



CITY of 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!

1. Determine 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 Gina Vlach (gina.vlach@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. Determine the NAICS number.

The 6-digit North American Industry Classification System (NAICS) number must be provided. This is a number that is assigned to all businesses in the US by the IRS. The City of Greenfield's Zoning Code determines permitted/special uses by the 6-digit NAICS number, which will need to be provided to the Community Development staff. Use the following steps to determine the NAICS number. If the number is already known, continue to step 3.

- 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. Be as specific as possible to help narrow the results. Example: "new car dealer" or "beauty salon" or "restaurant"
- d. Several options will 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 on the parcel of interest, and if so, if it's a permitted or special use.

- a. Go to: <https://www.ci.greenfield.wi.us/741/Permitted-Uses-in-Zoning-Districts>
- b. Select the zoning district that was determined in step 1.e. above.
- c. A PDF spreadsheet will open. Notice that "P" means "permitted" and "S" means that a "Special Use Permit" is required (a lengthier, 45-60+ day long approval process).
- d. Find the 6-digit NAICS code, which was determined in step 2.e., in the spreadsheet.
 - i. Please note that the PDF uses 2012 NAICS numbers, not 2022 numbers
- e. If you do not see your 6-digit NAICS code, that use is **NOT** allowed in the City in that particular zoning district.
- f. To confirm your finding, open the "All Districts Comparative Summary" PDF spreadsheet which lists ALL NAICS codes. On that spreadsheet, you can see which zoning districts do/don't allow uses based on the 6-digit NAICS codes.

4. **If you have follow-up questions about the zoning or NAICS code, feel free to contact the Community Development Division:**
 - a. Gina Vlach, Planner
 - i. gina.vlach@greenfieldwi.us (414) 329-5341
 - b. Kristi Porter, Community Development Manager
 - i. kristi.porter@greenfieldwi.us (414) 329-5342
5. **Once it is determined that a use is allowed in the City of Greenfield and, if the business would like to continue to pursue their proposal, an Occupancy Permit Application must be filled out, submitted, and paid for.**
 - a. 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. **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).**
7. **Occupancy Permit Applications can be found at:**
<http://www.ci.greenfield.wi.us/DocumentCenter/View/403/Occupancy-Permit-Application->
8. **Building, Electrical and Plumbing Permit Applications (if needed) are REQUIRED to be submitted online:** <https://bsaonline.com/Account/LogOn?uid=2453>
9. **If the use/business requires a Special Use Permit, you will be working with the Community Development staff. No building permits or a Certificate of Occupancy will be issued until a Special Use has gone through the approval process.**
 - a. Staff will assist through the Special Use Permit process.
 - b. Gina Vlach, Planner
 - i. gina.vlach@greenfieldwi.us (414) 329-5341
 - c. Kristi Porter, Community Development Manager
 - i. kristi.porter@greenfieldwi.us (414) 329-5342
10. **If the business wants either permanent or temporary signage, they must apply for a Sign Permit.**
 - a. Temporary or permanent signs installed without a permit will be subject to 4X permit fee.
 - b. The Sign Permit Application can be found here: <https://www.ci.greenfield.wi.us/758/Community-Development-Forms-Information>
11. **Will the business need any special licenses?**
 - a. Please check with the Clerk's Office.
 - i. <http://www.ci.greenfield.wi.us/669/City-Clerk>
 - ii. (414) 329-5219