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(920) 757-5151

TOWN OF GREENVILLE, WI DEVELOPMENT AND ZONING APPLICATION PACKET

Welcome to the Town of Greenville, WI. We are pleased that you have chosen the Town to call your home whether it is as a resident, business, or developer. This packet is provided to assist you with your development and zoning application requests. **A pre-application meeting is required in order to ensure you are submitting for the necessary requests.** Please contact the Community & Economic Development Department at 920-757-5151 ext. 1102 to schedule a time to meet. Staff will walk you through this packet to ensure a timely and efficient process. In the event you don't attend a pre-application meeting, and the necessary information isn't submitted as part of your application, there may be delays.

In preparing the application, you should consult with the Town's Municipal Code, Subdivision and Zoning Ordinances and Building Code to insure conformity with intent and compliance with all regulatory requirements. Questions regarding these documents, or any requirements contained therein, should be directed to the Community & Economic Development Department at (920)757-5151 ext. 1102 or CEDD@townofgreenville.com.

General outline of the Community Development Application process:

1. Community & Economic Development Director meets with you to explain the entire process and discuss what will be needed for the project.
2. A first round of review will be completed internally by staff. Application materials shall be submitted to staff at a submittal meeting. Please contact the Department (920) 757-5151 ext. 1102 to schedule. As soon as application materials are received, they will be distributed to essential staff members for review.
 - a. Staff will review the plans in detail and then distributed comments back to you within 3 weeks.
 - b. This step gives you the opportunity to fine tune your submittal plans and keeps any issues from possibly holding up your project.
3. After you have updated your plans, you will submit revised plans at a submittal meeting that must be scheduled prior to the "Planning Commission Complete Submittals Date". Please contact the Department (920) 757-5151 ext. 1102 to schedule.
4. Your plans will be distributed to essential staff for the second time and comments will be returned to you on the "Staff Review Date".
5. Construction permits will be issued once all plans comply with Town regulations and conditions set by the Planning Commission and/or Town Board.

DEVELOPMENT APPLICATION

<i>STAFF USE:</i> CASE FILE: _____
RECEIPT #: _____ DATE FILED: _____
PRE-APP CONSULT DATE: _____

Project Title: _____

Site Address: _____

Parcel #(s): _____

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

PROPERTY INFORMATION:

Parcel(s) Sq. Ft.: _____ Current Zoning: _____ Proposed Zoning: _____

Existing Land Use: _____ Proposed Use: _____

Number of Employees: _____

Critical Areas: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Floodplain/Wetland | <input type="checkbox"/> Drainage/Stream |
| <input type="checkbox"/> Easements | <input type="checkbox"/> Heritage Overlay |
| <input type="checkbox"/> Airport Zone | <input type="checkbox"/> Gateway Overlay |
| <input type="checkbox"/> State/County Hwy | <input type="checkbox"/> TID |
| <input type="checkbox"/> Other: _____ | |

- Water Service: Public Water Well
Sewer Service: Public Sewer Septic
Inside Sanitary District Boundary? Yes No
if no see §270-76 for restrictions on CSMs and Plats.
Consistent with Comprehensive Plan?
 Yes No
Are there any assessments/lein on the property?
 Yes No

Description of Project/Request Requiring Application (attach additional sheets if necessary):

PROJECT DETAIL REQUIREMENTS

Request	Select all Applicable Requests	Required Fee	Requirements in Appendix:	Public Hearing Required?	Total Fee
Certified Survey Map <i>**Note 1</i>		\$350	B	Yes	\$ -
Rezoning		\$450	C	Yes	\$ -
Comprehensive Plan Amendment		N/A	D	Yes	
Special Exception Use		\$400	E & F	Yes	\$ -
Site Plan		\$400 + \$500 for Stormwater Mgmt <i>**Note2</i>	F	No	\$ -
Site Plan Bldg < 2,000 sq ft or no bldg		\$200 + \$100 Stormwater Review Fee	F	No	\$ -
Preliminary Plat <i>**Note 3</i>	Enter # of lots in box below	\$100 + \$10 for each lot within the plat	G	Yes	\$ -
		Escrow - \$1,000 for every 5 lots, up to \$5,000.			\$ -
Final Plat	Enter # of lots in box below	\$100 + \$5 for each lot within the plat	H	No	\$ -
Variance		\$300	I	Yes	\$ -
Citizen Participation	All above require, except Final Plat & Variance	\$75	A	—	\$ -
TOTAL FEES DUE AT TIME OF SUBMITAL					\$ -

***note 1: Max of 10 lots can be created by CSM per Calendar year outside of Sewer Service Area per [§270-76](#)*

***note2: Applicant/Owner will be responsible for any additional charges for engineering, inspections, legals, etc.*

***note 3: Plats approved outside of the Sewer Service Area shall be approved as a conservation subdivision per [§270-76](#)*

***note4: 1-5 lots = \$1k, 6-10 lots = \$2k, 11-15 = \$3k, 16-20 = \$4k, 21+ = \$5k*

AT TIME OF SUBMITTAL MEETING, BE PREPARED TO SUBMIT:

- A .PDF copy of all submitted items including plans, applications, citizen participation letter etc.
- A signed copy of the fully completed application
- All required fees
- Citizen participation letter (if required for the project)

I/We certify that all of the information presented by me/us in this application and plans are accurate to the best of my/our knowledge, information, and belief. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNATURE OF THE PROPERTY OWNER.

Applicant's Signature

Date

Property Owner's Signature

Date

IMPORTANT 2018 DATES

Application Submittal Date and 1st Round of 3 week Review Starts	Staff Review Comments Submitted to Applicant*	Planning Commission Complete Submittal Due at 3:00PM	Planning Commission / Town Board Meeting Date
December 6	December 27	January 3	January 22
January 8	January 29	February 5	February 26
February 5	February 26	March 5	March 26
March 5	March 26	April 2	April 23
April 2**	April 23**	April 30**	May 21**
May 7	May 25	June 4	June 25
June 4	June 25	July 2	July 23
July 9	July 30	August 6	August 27
August 6	August 27	September 4	September 24
August 31	September 24	October 1	October 22
October 8	October 29	November 5	November 26
October 29**	November 19**	November 26 **	December 17 **

*Applicant to revise and resubmit plans per staff comments for the next available Planning Commission meeting.

** Due to the Holidays on the usual Planning Commission date, the meeting will be held one week early.

IMPORTANT 2019 DATES

Application Submittal Date and 1st Round of 3 week Review Starts	Staff Review Comments Submitted to Applicant*	Planning Commission Complete Submittal Due at 3:00 PM	Planning Commission/ Town Board Meeting Date
December 10	December 31	January 7	January 28
January 7	January 28	February 4	February 25
February 4	February 25	March 4	March 25
March 4	March 25	April 1	April 22
April 1**	April 22**	April 29**	May 20**
May 6	May 27	June 3	June 24
June 3	June 24	July 1	July 22
July 8	July 29	August 5	August 26
August 5	August 26	August 30	September 23
September 9	September 30	October 7	October 28
October 7	October 28	November 4	November 25
October 28**	November 18**	November 25 **	December 16 **

*Applicant to revise and resubmit plans per staff comments for the next available Planning Commission meeting.

** Due to the Holidays on the usual Planning Commission date, the meeting will be held one week early.

APPENDIX A CITIZEN PARTICIPATION

Chapter 99 Citizen Participation

All projects except for Final Plat and Variance's will require Citizen Participation. Depending on the project either an informational letter or meeting will be required in order to give the residents within a 500' buffer of your project an opportunity to ask questions and offer comments. The applicant will submit a citizen participation letter at the time of submittal, this letter along with a project map will be sent out by the Town to the property owners within a 500' buffer of the project. If a meeting is required, the applicant must hold a Citizen Participation meeting at least seven (7) days prior to the Planning Commission date. Whether a meeting is required or not, the applicant will keep a summary of any calls, conversations and attendees and what their concerns are, along with any remedies for these concerns. This summary will need to be turned into the Town no later than 24 hours after the citizen participation meeting or the Tuesday prior to the Planning Commission date.

SAMPLE CITIZEN PARTICIPATION LETTER

MEETING BEING HELD:

Date

RE:

You are invited to attend a neighborhood meeting to discuss our proposed project within the Town of Greenville. The meeting will take place at TIME, DAY OF WEEK, DATE, LOCATION WITH ADDRESS. We will be available to meet with you on DATE ABOVE, PREVIOUS HOUR, to answer any questions you may have regarding our project, which is scheduled to be heard by the Town of Greenville Planning Commission on DATE/TIME.

Project Description

(ENTER PROJECT DESCRIPTION HERE ALONG WITH REASON FOR MEETING)

You will find a copy of the proposed site plan included with this letter.

We look forward to seeing you at the meeting. If you have any questions regarding our project and are unable to attend the meeting, please feel free to contact me at CONTACT INFORMATION.

Sincerely,
Applicant/Owner Name
Business Name

INFORMATIONAL LETTER BEING SENT:

Date

RE:

Below is a description of the PROJECT NAME at ADDRESS that has applied for PROJECT with the Town of Greenville. If you have any questions regarding this, you can contact me at PHONE NUMBER and I would be happy to answer any questions you may have regarding our project, which is scheduled to be heard by the Town of Greenville Planning Commission on DATE/TIME.

Project Description

(ENTER PROJECT DESCRIPTION HERE ALONG WITH REASON FOR MEETING)

You will find a copy of the proposed plan included with this letter.

Sincerely,
Applicant/Owner Name
Business Name

APPENDIX B CERTIFIED SURVEY MAP SUBMITTAL CHECKLIST

Items required to be submitted with Application

1. **Restrictions on CSMs see [§270-76](#), Max 10 lots per calendar year outside of Sanitary District**
2. Outagamie County Preliminary Consultation Checklist
3. Certified Survey Map – 2 full size copies and PDF
4. Citizen participation letter
5. State and/or County Department of Transportation Approval Letter for Access and Setback requirements
6. Asbuilts will be required prior to close out of the project. Please see the following digital [GIS](#) requirements.

The following sections of Town and Outagamie County Code will need to be followed when developing your CSM, as well as [Wis. State Statutes Chapter 236](#):

TOWN:

[§270 Article V](#) Land Division (Certified Survey Map) Application and Approval

[§270-37](#) Subdivision Control; Technical Requirements for Plat and Certified Surveys

The following notes may also be required depending on the details of your property:

1. **Right to Farm statement:** The lots created on this map are adjacent to properties that, as of the date of this document, are being used for agricultural purposes. Some individuals believe that the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This statement is intended to provide third parties with notice that agricultural activities may exist on the adjacent properties.
2. **Arsenic Statement:** The lot(s) shown on this map are located in the Special Well Casing Pipe Depth Area (“SWCPDA”). The “SWCPDA” has been established due to naturally occurring arsenic contamination problems affecting wells in this area. Anyone planning on drilling a well within the “SWCPDA” shall, prior to any drilling, consult the Wisconsin Department of Natural Resources, or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative code.
3. **Drain Tile Statement:** Any agricultural drain tile which is disturbed, cut or broken as part of the development of the CSM or excavation for construction must be repaired and/or relocated to allow for the drain tile to continue to drain as originally designed. The cost of repair and/or replacement of the drain tile must be borne by the party damaging the drain tile.
4. **Land Division Policy:** The Town in the future may require the abandonment of an on-site well or septic when public utilities become available and financing of public sewer/water once it is determined to be a need.
5. **Wetland Delineation:** Prior to development, a wetland delineation may be required on lot __. Outagamie County code of ordinances 48-7(c)(4), requires a wetland setback of 10' to 30', 50', or 75', depending on the susceptibility of the wetland.

COUNTY:

[§52 III](#) Technical Requirements for Plats and Certified Surveys

An approval meeting with Outagamie County will also be required. You can contact the Planning and Zoning Department at (920)832-5255.

Recordation. The land divider shall record the map with the Outagamie County Register of Deeds within six months of its last approval and 24 months of first approval by the Town Board and any other approving agencies. Failure to do so shall necessitate a new review and reapproval of the Map by the Town Board.[1]

APPENDIX C REZONING SUBMITTAL CHECKLIST

See [Chapter 320 Article XXXI](#) for requirements.

Items required to be submitted with Application

1. Map of rezoning request – PDF copy only
2. Citizen participation letter
3. Per [Wis. Statutes Sec. 66.1001\(4\)](#) all rezoning shall be consistent with the Comprehensive Plan. If they are not an amendment to the Comprehensive Plan shall be required.

APPENDIX D COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

Items required to be submitted with Application

1. Map of amendment request – PDF copy only
2. Citizen participation letter
3. Per [Wis. Statutes Sec. 66.1001\(4\)](#) all rezoning shall be consistent with the Comprehensive Plan. If they are not an amendment to the Comprehensive Plan shall be required.

APPENDIX E SPECIAL EXCEPTION USE SUBMITTAL CHECKLIST

See [Ch. 320 Article XXVII](#) for requirements.

Items required to be submitted with Application

1. All items required in Appendix F for Site Plans.
2. Citizen participation letter

APPENDIX F SITE PLAN SUBMITTAL CHECKLIST

See [Ch. 320 Article XXIX](#) for requirements

Items required to be submitted with Application

1. Plan Set containing the following plan sheets (PDF)
 - a. Existing Conditions/CSM/Plat Plan Sheet
 - b. Site Plan Sheet showing **IDENTIFY DISTRICT AND HYPERLINK** Zoning District Dimensional Requirements, Access [§320-220A](#) and Parking Plan [Ch. 320 Article VI](#)
 - c. Sign plan [Ch. 320 Article VII](#)
 - d. Landscaping Plan [Ch. 320 Article VIII](#)
 - e. Lighting/photometric Plan [§320-220E](#)
 - f. Water and Sanitary Sewer Utility [Ch. 340](#) Plan Sheet
 - g. Stormwater [Ch. 255](#) & [Ch. 344](#), Erosion Control [Ch. 117](#), Grading/Drainage [§320-222](#) Plan Sheet
 1. [Stormwater Management Webpage](#)
 2. [Erosion Control Webpage](#)
 - h. Details Plan Sheet
 - i. Color Building Rendering and B&W Architectural Elevations
 - i. Gateway Overlay District [Ch. 320 Article XXIII](#) if property is in district
 - ii. Heritage Overlay District [Ch. 320 Article XXIV](#) if property is in district
2. Erosion Control [Application](#)
3. Stormwater Report/Calculations (1 hard copy and PDF)
4. Citizen participation letter
5. State and/or County Department of Transportation Approval Letter for Access and Setback requirements
6. Asbuilts will be required prior to close out of the project. Please see the following digital [GIS](#) requirements.

APPENDIX G PRELIMINARY PLAT SUBMITTAL CHECKLIST

See [Ch. 270](#) for requirements

Items required to be submitted with Application (PDF)

1. **Plats approved outside of the Sewer Service Area shall be approved as a conservation subdivision per [§270-76](#)**
2. Preliminary Plat that contain and meet the following requirements
 - a. [Development Plan Assessment Checklist](#) §270-12A(10)
 - b. Application and approval [Ch. 270 Article IV](#)

- c. If Conservation Subdivision see [Ch. 270 Article VI](#)
 - i. Landscape Plan see [§270-17C](#)
 - ii. Operation and Maintenance Plan see [§270-17E](#)
 - d. If Condominium see [Ch. 270 Article VII](#)
 - e. Dedications and Reservations [Ch. 270 Article VIII](#)
 - f. Technical Requirements [§270-35](#)
 - g. Design Standards [Ch. 270 Article X](#)
 - h. Mailbox Requirements [USPS Standards NEW](#)
3. Engineering Plan Set containing plan sheets that meet:
 - a. Design Standards [Ch. 270 Article X](#)
 - b. Improvement Plans and Specifications [Ch. 270 Article XI](#)
 - i. Water and Sanitary Sewer Utility [Ch. 340](#)
 - ii. Stormwater [Ch. 255](#) & [Ch. 344](#)
 - iii. Erosion Control [Ch. 117](#)
 4. Erosion Control [Application](#)
 - a. [Stormwater Management Webpage](#)
 - b. [Erosion Control Webpage](#)
 5. Developers Agreement to be prepared by the Town and approved with plat and plans [Ch. 270 Article XII](#)
 6. Financial Guarantee required prior to construction of public improvements [Ch. 270 Article XII](#)
 7. Citizen participation letter
 8. State and/or County Department of Transportation Approval Letter for Access and Setback requirements
 9. Asbuilts will be required prior to close out of the project. Please see the following digital [GIS](#) requirements.

APPENDIX H FINAL PLAT SUBMITTAL CHECKLIST

See [Ch. 270](#) for requirements

Items required to be submitted with Application (PDF)

1. Final Plat that contain and meet the following requirements
 - a. Application and Approval [Ch. 270 Article IV](#)
 - b. If Conservation Subdivision see [Ch. 270 Article VI](#)
 - c. If Condominium see [Ch. 270 Article VII](#)
 - d. Dedications and Reservations [Ch. 270 Article VIII](#)
 - e. Technical Requirements [§270-36](#)
 - f. Design Standards [Ch. 270 Article X](#)
2. If not approved with Preliminary Plat - Engineering Plan Set containing plan sheets that meet (2 full size hard copies and PDF):
 - a. Design Standards [Ch. 270 Article X](#)
 - b. Improvement Plans and Specifications [Ch. 270 Article XI](#)
 - i. Water and Sanitary Sewer Utility [Ch. 340](#)
 - ii. Stormwater [Ch. 255](#) & [Ch. 344](#)
 - iii. Erosion Control [Ch. 117](#)
3. If public improvements are not installed and accepted by Town, Developer's Agreement to be approved and recorded and Financial Guarantee to be submitted prior to recording of Final Plat [Ch. 270 Article XII](#)
4. State and/or County Department of Transportation Approval Letter for Access and Setback requirements
5. Asbuilts will be required prior to close out of the project. Please see the following digital [GIS](#) requirements.

APPENDIX I VARIANCE SUBMITTAL CHECKLIST

See [Ch. 320 XXXIII](#) for requirements

Items required to be submitted with Application

1. Site Plan or other documentation containing sufficient information to identify the variance being requested. (PDF)
2. Code Section seeking a Variance to: _____
3. Written explanation as to how the request would meet the requirements of Section [§320-239B](#) to grant a variance which include:
 - a. The variance is not contrary to the public interest and that such a variance will be in general harmony with the purpose and intent of this chapter.

 - b. The variance will not permit the establishment of a use that is not permitted or permissible in the district.

 - c. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.

 - d. The literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district.

 - e. The hardship is not shared generally by other land or buildings in the area.

 - f. The hardship results from the strict application of this chapter and is not the result of self-created or self-imposed circumstances.