

PLANNING APPLICATION



Project/ Business Name: _____

Completed applications may be emailed to GINA.VLACH@GREENFIELDWI.GOV

To be placed on the Plan Commission Agenda, all required application components and the associated fee **MUST BE RECEIVED BEFORE THE SUBMISSION DEADLINE.**

PROPERTY INFORMATION

ALL FIELDS MUST BE FILLED IN OR THE APPLICATION WILL BE RETURNED TO THE APPLICANT TO COMPLETE

Street Address: _____
Tenant Address/ Suite Number: _____
Previous Occupant: _____
Property Owner's Name: _____
Property Owner's Phone Number: _____
Property Owner's Email: _____
Total Project Cost Estimate: _____
NAICS Number (REQUIRED): _____ (www.NAICS.com)

APPLICANT

Full Name: _____
Company: _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone Number: _____
Email Address: _____

ARCHITECT/ ENGINEER/ REPRESENTATIVE

Full Name: _____
Company: _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone Number: _____
Email Address: _____

FOR OFFICE USE ONLY

Tax Key Number: _____
Aldermanic District: _____ Current Zoning District: _____
Property Owner's Address: _____
Plan Commission: _____
Common Council: _____

APPLICATION COMPONENTS

- ☐ Completed Application
- ☐ Project Description
- ☐ Payment of Fees (see fee schedule)
- ☐ Impervious Area & Disturbed Area Form (if required) *
- ☐ Two (2) 24" x 36" sets of plans (if required) *
 - ☐ Site/ Landscaping/ Screening Plans
 - ☐ Certified Survey Map (8.5" x 14")
 - ☐ Elevations ☐ Floor Plans ☐ Other

*** Contact the Community Development Division to determine if this is required for your project.**

Application Type & Fee

Check all that apply.

- ☐ Site/ Landscape/ Architectural Plan Approval
- ☐ Special Use Permit ☐ Special Use Review
- ☐ Preliminary Certified Survey Map ☐ Certified Survey Map
- ☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat
- ☐ Rezoning or Planned Unit Development (PUD)
 - o Existing Zoning: _____ o Proposed Zoning: _____
- ☐ Comprehensive Land Use Plan Amendment
 - o Existing Use: _____ o Proposed Use: _____
- ☐ Conceptual Project Review
- ☐ Variance/ Waiver/ Appeal from Ordinances
- ☐ Other (Specify)

Amount Due \$

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____
(required for all applicants who are tenants)

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. Fees are non-refundable unless the application is withdrawn before the agenda is posted.

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 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 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.)



SO, YOU NEED TO APPEAR BEFORE PLAN COMMISSION

Appearing before Plan Commission is a very common requirement in the City of Greenfield for commercial properties. Whether you will be appearing for Architectural, Site, and Landscaping Plans, a Special Use Permit, or Signage Waiver, this document will help guide you through the process. As always, if you have any questions, you should contact a City employee for assistance.

MEETING DATES



The meeting schedules and deadlines document provides the submission deadline and associated meetings for projects. Since the Plan Commission only meets once a month, missing a submission deadline could delay approval of your proposal.

APPLICATION, PROJECT DESCRIPTION, & PLANS



A Planning Application needs to be filled out and submitted along with a project description, payment for appropriate fee(s), and plans (as required). A project description template is available upon request. The project description must be submitted electronically. Credit card payments can be made over the phone, there is a 2.5% fee for credit card payments. Checks can be made out to the "City of Greenfield".

PRIOR TO THE MEETING

Between the time you submit your package and the Plan Commission meeting, Staff from multiple departments will review your submittal. If any questions or concerns are brought up, a staff member will contact you. Approximately 5 days prior to the meeting, you will receive an email with the agenda and staff report (a summary of your project and all other projects submitted for the month) for the Plan Commission meeting. You are highly encouraged to review these documents ahead of the meeting and contact staff with any questions.

THE MEETING ITSELF

You, or someone who can speak on the project, should attend the 6:00pm Plan Commission meeting. Attendance is encouraged because, if a question is posed that cannot be answered by staff, it could postpone the Commission's vote on the project to the following meeting.

AFTER THE MEETING

All projects, except signage waivers, also require Common Council approval. Some projects can be expedited to the next week's Common Council meeting, others may require a month "hold" period if a public hearing is required. If your project requires a public hearing, you should plan on attending the 7:00pm Common Council meeting. If your project is expedited to the next week's Common Council meeting because it does not require a public hearing, you likely do not need to attend the 7:00pm Common Council meeting.

Depending on the project, you will receive a Developer Letter and/or a Resolution to sign. The Developer Letter details what was discussed during the meetings and any conditions, set by the Plan Commission, that need to be addressed. The Resolution (only applicable if a public hearing is held) is sent by the City Clerk via DocuHub and must be signed by the applicant and property owner (as applicable). You should contact the Inspection Services Division regarding occupancy permits/ inspections, as well as building, electrical, and plumbing permits.



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