

## **CITY OF GREENFIELD PLAN COMMISSION CHECKLIST**



All proposed commercial and multi-family developments (other than one and two family units), re-developments, exterior and site revisions, special uses, re-zoning requests, Comprehensive Land Use Map amendment requests, Certified Survey Map and/or subdivision plat proposals, ordinance amendments, etc. shall first submit plans to the Plan Commission for review and recommended approval prior to final approval from the Common Council. Plans and specifications shall be of sufficient clarity to indicate the nature and character of the work proposed.

The Plan Commission meets the 2<sup>nd</sup> Tuesday of the month. The Common Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month; however during the months of June – September, the Common Council meets only on the 3<sup>rd</sup> Tuesday of the month.

**In order to be placed on the Plan Commission agenda, the Community Development Division must receive the following by the second (2<sup>nd</sup>) Thursday of the month prior to the Plan Commission meeting:**

1. Completed Plan application (including NAICS code) & corresponding fees
2. Project description (submitted electronically in Word)
3. Two (2) sets of plans (24" x 36") or 8 ½" x 14" for a CSM
4. One (1) set of plans submitted electronically
5. Total Project Cost Estimate
6. Impervious Area & Disturbed Area Form

The City recommends that a professional engineer, architect, or designer prepare the plans. Plans/maps are required at a standard engineering scale of 40' per inch or less. Included in your submittal should be:

### **A PROJECT DESCRIPTION INCLUDING:**

1. Business description (remember, you're describing to a committee that knows nothing about your proposal)
2. Hours of operation (provide a range in which you're willing to be limited to)
3. Estimated number of employees
4. Relevant experience of applicant in the proposed business type
5. Menu (if a restaurant)
6. Info on ownership vs. tenancy (if renting, how long is lease term?)
7. Square footage of business operations

### **A SITE PLAN INCLUDING:**

1. Name of the owner/developer or the development itself with address and phone number.
2. Name of the person or firm that prepared the plans with address and phone number.
3. The most current date of preparation or revision.
4. Scale, North arrow, ¼ section vicinity location and parcel key number with applicable existing street names noted.
5. An indication of the square footage of the site, as well as square footage devoted to building/tenant space, parking, other paving, landscaping and open space.
6. All paved areas - proposed and existing - including, but not limited to, parking, loading, driveways, driveway openings, curbing, and sidewalks - public and private.
7. All pavement striping, wheel stops/bumper guards, and number of off-street parking spaces.

8. Exterior facilities for the handicapped including ramps and parking.
9. Elevations with scale and schematics of all proposed buildings and structures.
10. A colored, architectural rendering of all proposed buildings and structures.
11. All building and yard setback lines are graphically noted.
12. A detailed and dimensioned elevation of any proposed or existing signage, including copy and color schematic, with the location of existing and proposed signage.
13. Location, type, and height of all proposed and existing fences or walls.
14. Location and type of refuse enclosure, which must be four-sided and include a personnel door.
15. Location for temporary and convenient storage of snow removed from parking and other public areas.
16. Location of outdoor storage areas and their uses.

**A UTILITY PLAN INCLUDING:**

1. Existing and proposed grades, and site drainage plans, including catch basin locations. All paved areas and buildings must be connected to the storm sewer system, if available.
2. Existing and proposed easements, water, and sanitary sewer plans, location, and size, along with hydrant location(s).
3. Exterior lighting plans, including location, illumination levels (in foot-candles), and type with photometric analysis.

**A LANDSCAPING PLAN INCLUDING:**

1. All proposed and existing trees, shrubbery, planters, planting areas, landscape islands, and greenspace, whether public or private on the site. Plans should be species specific and indicate caliper or size at both the initial planting stage and at mature growth. Commercial properties must provide a landscape buffer between adjacent properties, adjacent to public streets, and any paving on the site. Planting islands in parking lots must be landscaped.
2. See Section 21.06.0300 of the Greenfield Municipal Code for required landscaping details.

**NOTE:**

- The Greenfield Planning Commission, Fire Department, Police Department, and Forester may have additional requirements.
- Refer to Greenfield Site Development Standards and Architectural Design Guidelines for more specific design information.

**APPROVAL PROCESS:**

1. Basic site, landscaping, architectural modifications, signage plan appeals – approximately 45-day approval process.
2. Special Uses, rezonings, ordinance amendments – approximately 60 to 90-day approval process, depending on whether or not a neighborhood meeting is recommended.
3. Comprehensive Land Use Map amendments and PUDs – approximately 120 to 150-day approval process.
4. Submit materials listed above by the second (2<sup>nd</sup>) Thursday of the month.
5. During the next three (3) or so weeks, staff will review the submittal and communicate any comments/recommended modifications back and forth between the applicant and other departments.
6. Approximately five (5) days prior to the Plan Commission meeting, staff will publish the Plan Commission agenda and staff report on the “agendas and minutes” section of the City’s website, summarizing all projects on that month’s Plan Commission agenda, and provide a recommendation to the Plan Commission.
7. The second (2<sup>nd</sup>) Tuesday of the month – Plan Commission meeting, 6:00pm. Plan Commission votes on a recommendation on all submittals. Applicant is encouraged to attend.
8. The third (3<sup>rd</sup>) Tuesday of the month – Common Council meeting, 7:00pm. Common Council votes on a final action on all Plan Commission submittals. Applicant is encouraged to attend.
9. If the proposal requires a public hearing, the public hearing will take place at the Common Council meeting the FOLLOWING MONTH after the Plan Commission meeting, NOT the immediately-following Common Council meeting identified in step 5 above.