



GREENFIELD ZONING/OCCUPANCY VERIFICATION STEPS

Use the following steps to look up zoning/parcel information and to determine if a business/use is permitted in the parcel's zoning district. These steps are the first and most important steps to ensure that the business is going down the right path to opening in the City of Greenfield. We look forward to working with you and answering any questions you may have about the City's approval process. Thank you.

1. Check the zoning of a property online.
 - a. Go to: <http://www.greenfieldwi.us/>
 - b. Click on the "Property Search" bubble towards the middle of the page.
 - c. In the "House No." field, type in the 4 or 5-digit address (ex. 7325) and hit "search."
 - d. All possible addresses with that house number show up. Select the one you're interested in by clicking on "Property Data."
 - e. Zoning, tax key number, aldermanic district and all other property data will show up.
 - f. To request a Zoning Verification Letter, email a fillable template form to Andrew Stern (andrew.stern@greenfieldwi.us) and submit a \$200 per parcel fee. The fee may be mailed to Greenfield Community Development Department, 7325 W. Forest Home Ave., Greenfield, WI 53220 or can be made via credit card by calling 414-329-5330. Most requests are completed within ten (10) working days of receipt of the applicable fee.

2. 6-digit North American Industry Classification System (NAICS) number needs to be obtained. This is a number that is assigned to all businesses in the U.S. by the IRS. The City of Greenfield's Zoning Code determines permitted/special uses by relying on the 6-digit NAICS number, which will need to be provided to the Community Development staff.
 - a. Go to: <https://www.naics.com/search/>
 - b. This is like a Google search engine, but for NAICS numbers.
 - c. Type in key words for the business (unless the 6-digit NAICS number is already known—then skip these NAICS steps). Be as specific as possible to help narrow the results. Example: "new car dealer" or "beauty salon" or "full-service restaurant"
 - d. Several options may pop up. Each blue "NAICS Title" is a hyperlink to additional information for that 6-digit code that you may select and will give you additional examples of what types of businesses fit under that category.
 - e. Once you have found the best-suited 6-digit code, you'll go back to the City website.

3. Determine if the 6-digit NAICS code is allowed in Greenfield, and if so, if it's a permitted or special use.
 - a. Go to: <http://www.greenfieldwi.us/243/Community-Development-and-Zoning>
 - b. On the left-hand side of our page, you'll see all the "Permitted Uses in Zoning Districts" listed. Click the arrow to open the dropdown menu.

- c. Select the district that you need (which was determined in step 1.e. above)
 - d. A PDF spreadsheet will open. Notice that “P” means “permitted” and “S” means that a “Special use” is required (a lengthier 3-or-so-month-long approval process).
 - e. Find your 6-digit NAICS code (which was determined in step 2.e. above) in that spreadsheet.
 - f. If you do not see your 6-digit NAICS code, that use is **NOT** allowed in the City in that particular zoning district.
 - g. Another option is to open the “All Districts Comparative Summary” spreadsheet which will list ALL NAICS codes, and on that spreadsheet, you can see which zoning districts do/don’t allow the intended use based off of their 6-digit NAICS code.
4. If you have follow-up questions once you know the zoning and NAICS code, feel free to contact the Community Development Division:
<http://www.ci.greenfield.wi.us/243/Community-Development-and-Zoning>
 5. Once you have determined if the use is allowed in Greenfield and if the business would like to pursue their move to Greenfield, an Occupancy Permit Application will need to be completed and submitted. NO BUSINESS SHOULD OCCUPY SPACE IN GREENFIELD WITHOUT THE CITY SIGNING OFF AND PROVIDING A CERTIFICATE OF OCCUPANCY. IF THE CITY FINDS OUT THAT A BUSINESS IS ILLEGALLY OPERATING WITHOUT A CERTIFICATE OF OCCUPANCY, THEY WILL BE CITED A 3X PERMIT FEE THROUGH A CITATION, NO EXCEPTIONS WILL BE PROVIDED. THIS FEE WILL BE A MINIMUM OF \$450.
 6. Occupancy Permit Applications can be found at:
<http://www.ci.greenfield.wi.us/DocumentCenter/View/403/Occupancy-Permit-Application->
 7. Building, Electrical and Plumbing Permit Applications (if needed) are REQUIRED to be submitted online: <https://bsaonline.com/Account/LogOn?uid=2453>
 8. If the use/business requires a Special Use Permit, you will be working with the Community Development staff and no building permits nor a Certificate of Occupancy will be issued until they have gone through the 3-or-so-month-long approval process. Staff will assist through the Special Use Permit process. Call/email either Andrew Stern (andrew.stern@greenfieldwi.us) or Kristi Porter (kristi.porter@greenfieldwi.us), contact information provided here: <http://www.ci.greenfield.wi.us/243/Community-Development-and-Zoning>
 9. If the use/business is a Permitted Use, submit a completed Occupancy Permit Application form and applicable fee and work with the Inspection Services Division to schedule inspections and ultimately obtain a Certificate of Occupancy (414-329-5330).
 10. Will the business need any special licenses? Please check with the Clerk’s Office if you are unsure: <http://www.ci.greenfield.wi.us/669/City-Clerk>
 11. If the business wants signage, you will need to apply for a Sign Permit. Signs installed without a permit will be subject to a 4X permit fee. The Sign Permit Application can be found here: <http://www.ci.greenfield.wi.us/243/Community-Development-and-Zoning>