_\_\_\_\_ Location, type of construction and area of all parking and truck loading areas, showing access and egress points to the site.
- e) \_\_\_\_\_ Provision for pedestrian access, including public and private sidewalks, if applicable.
- f) \_\_\_\_\_ Location and intended use of outdoor storage, if any.
- g) \_\_\_\_\_ Location and construction material of all existing or proposed site improvements including drains, culverts, berms, retaining walls, fences, patios, paved areas and decks.
- h) \_\_\_\_\_ Description of the method of sewage disposal and the location of such facilities.
- i) \_\_\_\_\_ Location of waste storage container, including proposed solid waste and hazardous waste collection, storage and staging areas.
- j) \_\_\_\_\_ Description of the method of securing water, location of such facilities, and approximate quantity of water required.
- k) \_\_\_\_\_ Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- l) \_\_\_\_\_ Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, hydro and solar.
- m) \_\_\_\_\_ Location, size design and type of all proposed temporary and permanent signs.
- n) \_\_\_\_\_ Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
- o) \_\_\_\_\_ Location and design of existing and proposed outdoor lighting, including height, type, bulb type/style, and hours of operation.
- p) \_\_\_\_\_ Proposed planting plan including screening and buffer areas with the planting and general landscaping schedule.
- q) \_\_\_\_\_ Record of applications and approval status of all necessary permits from federal, state, county and local offices including driveways and curb cuts.
- r) \_\_\_\_\_ Estimated project construction schedule.
- s) \_\_\_\_\_ Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference, such as contour intervals or licensed survey, etc.
- t) \_\_\_\_\_ Elevations or cross-sections of proposed buildings.
- u) \_\_\_\_\_ Height of proposed building(s)
- v) \_\_\_\_\_ Vertical break, if required
- w) \_\_\_\_\_ Planning Board approval box (4" x 5") and Planning Board approval statement within the box, to read as follows:  
"Approval of Site Plan Application # \_\_\_\_\_ by the Town of Greenwich Planning Board is herewith granted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is subject to all requirements and conditions of said motion. Any change, erasure, modification or revision of the plat as approved, shall void this approval." Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ Chairman or \_\_\_\_\_, Clerk.
- x) \_\_\_\_\_ Plat Note: Setbacks required at time of approval of this Site Plan per Town of Greenwich Zoning Ordinance adopted on May 29, 1007.

**SIGN PERMIT APPLICATION  
TOWN OF GREENWICH  
2 Academy Street  
Greenwich, NY 12834  
518-692-7611**

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

Owner/  
Landlord Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

Address of Sign: \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District: \_\_\_\_\_

Type of Sign: \_\_\_\_\_ wall-mounted \_\_\_\_\_ freestanding \_\_\_\_\_ temporary

Major Wording of Sign: \_\_\_\_\_

Dimension of Sign: Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in.  
Depth: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ sq. ft.

Lighting of Sign: \_\_\_\_\_ Internal \_\_\_\_\_ External Details: \_\_\_\_\_

Does this sign reflect a change of use at premises? YES or NO

Is this a new business? YES or NO

Existing signs: (list type and number) \_\_\_\_\_

Attach plan showing location of sign with respect to property line or placement on building. Indicate dimensions, structural details, text, materials to be used, and illumination details. Include front & side elevations of subject building.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_