Project Narrative: Grace Farms Foundation would like to reduce the garage space to 125 square feet and partition the remaining 661 square feet for staff use into three (3) closed door offices, an open office area with a kitchenette and an overhead loft. This remodel does not involve any exterior changes or expand the existing footprint.
Letter of Authorization

To the Town Of New Canaan:

I hereby declare the following:

1. That I am the property owner (NOT tenant or business owner) of the premises described as follows:

365 Lukes Wood Road

New Canaan, CT

Street Address City State

2. That I, ________________________, as owner will act as general contractor.

OR

That ________________________ is duly authorized for and on behalf of the owner to execute an application for building permits to enable him/her to obtain permits to complete construction of the following work:

Partitioning current garage space to provide three (3) offices, one (1) open office and kitchenette, one (1) closed garage area, and one (1) overhead storage loft. Total room count is 6 in an already existing space.

3. That ________________________ is hereby designated as the owner’s representative with whom all town departments may deal with in respect to the work involved.

Date: 2/5/19

Owner: ________________________

Print Name: ________________________ Signature: ________________________
APPLICATION FOR BUILDING PERMIT

Owners name: Grace Farms Foundation Inc.
Owners address: 365 Lukes Wood Rd.
Contact person for this application: Roy Medile
Contact person's email address: roy.medile@gracefarmsfoundation.org
Site Address: 365 Lukes Wood Rd, New Canaan, CT 06840

Is property located in the Historic District? Yes [ ] No [X]

Tax Assessors Map # 41 Block # 38 Lot # 77 Unit # Assessors signature (Required prior to submittal)

Inland Wetlands Questions:
1. Do you have wetlands on your property? Yes [X] No [ ] Don't know [ ]
   Attached soil scientist report and survey, if available.
2. Will any portion of your construction activities, including temporary construction access, grading and/or landscaping be within 50' to wetlands? Yes [X] No [ ]
3. Will the total area disturbed on your site be greater than ½ acre adjacent to wetlands greater than 5000 sf? Yes [X] No [ ] If yes to 2. or 3., contact Inland Wetlands 203.594.3036 for further guidance, prior to proceeding.

Contractor: Name: Grace Farms Foundation
Address: 365 Lukes Wood Rd., CT License or Reg #
Plans and specs by: Milliken Associates
Address: 44 Top O Hill Rd., Wappingers Falls, NY 12590
If Architect or PE license # 9795 Expiration Date 9-31-19
CBYD # or hand dig Estimated Cost of Construction $60,000 (CTB)

Will the construction described in this application require a road opening? Yes [ ] No [X]
Commercial applications only: Type of construction 3B Existing use group B & A Mixed
Proposed use group B & A Mixed

Level Unit # Tenant/Lessee

Project Description: include room count, room designation, and square footage
Partitioning current garage space to provide three additional offices, open office and kitchenette, icloud garage area, and overhead storage loft. Total room count is 60 in an already existing space of 7865 sq ft.

Signature (Owner / Authorized Agent) Print Name Date

Letter of Authorization Required When Other Than Owner Signs Application.
Please do not write below this line; Office use only.

Project value $29,000 Permit fee $1,011 Zoning fee $250.00 PZ St of CT Land Use fee $60.00
Inclusionary Zoning fee
Health fee $60.00 Total $1,521
Application date 2/14/19 Permit issue date 2/18/19
Permit Number 19-17-418
Rev 060118
ALL THE QUESTIONS CONTAINED IN THIS APPLICATION ARE RELATIVE THE CONSTRUCTION ACTIVITY PROPOSED AS PART OF THIS BUILDING PERMIT.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square footage of new const 1st &amp; 2nd fl? *</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of remodeled area?</td>
<td>786</td>
</tr>
<tr>
<td>Square footage of interior demo?</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of total, complete demo?</td>
<td>0</td>
</tr>
<tr>
<td>Sq. footage of footprint expansion if any? *</td>
<td>0</td>
</tr>
<tr>
<td>Number of fireplaces to be added?</td>
<td>0</td>
</tr>
<tr>
<td>Number of ½ baths to be added?</td>
<td>0</td>
</tr>
<tr>
<td>Number of full baths to be added?</td>
<td>0</td>
</tr>
<tr>
<td>Total number of rooms to be added?</td>
<td>4</td>
</tr>
<tr>
<td>Number of bedrooms to be added?</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of finished basement?</td>
<td>0</td>
</tr>
<tr>
<td>If yes, list room designations.</td>
<td></td>
</tr>
<tr>
<td>Square footage of finished attic?</td>
<td>0</td>
</tr>
<tr>
<td>If yes, list room designations.</td>
<td></td>
</tr>
<tr>
<td>How many garage bays added?</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of open deck?</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of covered deck?</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of open patio?</td>
<td>0</td>
</tr>
<tr>
<td>Square footage of covered patio?</td>
<td>0</td>
</tr>
<tr>
<td>Will there be any retaining walls?</td>
<td>No.</td>
</tr>
<tr>
<td>Height of unbalanced fill at retaining wall?</td>
<td>NA</td>
</tr>
<tr>
<td>Square footage of impervious surfaces to be added i.e.; roof, driveway, etc.</td>
<td>0</td>
</tr>
</tbody>
</table>

Site Address: 365 Luke Wood Rd, New Canaan, CT
Form Completed By: Req Medler

*Rev 060118

Date: 01-13-19
Signature: [Signature]
APPLICATION FOR ZONING PERMIT

SECTION TO BE COMPLETED & SIGNED BY OWNER PRIOR TO REVIEW

ASSESSOR'S MAP: 41 BLOCK: 38 LOT: 71 ZONE: 4AC (Assessor Initials)
OWNER OF RECORD: Grace Farms Foundation Inc. PHONE: 203-920-1903
PROPERTY ADDRESS: 365 Lukes Wood Rd. EMAIL: smdekel@gracefarmsfoundation.org
CONTRACTOR: Grace Farms Foundation PHONE: 203-920-1732
CONTRACTOR'S ADDRESS: 365 Lukes Wood Rd. EMAIL: stonebridge@gracefarmsfoundation.org
CURRENT USE OF PROPERTY: Philanthropic and Eleemosynary Institution per Special Permit
PROPOSED USE OF PROPERTY: Philanthropic and Eleemosynary Institution per Special Permit
PROPOSED CONSTRUCTION: Renovation of already existing storage space in wood frame. No exterior change

ANY FOOTPRINT EXPANSION? YES X NO ANY PROPOSED SITE WORK? YES X NO
ANY WETLANDS ON THE PROPERTY? YES NO ANY STEEP SLOPES? YES NO
*PLEASE NOTE YOU MUST COMPLETE A "FILLING, EXCAVATION AND/OR GRADING PERMIT"*

OWNER'S SIGNATURE: ___________________________________________ DATE: 03-14-19

*Please note that per §8.3 (f) of the CT General Statutes, you are hereby notified that you may provide notice for either a building permit or certificate of occupancy for this project by publication in the New Canaan Advertiser stating that the certification has been issued. 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 an aggrieved person may appeal to the Zoning Board of Appeals in accordance with the provisions of §8.7 of the CT General Statutes.

SECTION TO BE COMPLETED BY PLANNING & ZONING STAFF

A. ANY OUTSTANDING COMPLAINTS OR VIOLATIONS ON THE PROPERTY? YES NO
B. WITHIN 500 FEET OF ANOTHER MUNICIPALITY? YES ( ) NO ( ) Town of New Canaan, CT
C. PENDING or PAST VARIANCES or SPECIAL PERMITS GRANTED TO THIS PROPERTY? YES NO
D. TYPE OF LOT: FRONT CORNER* REAR THROUGH
E. LOT AREA IN SQUARE FEET: ___________ = ___________
F. SETBACKS IN FEET (To Proposed Work): ALLOWED EXISTING PROPOSED
   FRONT N/A N/A N/A
   *SECOND FRONT (Corner Lots Only) N/A N/A N/A
   NEAREST SIDE N/A N/A N/A
   FARTHEST SIDE N/A N/A N/A
   REAR YARD N/A N/A N/A
G. BUILDING AREA (COVERAGE) IN SQUARE FEET:
H. BUILDING HEIGHT (of Proposed Work):
   IN STORIES
   MID POINT HT IN FEET (Res. only) N/A N/A N/A
   TOTAL HEIGHT IN FEET N/A N/A N/A
   MAX WALL HEIGHT IN FEET (3.5.F.1) N/A N/A N/A
   SIDE YARD BLD HT (3.5.F.4.b) N/A N/A N/A
   TOTAL SIDE YARD BLD HT (3.5.F.4.b) N/A N/A N/A
I. MAX. FLOOR AREA RATIO (FAR—when applicable)

A Zoning Permit is hereby DENIED: ___________ Reason: ____________________________ Date: ____________________________
A Zoning Permit is hereby GRANTED: ___________ based on the facts and information provided and subject to the following:
  1. All construction must comply with Building, Health, and Fire Codes, and conditions of any Environmental License.
  2. Certified foundation location survey prior to framing. YES NO
  3. Certified interim-as built survey of building height & total building height after sheathing but prior to roofing materials being installed (as stated below). YES NO
  4. Certified "steel location" survey required (pools only). YES NO
  5. Certified "As Built" survey when construction is completed. YES NO
  6. Certification of Drainage by P.E. before "C.O.". YES NO
  7. Field check prior to "C.O.". YES NO
  8. Photographs prior to "C.O.". YES NO
  9. Other: ____________________________

Zoning Fee: $250.00 State Fee: $60.00 Inclusionary Zoning Fee: ____________________________ (Value of NSFD or RADD, will be determined by Bld. Dpt.)
Reviewed By: ___________ DATE: 03/15/19 Comments: ____________________________

Zoning Inspector

2/15/19 FORMS/PERMITS FORMS/Zoning Permit Form_Hrs11-13-2018.doc
PLAN REVIEW CHECKLIST

The following list consists of building code requirements which were noted as missing from your construction documents.

Site address; 365 Lukeswood Road Date; 3/07/19

Reviewed by; Brian Applicable code; 2018 CT. State Bldg. Code Permit #19-154

1) Need proof of workers comp. [ ] 3/6/19 [ ]

2) Need check for $1,521.00

3)

4)

5)

6)

7)

8)

9)

10) [ ] OKAY TO ISSUE

11)

12)

13)

14)

15)

I as owner/contractor have read and understand that the preceding list is required by the Connecticut State Building Code.

[Signature] 3-8-19

Printed name Revised 06/19/14
**TOWN OF NEW CANAAN**
77 Main Street, New Canaan, CT 06840

**Building Permit, Plan Review, and Certificate of Occupancy Routing/Sign-Off Sheet**

<table>
<thead>
<tr>
<th>Description of Work to be Done:</th>
<th>Renovation of storage area into office, garage, and storage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor:</td>
<td>Grace Farms Foundation Inc.</td>
</tr>
<tr>
<td>Property Owner:</td>
<td></td>
</tr>
<tr>
<td>Map</td>
<td>41</td>
</tr>
<tr>
<td>Block</td>
<td>38</td>
</tr>
<tr>
<td>Lot</td>
<td>77</td>
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</tbody>
</table>

**NOTICE TO PROPERTY OWNERS:** It is the owner's advantage to request final approval for the Certificate of Occupancy (C.O.) as early as possible to avoid delays that could cause problems with loan closing, business openings, etc. Placement on the Town's tax rolls is not contingent upon the issuance of a Certificate of Occupancy.

Revised 1/11/18

Received in Building Dept. on 2/14/19

---

### DEPARTMENT APPROVALS FOR PLAN REVIEW AND BUILDING PERMIT ISSUANCE

<table>
<thead>
<tr>
<th>Department</th>
<th>Disposition</th>
<th>Initials</th>
<th>Date (for Permit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Sanitation</td>
<td>Granted</td>
<td></td>
<td>Yes 01/15/19</td>
</tr>
<tr>
<td>Wetlands Agency</td>
<td>Granted</td>
<td></td>
<td>No increase in employees or footprint</td>
</tr>
<tr>
<td>Planning &amp; Zoning</td>
<td>Granted</td>
<td></td>
<td>Interior, No expansion of building</td>
</tr>
<tr>
<td>Public Works/Engineering-</td>
<td>Granted</td>
<td></td>
<td>2/15/19</td>
</tr>
<tr>
<td>Fire Marshal (not required for 1 and 2-family dwelling)</td>
<td>Granted</td>
<td></td>
<td>3/14/19</td>
</tr>
<tr>
<td>Building Dept.-</td>
<td>Granted</td>
<td></td>
<td>3/7/19</td>
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</tbody>
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### CERTIFICATE OF OCCUPANCY APPROVAL

<table>
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<tr>
<th>Initials</th>
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<tbody>
<tr>
<td></td>
<td>for the Health &amp; Sanitation</td>
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<td>for Wetlands Agent</td>
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<td>for Planning &amp; Zoning</td>
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<td></td>
<td>for Public Works/ Engineering</td>
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<tr>
<td></td>
<td>for Fire Marshal-</td>
</tr>
<tr>
<td></td>
<td>for Building Dept.</td>
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</table>

---

Obtain Certificate of Occupancy from the Building Dept. after final inspection.
## INSPECTIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Result</th>
<th>Inspector</th>
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</thead>
<tbody>
<tr>
<td>05/13/2019</td>
<td>FIRE MARSHAL CO</td>
<td>APPROVED</td>
<td>fred.baker@newcanaan</td>
</tr>
<tr>
<td></td>
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<td>nct.gov</td>
</tr>
<tr>
<td>Comments:</td>
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<td></td>
<td></td>
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<tr>
<td>05/09/2019</td>
<td>HEALTH DEPT FINAL CO</td>
<td>APPROVED</td>
<td>jen.eielson@newcanaan</td>
</tr>
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<td>nct.gov</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>05/09/2019</td>
<td>BLDG-CO</td>
<td>APPROVED</td>
<td>brian.platz@newcanaan</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>05/09/2019</td>
<td>PZ- PZ FINAL CO</td>
<td>APPROVED</td>
<td>ben.winter@newcanaan</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Comments:</td>
<td></td>
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</tr>
<tr>
<td>04/01/2019</td>
<td>BLDG- ROUGH ALL TRADES</td>
<td>APPROVED</td>
<td>brian.platz@newcanaan</td>
</tr>
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<td></td>
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<tr>
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</table>

## PLAN REVIEWS

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<th>Date</th>
<th>Description</th>
<th>Result</th>
<th>Inspector</th>
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</thead>
<tbody>
<tr>
<td>02/15/2019</td>
<td>HEALTH</td>
<td>APPROVED WITH CONDITIONS</td>
<td>jen.eielson@newcanaan</td>
</tr>
<tr>
<td></td>
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<td>nct.gov</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/15/2019</td>
<td>PLANNING AND ZONING</td>
<td>APPROVED</td>
<td>ben.winter@newcanaan</td>
</tr>
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<tr>
<td>Comments:</td>
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<td></td>
</tr>
<tr>
<td>03/01/2019</td>
<td>FIRE MARSHALL</td>
<td>APPROVED</td>
<td>freds.baker@newcanaan</td>
</tr>
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<td></td>
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<td>Comments:</td>
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<tr>
<td>03/07/2019</td>
<td>BUILDING</td>
<td>APPROVED</td>
<td>brian.platz@newcanaan</td>
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<td></td>
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<td>nct.gov</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wesco Insurance Company
A Stock Insurance Company

WORKERS COMPENSATION
AND EMPLOYERS LIABILITY
INSURANCE POLICY

Ncii Code: 26135

1. Insured:
   Grace Farms Foundation
   PO Box 876
   New Canaan, CT 06840
   Other workplaces not shown above:
   None
   Producer:
   AmTrust North America, Inc.
   c/o UNDERWRITERS INC
   6 Stony Hill Road, Suite 210
   Bethel, CT 06801

Policy Number: WWC3347902

   Individual       Partnership
   ______________  ______________
   X Corporation   
   Federal Tax ID: 271401401
   Risk Id:
   Renewal of: New

2. The policy period is from 4/12/2018 to 4/12/2019 12:01 a.m. at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: Connecticut
   B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.
   The limits of our liability under Part Two are:
   
<table>
<thead>
<tr>
<th>State</th>
<th>Bodily Injury by Accident</th>
<th>Bodily Injury by Disease</th>
<th>Bodily Injury by Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100,000 each accident</td>
<td>$500,000 policy limit</td>
<td>$100,000 each employee</td>
</tr>
</tbody>
</table>

   C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
   All states except ND, OH, WA, WY and State(s) Designated in Item 3A.
   D. This policy includes these endorsements and schedules: See Extension of Information Page

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

   See Extension of Information Page
   TOTAL ESTIMATED ANNUAL PREMIUM 24,655
   STATE ASSESSMENT 1,070
   TOTAL ESTIMATED COST 25,125
   Minimum Premium 750
   Issue Date: 5/2/2018
   Countersigned by:
Town of New Canaan
BUILDING PERMIT
77 Main Street, New Canaan CT 06840
Owner: GRACE FARMS FOUNDATION INC
Address: 365 LUKES WOOD ROAD

Contractor:
ROY MEDILE-GRACE FARMS FOUNDATION INC.
365 LUKES WOOD ROAD
NEW CANAAN, CT 06840

Applicant:
ROY MEDILE-GRACE FARMS FOUNDATION INC.
365 LUKES WOOD ROAD
NEW CANAAN CT 06840

Legal Address: 365 LUKES WOOD ROAD
Permit Type: COMMERCIAL ADDITIONS AND ALTERATIONS
Construction Type: VB
Use/Occupancy:
Location:
Approximate Total Square Feet:

The undersigned hereby applies for permission to construct the project in compliance with the laws and building codes and regulations of the State of Connecticut and the Town of New Canaan as set forth in the accompanying drawings and specifications in so far as the same do not conflict with the aforesaid State and Town laws and building regulations.

Approved plans MUST be retained on the job and this card KEPT POSTED until final inspections have been approved. All Structures require a Final Inspection. Buildings may not be occupied until approved by the Building Official.

Any & all deviations regardless of size from stamped approved plans must be approved by ALL Land Use Departments before they are made.

WEST BARN-INTERIOR RENOVATIONS/ALTERATIONS 'PARTITIONING CURRENT GARAGE SPACE TO PROVIDE THREE (3) ADDITIONAL OFFICE, 1 OPEN OFFICE AND KITCHENETTE, 1 CLOSED GARAGE AREA, AND 1 OVERHEAD STORAGE LOFT. TOTAL ROOM COUNT IS 6 IN AN ALREADY EXISTING SPACE OF 786 SF.' No increase in employees or footprint expansion. (JE)

Estimated Cost: $79000

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount Paid</th>
<th>Check No</th>
<th>Source</th>
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<tr>
<td>BUILDING COM</td>
<td>$1011.00</td>
<td>8578</td>
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<td>ZONING PERMIT FEE</td>
<td>$250.00</td>
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<tr>
<td>PZ/IW DEP State- § 58</td>
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<td>PZ/IW DEP Town-§ 2</td>
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<td>HEALTH DEPT REVIEW FEE-COM</td>
<td>$200.00</td>
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<td><strong>Total</strong></td>
<td><strong>$1521.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVED

CHIEF BUILDING OFFICIAL
All Inspections must be scheduled with Building Department personnel. No Inspection request will be accepted by voice mail. Permit numbers will be required when requesting any inspections either in person or by telephone with Building Department personnel.

Constructed in accordance with the 2018 CT State building code.
CERTIFICATE OF USE AND OCCUPANCY

Town of New Canaan
77 Main Street, New Canaan CT 06840       PHONE 203 594-3012, FAX 203 594-3121

Address: 365 LUKES WOOD ROAD
NEW CANAAN, CT 06840

Certificate of Occupancy Date: 05/09/2019

CO Number: BP-19-00154
M/B/L: 41-38-77

THIS IS TO CERTIFY THAT THE BUILDING LOCATED AT 365 LUKES WOOD ROAD IS COMPLETED IN ACCORDANCE WITH BUILDING PERMIT NUMBER AND WAS INSPECTED TO THE BEST OF OUR KNOWLEDGE AND DETERMINED TO SUBSTANTIALLY COMPLY WITH THE CONNECTICUT STATE BUILDING CODE.

Built under 2005 State Building Code
Use Group: Permit Issued:

Permit Project Description
WEST BARN-INTERIOR RENOVATIONS/ALTERATIONS 'PARTITIONING CURRENT GARAGE SPACE TO PROVIDE THREE (3) ADDITIONAL OFFICE, 1 OPEN OFFICE AND KITCHENETTE, 1 CLOSED GARAGE AREA, AND 1 OVERHEAD STORAGE LOFT. TOTAL ROOM COUNT IS 6 IN AN ALREADY EXISTING SPACE OF 786 SF." No increase in employees or footprint expansion. (JE)

[Signature]

CHIEF BUILDING OFFICIAL