

Planning Application



Project Name _____

NOTE: IT SHALL BE THE RESPONSIBILITY OF ANY PERSON/FIRM CONSIDERING MAKING APPLICATION TO BE PLACED ON THE PLANNING COMMISSION AGENDA TO FIRST NOTIFY THE MAYOR AND ALDERMAN OF THE DISTRICT WITH RESPECT TO THE PROPOSED DEVELOPMENT OR PROJECT. BOTH CONTACTS MUST BE MADE PRIOR TO ANY ITEM BEING PLACED ON AN AGENDA. IT IS ALSO RECOMMENDED THAT CONTACT BE MADE WITH THE COMMUNITY DEVELOPMENT DIVISION BEFORE ANY SUBMITTAL IS MADE (414)329-5342 OR kristi.johnson@greenfieldwi.us.

Applicant or Agent for Applicant

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Daytime Phone Number _____
E-mail Address _____
Fax Number _____

Agent is Representing (Tenant/Owner)

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Daytime Phone Number _____
E-mail Address _____
Fax Number _____

Property Information (do not leave any blank)

Property Address _____
Tax Key No. _____
Aldermanic District _____
Current Zoning _____
Property Owner _____
Property Owner's Address _____
Existing Use of Property _____
Previous Occupant _____
Total Project Cost Estimate _____

Application Type and Fee

(Check all that apply. Please see Plan Commission Application Fee Schedule for more information.)

- Preliminary Certified Survey Map Certified Survey Map
- Preliminary Subdivision Plat Final Subdivision Plat
- Site/Landscape/Architectural Review (see fee schedule)
- Special Use Permit Special Use Review (see fee schedule)
(Special Use Permits May Require Public Hearing)
- Rezoning or PUD:
Existing Zoning: _____ Proposed Zoning: _____
(Requires Public Hearing)
- Comprehensive Land Use Plan Amendment:
Existing Land Use: _____ Proposed Land Use: _____
(Requires Public Hearing)
- Conceptual Project Review Variance from ordinances
- Other (specify) _____ Amt Due \$ _____

In order to be placed on the Plan Commission agenda, the Community Development Division MUST receive the following by the 2nd Thursday of the month, prior to the month of the Plan Commission meeting (which always meets the 2nd Tuesday of the month).

- Completed Application
- Corresponding Fees
- Project Description (submitted electronically in Word)
- Two (2) sets of plans (24" x 36") – check all that apply
 - Site/Landscaping/Screening Plan
 - Floor Plans
 - Elevations
 - Certified Survey Map (8.5" x 14" sized paper)
 - Other
- One (1) electronic copy of plans
- Total Project Cost Estimate
- Impervious Area & Disturbed Area Form (required)

Please make checks payable to: City of Greenfield

NAICS Number (required) _____

FOR OFFICE USE ONLY

Plan Commission Conceptual _____
Plan Commission Review _____
Common Council Approval _____
Common Council Public Hearing _____

Applicant or Agent Signature _____ Date _____

Property Owner Signature _____ Date _____

CITY OF GREENFIELD PLAN COMMISSION APPLICATION FEES

(Revised Fee Schedule Effective 1/1/2013)

At the time of application for consideration of an item by the City of Greenfield Plan Commission, the following fees shall be paid. \$100 of fee is non-refundable (or the full amount of fee is non-refundable if less than \$100).

LAND DIVISION

Certified survey map	\$550.00*	
Preliminary map	\$300.00	
Affidavit of correction	\$150.00	
Engineering Charges (if applicable)		See Attached Engineering Charges Form

SITE/BUILDING/LANDSCAPE APPROVAL

New Construction	\$600.00	
21%-100% change from existing situation or previously approved plans	\$450.00	
0%-20% change from existing situation or previously approved plans	\$300.00	
Engineering Charges (if applicable)		See Attached Engineering Charges Form

SPECIAL USE PERMIT

New construction - includes site and landscape approval	\$750.00	
Existing site - site and landscape approval required - 21%-100% change	\$600.00	
Existing site - site and landscape approval required - 0%-20% change	\$450.00	
Existing site - site and landscape approval not required	\$350.00	
Special use permit review/amend permit	\$350.00	
Special use permit for a duplex on a non-conforming lot	\$450.00	
Engineering Charges (if applicable)		See Attached Engineering Charges Form

REZONING OR ORDINANCE AMENDMENT

District change (not P.U.D.) or Ordinance Amendment request	\$650.00	
Engineering Charges (if applicable)		See Attached Engineering Charges Form

PLANNED UNIT DEVELOPMENT (P.U.D.)

Pre-petition conference	\$300.00	
Petition conference - residential uses (Public hearing and final approval of a P.U.D. is included in the applicable fee)	\$1500.00 plus \$20.00/unit	
Petition conference - commercial and industrial uses (Public hearing and final approval of a P.U.D. is included in the applicable fee)	\$1500.00 plus \$20.00/1,000 square feet of bldg. area	
Amend P.U.D. agreement - site plan required - public hearing required	\$700.00*	
Amend P.U.D. agreement - site plan required - public hearing not required	\$550.00	
Amend P.U. D. agreement - no site plan required	\$350.00	
*If the Common Council does not require the public hearing, \$150.00 will be refunded to the applicant.		
Engineering Charges (if applicable)		See Attached Engineering Charges Form

SUBDIVISION

Preliminary plat (Milwaukee County Fee = \$150.00)	\$600.00 plus \$5.00/lot	
Final plat	\$400.00	
Affidavit of Correction	\$150.00	
Engineering Charges (if applicable)		See Attached Engineering Charges Form

MISCELLANEOUS

Zoning and building confirmation letter	\$200.00	
Request for relief from Planning Commission requirements and/or ordinances	\$200.00	
Discussion of a conceptual project	\$200.00	
Approval to move a house	\$250.00	
Approval for a temporary structure	\$350.00	
Request for a vacation of right-of-way	\$450.00	
Comprehensive Land Use Amendment	\$650.00	
Engineering Charges (if applicable)		See Attached Engineering Charges Form

(Additional Fee Required: \$75.00 to "Milwaukee County Register of Deeds" when Plan Commission application is submitted. Another check for \$30.00 to "City of Greenfield" will be needed prior to actual recording of the CSM.)



Storm Water Management Pre-Permit Application

Storm water management requirements may apply if any of the following conditions apply for your site:

MMSD Chapter 13 (storm water quantity control) applies if the site has:

- 2 acres (87,170 sq. ft.) or more of disturbed area
- ½ acre (21,780 sq. ft.) of new impervious area
- Addition of between 5,000 sq. ft. and 21,780 sq. ft. (½ acre) of new impervious area

WI DNR NR 151 (storm water quality control) applies if the site has:

- 1 acre (43,560 sq. ft.) or more of disturbed area

Please enter the following information and submit this form with your Planning Application or Building Permit Application:

Date: _____ Property Address: _____

Tax Key No.: _____ Provide Total Project Area: _____ sq. ft.

Provide Net Increase (+) or Decrease (-) in Impervious Area: _____ sq. ft.

Provide Total Disturbed Area: _____ sq. ft.

Tributary Watershed (check one):

TMDL: KK-1 KK-2 KK-4 KK-6 MN-15

Watershed: Oak Creek Root River

If you feel your property is exempt from SWM, please indicate the reason for your exemption:

Applicant Name (print) _____ Applicant Signature _____

Applicant Phone _____ Applicant E-mail _____

If your project requires Storm Water Management, you will be asked to submit the required materials as you proceed with your Plan Commission and/or Building Permit Application.

Please contact Jeff Tamblin in the Greenfield Engineering Department if you have questions about storm water management applicability. JeffT@GreenfieldWI.us or 414-329-5323.