

# 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.porter@greenfieldwi.us](mailto:kristi.porter@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 BLANK (<https://greenfield.ags.ruekert-mielke.com/Default.aspx>)

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 2<sup>nd</sup> Thursday of the month, prior to the month of the Plan Commission meeting. More info: <https://www.ci.greenfield.wi.us/763/Applications-Checklists>**

- 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 11/03/2020)

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 Section 3.12(5)

### 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 Section 3.12(5)

### 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 <b>not</b> 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 Section 3.12(5)

### REZONING OR ORDINANCE AMENDMENT

District change (not P.U.D.) or Ordinance Amendment request	\$650.00
Engineering Charges (if applicable)	See Section 3.12(5)

### PLANNED UNIT DEVELOPMENT (P.U.D.)

New P.U.D.	\$3,000.00
Amended P.U.D.	\$1,500.00
Engineering Charges (if applicable)	See Section 3.12(5)

### 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 Section 3.12(5)

### 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 Section 3.12(5)

(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:

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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](mailto:JeffT@GreenfieldWI.us) or 414-329-5323.