



CITY OF GREENFIELD

BUILDING AND SITE PLAN REVIEW APPLICATION CHECKLIST

(Required for commercial-industrial development and multifamily development).

Referenced Zoning Code Sections: 1020.04, 1020.05 and 1020.06.

Any person requesting City approval of a Final Site Plan and Building Plans shall complete and/or submit to the City of Greenfield, by submittal deadline, the following information:

- ☐ Building and Site Plan Review application.
- ☐ Filing fee (at annual rate set by City Council).
- ☐ Escrow deposit (at rate set by the City Council).
- ☐ Signed Greenfield Planning and Zoning Application Policies and Procedures agreement. 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 explains of the proposed site development (proposed building and site use, site and building size, estimated number of employees, anticipated hours of operation etc.).
- ☐ Determine whether Pioneer-Sarah Creek Watershed Management Commission review is required/prepare application.
- ☐ Location map (8 ½"x 11" reproducible);

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

- ☐ Certificate of Survey of existing conditions prepared by a licensed Land Surveyor including the following information:
 - Survey shall include the subject property and adjacent properties within 200 feet;
 - The survey shall be drawn at a scale of not greater than 1"= 100';
 - Property lines & dimensions;
 - structures;
 - Easements;
 - Utilities and primary and secondary septic systems;
 - Wells;
 - Jurisdictional wetlands, water ways, drainage, lakes and flood plains;
 - Public rights-of-ways or private road and private shared driveway easement arrangements, curb cuts, walkways, trails and recreation and open space and other public areas;
 - Topography in two-foot contour intervals;
 - Vegetation;
- ☐ Development Plans and Exhibits for the subject property and the adjacent properties within 200 feet shall include the following:
 - The plans shall be drawn at a scale of 1"= 100' or greater;
 - Lot dimensions, lot areas, yard dimensions, building setback lines, proposed land use, structures, parking, driveways, roads, loading areas, exterior storage areas, mechanical equipment, dumpster, proposed easements, etc;
 - Proposed building floor plan per level and building elevations with exterior finishes noted;

- Proposed land use, structures, parking, driveways, roads, loading areas, etc.;
- Proposed Grading, Drainage and Erosion Control Plan prepared by a licensed civil engineer that shows existing and proposed contours at two-foot intervals, proposed grades (3:1 maximum slopes, 4:1 preferred maximum), building pad elevations, existing and proposed topography, drainage calculations, 10-year storm sewer pipe design, 100-year storm water management facilities, direction of drainage around each building pad location, and appropriate easements as required;
- Sign plan with all proposed signs;
- Mechanical equipment, screening, type of material used;
- Exterior storage area, screening, surfacing type;
- Trash storage, location, size type of screening, cement slab size;
- Lighting plan;
- Proposed easements;
- Existing and proposed utilities (well, primary and secondary septic systems, etc.);
- Proposed Landscape Plan including the size and quantity of trees, shrubs sidewalks, trails walks, fences landscaping and walls, etc;

If applicable, City shall accept Pioneer Sarah Creek Watershed Management Commission applications and fees (check made payable to "Pioneer-Sarah Creek Watershed Management Commission"). The City will forward two copies and the fee payment to the Commission. Pioneer Sarah Creek Watershed Management Commission review and comments are required if applicable before consideration by the Greenfield City Council.

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.

*Please send all documents and/
or questions to:*

planning@greenfieldmn.gov