



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.