



**JOINT PLANNING
BOARD FOR THE
TOWN AND VILLAGE
OF GREENWICH**

**2 Academy Street, Greenwich, NY 12834
518-692-7611 ext. 107**

Special Use Permit

Special Use Permit review shall be required for any use listed in Table 1 of the Town of Greenwich Zoning Ordinance or Village of Greenwich Zoning Law as requiring special use permit review including any change in existing use or to construct, improve, remodel, renovate, demolish or convert any building or structure listed as requiring special use permit in Table 1 or for any amendment to an approved special use permit.

Dear **Special Use Permit** applicant:

Enclosed are the preliminary requirements for your application.

1. Application Form
2. Designated Agent Form to be used if applicable.
3. Agricultural Data Sheet - only needed if parcel is within an Ag District.
4. Short Environmental Assessment Form (**Complete Part 1 only through page 3**)
5. Special Use Permit Checklist (**use this to make sure you have as complete an application as possible before submitting it to the Planning Board for review**)

Special Use Permit Fee Schedule:

- For Buildings less than 10,000 sq ft: \$175 application fee **due at submission**
- For Buildings comprising of 10,000 sq ft or more: \$375 application fee **due at submission**

Certified Mail Fees: **Fee based on number of lots within 500 feet of the Parcel. Total will be given at the time of the public Hearing. Cost is based upon USPS rates.**

Note: Board regulations require submission of applications ten (10) days in advance of the regular meeting which is held on the third Thursday of every month. Applications may be submitted to the Town Clerk or Planning Board Clerk during regular business hours.

For more information call the Planning Board Clerk, Aaron Northrup, at 518-692-7611 ex. 107 or email planning.clerk@greenwichny.org.

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

Sincerely,

The Joint Planning Board for the Town and Village of Greenwich, New York

JOINT PLANNING BOARD FOR THE TOWN AND VILLAGE OF GREENWICH
APPLICATION FOR SPECIAL USE PERMIT Page 1 of 2

Date: _____

File No.: _____

Applicant:

Name: _____

Address: _____

Phone: _____

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

Owner (if different than applicant):

Name: _____

Address: _____

Phone: _____

Interest in property: _____

Designated Agent:

Name: _____

Address: _____

Phone: _____

Location of Site: _____

Tax Map Description: Section _____ Block _____ Lot _____

Village **Town** (Circle one)

Zoning District: _____

Present Use of the property: _____

Written general description of the proposed project:

Number and size of buildings to be constructed or converted, their present and proposed uses and the number and type (resident, employee, etc.) of occupants anticipated to be accommodated by the project after completion:

JOINT PLANNING BOARD FOR THE TOWN AND VILLAGE OF GREENWICH
APPLICATION FOR SPECIAL USE PERMIT Page 2 of 2

Written description of the uses of surrounding properties:

Property owners within 500 feet of the nearest boundary of the property for which the special use permit is sought (use separate sheet if necessary):

Note:

- A site plan containing those elements from Section 190-16 of the Town of Greenwich Zoning Ordinance or § 1-20 of the Village of Greenwich Zoning Ordinance may be determined necessary by the Planning Board.
- A statement and documentation as may be required to comply with town / village law describing the intended method of ownership and maintenance of agriculture and open space.
- Other elements integral to the proposed development may be required by the Planning Board where considered necessary to carry out the intent of the applicable Zoning Ordinance, including but not limited to testing to assess environmental capabilities.

PUBLIC HEARING:

- When the Planning Board determines that a public hearing is needed before the special use permit can be approved, the applicant is responsible for all associated costs. The applicant should be prepared to submit a check made out to "Town of Greenwich", 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 property owners within 500 feet of the nearest boundary of the property for which the special use permit is sought.

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 – SPECIAL USE PERMIT

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

I, _____, the owner of property in the Town of Greenwich or Village of Greenwich (whichever is applicable) in Washington County, New York, Hereby designate _____, to act as Representative and agent in connection with any proceeding for a Special Use Permit of real property in the Town of Greenwich or Village of Greenwich (whichever is applicable), in Washington County, New York and I grant to the said representative and agent the authority to fill applications, make representations and warranties as if 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 I 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 or Village of Greenwich (whichever is applicable) 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 on this_____day of _____, 20_____

Notary Public_____

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>



AGRICULTURAL DATA STATEMENT

Washington County Planning Agency General Municipal Law §239-M Referrals

Municipality: _____ Date: _____

Instructions: This form must be completed for any application requiring municipal review for Special Use Permit, Site Plan Approval, or Use Variance that is proposed to occur on property within 500 feet (500') of a farm operation located in an Agricultural District (Section 283-a of Town Law or 7-739 of Village Law).

PART I (completed by Applicant)

Applicant

Owner, if different from Applicant

Name: _____
Address: _____
Phone #: _____
Email: _____

Name: _____
Address: _____
Phone #: _____
Email: _____

1. Type of Application: ☐ Site Plan Approval ☐ Special Use Permit ☐ Use Variance

2. Description of Project (purpose, acreages involved, etc.) _____

3. Location of Project: Address: _____

Tax Map Number(s) _____

4. Is this parcel actively farmed? ☐ YES ☐ NO If yes, principle farm type _____

5. Is this parcel within an Agricultural District? ☐ YES ☐ NO (Check with your local assessor)

6. List all farm operations within 500 feet of your parcel. (Check with your local assessor)

Name: _____ Address: _____ Tax Map Number(s) _____ Agricultural District: ☐ YES ☐ NO Parcel Actively Farmed: ☐ YES ☐ NO	Name: _____ Address: _____ Tax Map Number(s) _____ Agricultural District: ☐ YES ☐ NO Parcel Actively Farmed: ☐ YES ☐ NO
Name: _____ Address: _____ Tax Map Number(s) _____ Agricultural District: ☐ YES ☐ NO Parcel Actively Farmed: ☐ YES ☐ NO	Name: _____ Address: _____ Tax Map Number(s) _____ Agricultural District: ☐ YES ☐ NO Parcel Actively Farmed: ☐ YES ☐ NO
Name: _____ Address: _____ Tax Map Number(s) _____ Agricultural District: ☐ YES ☐ NO Parcel Actively Farmed: ☐ YES ☐ NO	Name: _____ Address: _____ Tax Map Number(s) _____ Agricultural District: ☐ YES ☐ NO Parcel Actively Farmed: ☐ YES ☐ NO

Attach a separate sheet if necessary.

Attach tax map(s) showing the site of the proposed project relative to the location of the farm operation(s) identified above.

*To create a map use GIS Web Map/Washington County: <https://washingtoncountyny.gov/270/GIS-Web-Map>

Washington County Planning Agency General Municipal Law §239-M Referrals

Agricultural Data Statement

Page 2

PART II (completed by Municipal Clerk)

Municipal Clerk **must** send Notice of the Project to the above farm operations by Return Receipt/Certified Mail. The applicant **must** pay for all postage costs. Return receipts must be presented to the Municipal Review Board.

Date Notice(s) Sent: _____

Signature of Clerk

Signature of Applicant

PART III (completed by Municipal Review Board)

1. The municipal review board **shall** evaluate and consider this agricultural data statement in its review of the possible impacts of the proposed project upon the functioning of farm operations listed above within such agricultural district.

Reviewed by:

Signature of Municipal Official

Date

2. **All** applications requiring an Agricultural Data Statement **must** be referred to the Washington County Planning Agency in accordance with amended Section 239-m of the General Municipal Law. A copy of this completed Agricultural Data Statement must be submitted along with the referral to the County Planning Department.

Notice of Referral to Washington County Planning Agency – Date Sent: _____

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.

Part 1 – Project and Sponsor Information				
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?			NO	YES
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.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
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:				
☐ Urban	☐ Rural (non-agriculture)	☐ Industrial	☐ Commercial	☐ Residential (suburban)
☐ Forest	☐ Agriculture	☐ Aquatic	Other(Specify):	
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 ☐ ☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
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 ☐	
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 ☐ ☐ ☐	
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 ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO ☐	YES ☐	
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 ☐ ☐	
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 ☐ ☐	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest Agricultural/grasslands Early mid-successional Wetland ☐ 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 ☐
16. Is the project site located in the 100-year flood plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	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:	☐	☐

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 ☐

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 ☐

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 ☐

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

JOINT BOARD FOR THE TOWN AND VILLAGE OF GREENWICH

SPECIAL USE PERMIT CHECKLIST – Part 1

Special Use Permit # _____ (assigned by Board) Date: _____

1. _____ Application completed, signed and dated, including name, address and phone number of the applicant **and the tax ID / SBL number.**

2. _____ Copy of Deed

3. _____ Zoning District – see Zoning Ordinance Table 1 in Town of Greenwich Zoning Ordinance or Village Zoning Map (Attachment 4) in the Village of Greenwich Zoning Code

4. _____ Zoning Use – refer to Zoning Ordinance – Attachment 1 in Village Zoning Law or Zoning Ordinance – Table 1 & Table 2 in the Town of Greenwich Zoning Code

5. _____ Names and COMPLETE 911 OR PO BOX ADDRESSES WITH ZIP CODES of adjoining landowners within 500 feet of the nearest boundary from the tax rolls; including across the road and water courses.

6. _____ Application Fee: Town: \$175 (for buildings under 10,000 square feet) or \$375 (for buildings over 10,000 square feet). Village: TBD - Due at submission.

7. _____ Written statement (description of proposed project)

8. _____ Number and size of buildings to be constructed or converted, their present uses and the number and type of occupants anticipated to be accommodated by the project after completion.

8. _____ Designated Agent Form signed, notarized and dated, if needed.

9. _____ Written description of the uses of surrounding properties.

10. _____ Short Environmental Assessment Form (SEQR) Part 1 Only.

11. _____ Agricultural Data Statement (if needed).

JOINT BOARD FOR THE TOWN AND VILLAGE OF GREENWICH

SPECIAL USE PERMIT CHECKLIST – Part 2 – Page 1 of 3

Special Use Permit # _____ (assigned by Board) Date: _____

1. _____ Application completed, signed and dated, including name, address and phone number of the applicant and the **tax ID / SBL number identifying the parcel.**
2. _____ Copy of Deed
3. _____ Zoning District – see Zoning Ordinance Table 1 in Town of Greenwich Zoning Ordinance or Village Zoning Map (Attachment 4) in the Village of Greenwich Zoning Code
4. _____ Zoning Use – refer to Zoning Ordinance – Attachment 1 in Village Zoning Law or Zoning Ordinance – Table 1 & Table 2 in the Town of Greenwich Zoning Code
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 buildings under 10,000 square feet) or \$300 (for buildings over 10,000 square feet).
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. _____ Owner's permission. Notarized Statement - If the person filing the site plan application is the owner of the property on OR alternatively, Designated Agent Form signed, notarized and dated, if needed.
9. _____ Short Environmental Assessment Form (SEQR) Part 1 Only.
10. _____ Site Map: Five (5) paper copies and One (1) Digital copy 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.

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SPECIAL USE PERMIT CHECKLIST – Part 2 – Page 2 of 3

- 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. (*200 for Village)
- k) _____ Location of bedrock outcrops and other significant geological features.
- l) _____ Setbacks – See Table 1 & Table 2 in the Town of Greenwich Zoning Code or Zoning Table - Attachment 2 in the Village Zoning law for Village
- m) _____ Battenkill/Hudson River 100-foot setback.
- n) _____ Location and description of all proposed Utilities.

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.
- 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 containers, 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.

JOINT BOARD FOR THE TOWN AND VILLAGE OF GREENWICH

SPECIAL USE PERMIT CHECKLIST – Part 2 – Page 3 of 3

- 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, 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 Special Use Permit Application # _____ by the Joint Planning Board for the Town and Village 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 or Village of Greenwich Zoning Ordinance as applicable.

**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 _____

Town of Greenwich, NY
Monday, May 22, 2017

Chapter 190. Zoning

Article VIII. Signs

[Amended 5-12-2009 by L.L. No. 1-2009; 7-13-2010 by L.L. No. 1-2010; 9-6-2012 by L.L. No. 3-2012]

§ 190-61. Findings; purpose; size and type restrictions; permit; violations.

- A. Findings. The Greenwich Town Board finds that signs are an important component of the Town's commercial sector. The Town Board further finds that attractive, reasonably scaled signs contribute to the positive appearance of the Town. However, excessive, poorly designed and out-of-scale signs may have a negative impact upon the scenic resources and physical beauty of the Town, which may in turn have a negative impact upon the commercial, environmental and agricultural resources of the Town.
- B. It is the purpose of this article to prevent and avoid serious detrimental environmental planning and economic concerns for the Town by regulating signs. This article is intended to protect property values, create a more attractive economic and business climate and preserve the scenic and natural beauty of the Town of Greenwich. It is further intended hereby to reduce distractions and obstructions.
- C. Unless otherwise provided for in this section, no sign will have more than two sides, and any reference to the total square footage of allowable signage shall mean the amount that will be allowed on each of the two sides of the sign.
- D. All signs and other advertising devices or structures, together with all their supports, braces, guys and anchors, shall be of substantial and sturdy construction, shall be kept in good repair, and shall be painted or cleaned as often as necessary to maintain clean, neat, safe and orderly appearances. All signs must be firmly affixed to the building or structure and shall not be suspended solely by means of wires. Any supporting devices must be equipped with rustproof hardware.
- E. Signs attached to a structure shall not extend more than three feet from the structure. No sign shall extend over a public right-of-way or public sidewalk, and no sign shall obstruct views from any public right-of-way to another public or private right-of-way.
- F. Exempt signs. The following types of signs may be erected and maintained without permits or fees, provided that such signs comply with the general requirements of this section and other conditions specifically imposed herein.
 - (1) Historical markers, tablets, statues, memorial signs and plaques and emblems installed by governmental, religious or nonprofit organizations not exceeding six square feet.
 - (2) Flags and insignia of any government, except when displayed in connection with commercial promotion.
 - (3) On-premises directional signs identifying public parking areas, fire zones, entrances and exits and similar signs, internally illuminated or nonilluminated, not exceeding four square feet per face and four feet tall. No directional signs shall extend more than six feet in height above finished grade.
 - (4) Off-premises directional signs not exceeding four square feet in area.
 - (5) Nonilluminated warning, private drive, posted or no-trespassing signs.

- (6) Nonilluminated message signs not exceeding four square feet in area.
 - (7) One on-premises sign, in connection with any residential building, for permitted professional offices or home occupations, not exceeding 16 square feet.
 - (8) House/building numbers.
 - (9) Lawn signs identifying residences or farms.
 - (10) Private owner merchandise sale signs for garage sales and auctions not exceeding four square feet for a period not exceeding 10 consecutive days, nor a total of 40 days in a calendar year.
 - (11) Temporary, nonilluminated "for sale" or "for rent," real estate signs and signs of a similar nature, concerning the premises upon which the sign is located:
 - (a) In residential and hamlet zoning districts, one sign not exceeding four square feet. In a commercial zoning district, one sign not exceeding 20 square feet. In an industrial zoning district, one sign not exceeding 40 square feet. All such signs shall be removed within 30 days after the sale, lease or rental of the premises.
 - (b) Temporary nonilluminated directional signs for real estate sales shall be permitted within the public right-of-way only on Saturdays and Sundays. Such signs shall not exceed four square feet.
 - (12) Holiday decorations, including lighting.
 - (13) At gasoline stations, a sign attached to gasoline pumps displaying the price of fuel not exceeding two square feet.
 - (14) Menu boards or similar informational signs at drive-through uses.
 - (15) One sign, not exceeding 32 square feet, listing the architect, engineer, contractor, owner or other professional where construction, renovation, or repair is in progress.
 - (16) Political posters, banners and signs.
 - (17) Murals, provided that the mural contains no advertising message thereon.
 - (18) Time and temperature signs.
 - (19) Signs for temporary events such as parties and garage sales. Such signs may not be displayed for more than seven consecutive days, nor may a garage sale sign be displayed for more than one seven-day period during a calendar month.
 - (20) One sandwich board sign per business, not to exceed 12 square feet in size, except that agricultural businesses may have a sandwich board not to exceed 18 square feet in size.
 - (21) Banners, pennants, ribbons, streamers, balloons, spinners or other similar moving, fluttering or revolving devices, provided that they do not contain a commercial message.
- G. Prohibited signs. It shall be unlawful to erect or maintain the following types of signs at any location in the Town unless otherwise noted herein:
- (1) Any sign for which a sign permit has not been obtained as required under the provisions of this chapter, unless the sign is listed as exempt above.
 - (2) Any sign with flashing, intermittent, rotating or moving lights.
 - (3) Any animated sign, including any sign with electronically displayed media or message.
 - (4) Any sign other than warning, posted, no-trespassing or private drive sign placed, painted or drawn upon trees, grass, man-made or natural features, excluding buildings, or on utility poles, bridges, towers, culverts or similar structures.

- (5) Off-site commercial signs with a sign face greater than six square feet or greater than 10 feet high measured from the ground to the top of the sign.
 - (6) Signs mounted on a trailer or other portable device.
- H. Signs permitted with permit. The following regulations shall govern the erection, alteration or relocation of signs within the Town. No sign listed below shall be erected, altered or relocated until a sign permit is obtained from the Code Enforcement Officer. Application for such permits shall be on forms provided by the Town of Greenwich. Nothing herein prohibits an applicant from obtaining a permit for any or all of the following signs described in Subsection **H(1)** through **(4)** so long as they meet the square footage requirement.
- (1) One off-site commercial sign not to exceed six square feet.
 - (2) Commercial wall-mounted sign(s) which, in total, have a minimum area of 40 square feet (or less, if desired by the applicant) and a maximum area not to exceed two square feet for each linear foot of building frontage attributable to the particular business or businesses which the sign(s) will identify, or 7 1/2% of the total area of the building facade of the business or businesses upon which the sign(s) is/are placed, or 250 square feet, whichever is less. A single wall sign may be used to identify more than one on-premises establishment.
 - (3) A commercial freestanding or monument sign, except that a permit shall not be granted for more than one such freestanding or monument sign, not to exceed 65 square feet in size per side, at any one location, with a maximum height of 10 feet. A single freestanding sign may be used to identify more than one on-premises establishment. Additionally, each business in a shopping center may be permitted one sign suspended from under the freestanding or monument sign, which suspended sign shall not exceed eight square feet. All such signs shall conform to each other and shall be of the same size and composition, advertising only the name of the business.
 - (4) One awning sign shall be permitted for each window or door of the facade covered by the awning. Any sign, logo or lettering on an awning shall not exceed 25% of the exterior surface of the awning or 100 square feet per building facade, whichever is less. An establishment may have both wall signage and awning signage.
- I. Temporary signs.
- (1) Unless otherwise exempt, temporary signs promoting or advertising an event sponsored by a not-for-profit organization are permitted. Only advertising for the event shall be permitted on the sign. The sign may be displayed for no more than 45 days at a time.
 - (2) Businesses may display or erect temporary signs not to exceed an aggregate amount of 45 days in any calendar year. The forty-five-day limitation applies to the display of all temporary signs related to a business rather than to each individual sign. Temporary signs are in addition to the signage allowed by this chapter. A temporary business sign may only be erected upon issuance of a permit by the Code Enforcement Officer.
 - (3) Temporary signs shall not exceed 20 square feet in area.
- J. Nonconforming signs. A nonconforming sign is a sign which is in conflict with the provisions of this article. Except for any sign for which a variance was previously granted and except for any off-site commercial sign with a sign face greater than 65 square feet, any sign in existence on the effective date of this article and made nonconforming by the provisions of this article shall be brought into conformity in all respects with the provisions of this article or shall be removed within 10 years of its effective date. No alterations to any off-site commercial sign in excess of 65 square feet shall be allowed other than normal maintenance, and should such sign be removed then no sign prohibited by this article shall be permitted at that site.

**Village of Greenwich, NY 12834
Office of Code Enforcement**

Application for Building or Zoning Permit
APPLICATION # _____

Check all that apply:

- | | | |
|--|---|--|
| ☐ Excavation or Filling | ☐ Change in Occupancy | ☐ Solar Panels |
| ☐ Erect Structure | ☐ Fence, Wall or Hedge | ☐ Addition |
| ☐ Remove/Demolish | ☐ Sign | ☐ Driving/Parking |
| ☐ Alter Structure | ☐ In-ground Pool | ☐ Other |

Applicant _____ Phone # _____

Address _____

Project Address _____

Zone of Project (circle one): MDR Comm-1 Comm-2 Industrial

Project Filing Fee Schedule	
Under \$1,000	\$25.00
\$1,000 - \$4,999	\$30.00
\$5,000 - \$14,999	\$35.00
\$15,000 - \$24,999	\$40.00
\$25,000 - \$99,999	\$60.00
\$100,000 and up	\$120.00

Current Project Value _____

Required Filing Fee _____

Required at time of application: (1) the filing fee; and (2) A plot plan of the property which shows the existing lot lines, location of all structures, setbacks, parking areas, and the proposed improvements.

Description of work to be done: _____

Your Application has been ____ Approved ____ Denied, under section _____

STATE OF NEW YORK/COUNTY OF WASHINGTON SS:

On the ____ day of ____ in the year ____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Applicant's Signature/Today's Date

Signature/Village Official/Today's Date