

**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**

**For Developer's Only:**

Letter of Credit

It is the responsibility of the developer to make application at City Hall and start the process for all final plats. It is also the responsibility of the developer to request any letter of credit reduction or releases. **This shall be done by sending written request to the City Engineer.** The Engineer will then have the City staff put the item on a City Council agenda for their decision. If it is approved by the City Council, City staff will notify the financial establishment of the approval. At the time of the request for a Letter of Credit Reduction or release, the developer will be asked to remit payment to the City for fees incurred up to that point. When payment is received, Council will authorize any reduction or release of a letter of credit. Please note that additional fees may be incurred after a letter of credit is reduced or released.

Street Acceptance

The City will require at **least** a one year maintenance guarantee on a completed street **after** the street is accepted. It is the developer's responsibility for fees incurred during this maintenance period.

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

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