



CITY OF GREENFIELD

ZONING DISTRICT AMENDMENT APPLICATION CHECKLIST

(Amendments to the zoning Ordinance or Zoning Map may be initiated by the City Council, Planning Commission or by application of a property owner).

Referenced Zoning Code Section: § 152.022

Any person requesting City approval Zoning District Amendment shall complete and/or submit to the City of Greenfield, by the published submittal deadline, the following information:

- ☐ Zoning District Amendment Application;
- ☐ Filing fee (at annual rate set by City Council);
- ☐ Escrow deposit (at annual rate set by the City Council);
- ☐ City of Greenfield Planning and Zoning Application Policies and Procedures - An executed agreement in which the applicant agrees to pay all costs of engineering, planning, inspection and legal expenses incurred by the City in reviewing the application;
- ☐ Written narrative that is legible and reproducible that explains the reasons for the Zoning District Amendment and an explanation of the amendment's consistency with the Comprehensive Plan land use designations;
- ☐ Location map (8 ½"x 11" reproducible);

*Submit ten (10) **folded** 24"x 36" copies and one (1) 11" x 17" reduction of the following:*

- ☐ General Development Plan or Preliminary Plat for subject property and the adjacent properties within 200 feet of the property to be rezoned. The plan set shall include the following:
 - Plans shall be drawn at a scale of 1-inch equals 100 feet, unless otherwise required by City Planner or City Engineer;
 - Existing development land use, structures, zoning, jurisdictional wetlands, waterways, drainage, lakes, roads, and property lines, and ownership.
 - Proposed public and private road and private shared driveway easement arrangements, walkways, trails and recreation and open space and other public areas.
 - General location of proposed lots
 - General location of proposed structures and parking areas in the case of institutional, church, club, school, commercial and industrial land uses
 - Topography with 10 foot contour interval or less
 - Plans drawn to scale 1"= 200' or greater

Applications and submittals will be reviewed by staff who will notify the applicant in writing as to completeness of application and or the need for additional information or modifications within ten business days. Complete application items will be scheduled for the Planning Commission review.