

Project Name: _____



Planning & Zoning Department
7738 Commerce Circle
Greenfield, MN 55373
(763) 477-6464
planning@greenfieldmn.gov

SKETCH PLAN REVIEW APPLICATION CHECKLIST

The sketch plan review process provides a preliminary review of development ideas between the applicant and applicable city staff/consultants. The purpose of the sketch plan review is to ensure the applicant is fully aware of city plans, policies, and procedures pertaining to the proposed project; and, identify any unique features or aspects of the project that may require additional information or research on behalf of the applicant or city.

APPLICATIONS WILL BE PROCESSED ONLY IF ITEMS ARE SUBMITTED OR DEEMED BY THE CITY AS NOT APPLICABLE (NA)

Applicant Completed	Name of Project: _____	City Check-in
	COMPLETED SKETCH PLAN APPLICATION FORM (form provided by the City and signed by the property fee owners (s) and applicant if other)	
	APPLICATION FILING FEE (at annual rate set by City Council made payable to the City of Greenfield)	
	ESCROW DEPOSIT (at annual rate set by City Council)	
	CITY OF GREENFIELD PLANNING AND ZONING APPLICATION POLICIES AND PROCEDURES AGREEMENT (applicant must agree to pay all costs of engineering, planning, inspection, and legal expenses incurred by the City in processing the application.)	
	A WRITTEN NARRATIVE providing a general description of the project or idea and accompanied by a list of key questions that the applicant is seeking comment or review of.	
	EXISTING SITE CHARACTER: A map or series of maps showing existing site characteristics including known natural resources <ul style="list-style-type: none"> <input type="checkbox"/> Wetlands, creeks, drainage ditches <input type="checkbox"/> Woodland areas <input type="checkbox"/> Historical/cultural resources <input type="checkbox"/> Environmental issues <input type="checkbox"/> Pipelines or other utility easements <input type="checkbox"/> Topography <input type="checkbox"/> Others: _____ , etc). While a professional survey or delineation of these resources is encouraged, readily available mapping resources will suffice for a sketch plan review;	
	CONCEPT SKETCH PLAN A "concept" sketch or sketches of the project idea that highlights project intent and how it relates to the physical site and known city	

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	plans and policies. Concept sketch plan shall follow these general guidelines: <ul style="list-style-type: none"> <input type="checkbox"/> Be hand or computer generated <input type="checkbox"/> Be drawn to scale <input type="checkbox"/> Be provided in electronic PDF form(either a scan or computer generated) <input type="checkbox"/> Include a north arrow <input type="checkbox"/> Include existing property lines and boundaries based on a plat drawing or survey drawing <input type="checkbox"/> Include basic components of the application at a detail consistent with the (proposed roads, development areas, lots, building footprints, etc.) 	
	OTHER RELATED ITEMS as may be required by the City such as revisions to preliminary plat if substantial departures, vacation of easements, conditional use permits, etc. Please list detail of related item below:	

FOLLOWING SUBMITTAL OF SKETCH PLAN APPLICATION:

Applications are to be received at City Hall in hard copy and electronic form (pdf). Applications will be stamped and dated complete upon receipt of a full application. The applicant will be contacted within 10 businesses days from receiving a completed application. A general response to the questions posed will be provided and if necessary a meeting will be set with the applicant and applicable city staff/consultants. Staff will issue a letter to the applicant summarizing discussion points and issues from the review and correspondence. In no case shall such correspondence from staff or consultants regarding a review of a sketch plan constitute in any way an approval or intent to recommend approval of a subsequent land use application.

Applicant	SKETCH PLAN REVIEW PROCESS	City
	Sketch Plan Submitted and Deemed Complete	
	Applicant contacted and response provided or meeting set up	
	Meeting to discuss sketch plan review	
	Follow up correspondence completed and transmitted to applicant	
	Sketch Plan Review completed and filed, escrow balance closed.	