

## City of Greenfield Variance Application Checklist

Any person requesting approval of a variance shall complete and submit to the City of Greenfield, all of the following information:

- ☐ Application
- ☐ Application Fee - \$800
- ☐ Escrow Deposit - \$5,000
- ☐ City of Greenfield Planning and Zoning Application Policies and Procedures which is an agreement that must be signed by the applicant in which the applicant agrees to pay all costs of engineering, planning, inspection, and legal expenses incurred by the City in reviewing the application.
- ☐ By state law, variances may be granted from the standards of the city's zoning ordinance only if:
  - The proposed variance is in harmony with the general purpose and intent of the zoning ordinance;
  - The proposed variance is consistent with the comprehensive plan; and
  - An applicant establishes that there are practical difficulties in complying with the ordinance standard from which they are requesting a variance. Practical difficulties means:
    - The proposed use is reasonable;
    - The need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and
    - The proposed use would not alter the essential character of the surrounding area.
- ☐ A factual, written narrative that describes the variance request and lists the justification or hardships for granting the variance which describes the following:
  - Why the proposal is reasonable;
  - Circumstances unique to the property;
  - Why the need for variance was not caused by the property owner;
  - Why the need is not solely based on economic considerations; and
  - Describe why the variance would not alter the essential character of the neighborhood.
- ☐ An 8" x 11" Reproducible location map of the property

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

- ☐ Accurate Drawing (the City may require a Certificate of Survey) of existing conditions prepared by a licensed Land Surveyor) including the following information:
  - 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 and dimensions;
  - Existing structures;
  - Easements;
  - Existing utilities and primary and secondary septic systems;

- Existing 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;
- Approximate location of vegetation;

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. Complete application will be scheduled for the Planning Commission review.

- ❑ Submit application to Pioneer-Sarah Creek Watershed Management Commission for (review if applicable) To determine if an application requires Pioneer-Sarah Creek Watershed Management Commission review contact city staff

**CITY OF GREENFIELD  
PLANNING AND ZONING APPLICATION  
POLICIES AND PROCEDURES**

**The following items are to be read and statement signed before any application is accepted!**

It is the policy of the City Council that events resulting from planning and zoning and development applications in the City of Greenfield should not create costs to be borne by the taxpayers. The City Council has adopted a fee schedule and requires an escrow deposit to cover City consultant planning, engineering and legal fees related to each application. The application fee is non-refundable and varies by project. That cost is for, but not limited to: office expenses incurred in the process which result in questions, meetings, phone calls with the applicant, copies, public notices, resulting in resident phone calls and all related paperwork.

Escrows vary by project and are paid at the time the application is submitted. The escrow monies are for, but not limited to the city attorney, planner and engineer fees. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment remitted to the City within 30 days from the billing date.

Please note: the attorney, planner and engineer are contracted consultant employees for the City of Greenfield and are paid by each project. The charges incurred by these consultants are in turn charged to the applicant for fees resulting from the planning and zoning application.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant. **The applicant must request in writing that escrow monies be reimbursed.** The escrow monies will be approved and available to the applicant the day after the closest 1<sup>st</sup> City Council meeting of the month.

All applicants must have all required information and labels (from application checklist) to City Hall no later than the second Tuesday of the month prior to the scheduled meeting. If all information is not received within that timeframe, the application will be deemed incomplete and rescheduled for a meeting at a later date once all information is obtained.

I have received the following items for my application:

\_\_\_\_ Checklist \_\_\_\_ P&Z application \_\_\_\_ Current Fees List \_\_\_\_ Other (please specify)

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

Applicant and property fee owner signatures subscribed and sworn to before me this \_\_\_\_ day

of \_\_\_\_\_, 20\_\_

**SEAL:**

\_\_\_\_\_