

"Village of Greenville"



W6860 Parkview Drive
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Development Approval Process

Hello and thank you for choosing the Village of Greenville, WI to develop in. The information in the following pages provides details to Planning Commission and Village Board approvals required to develop in Greenville. Please contact me to schedule a pre-application meeting to discuss your development plans and also review our zoning and development website for additional information at https://www.townofgreenville.com/zoning_development_/index.php. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.



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Concept Plan

While not required, and depending on your development proposal, you are encouraged to submit a concept plan for review by the Planning Commission as it can be very helpful to you before you spend a lot of time and money developing detailed plans. The Planning Commission will provide feedback on the proposal which will help you prepare your formal development plans and formal development applications. The plan is only reviewed by the Planning Commission and not the Village Board. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Concept Plan** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$275 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. A Public Participation Letter is required.
<http://cms3.revize.com/revize/greenvillewi/Citizen%20Participation.pdf>
4. If you are applying for a Subdivision Concept Plan, Section 270-11 will be used to review it <https://ecode360.com/34839361>. All other concept plans will be reviewed against the zoning and subdivision regulations applicable to the project.
5. Application Submittal and Meeting Schedule

2024 DATES

Application Submittal Date by 3pm	Planning Commission Meeting Date, all meetings start at 5:00 pm. Village Board meets immediately following the Planning Commission. <small>(Dates subject to change by the Village Board)</small>
December 18	January 10
January 22	February 14
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*Applicant to revise and resubmit plans per staff comments for the next available Planning Commission meeting.



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Comprehensive Plan Amendment

WI Stat. 66.1001 <https://docs.legis.wisconsin.gov/document/statutes/66.1001> regulations Comprehensive Plan Amendments. The Planning Commission makes a recommendation to the Village Board and the Village Board makes the final decision. Please reach out to staff to discuss if an amendment is needed for your development project. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Comprehensive Plan Amendment** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$500 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. A Public Hearing is required.
4. Application Submittal and Meeting Schedule

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Rezoning and Zoning Text Amendments

Section 320-204 <https://ecode360.com/27320780> regulates rezonings and zoning text amendments. The Planning Commission makes a recommendation to the Village Board and the Village Board makes the final decision. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Rezoning** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$575 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. A Public Hearing is required and will be published by the Village.
4. A Public Participation Letter is required.
<http://cms3.revize.com/revize/greenvillewi/Citizen%20Participation.pdf>
5. Application Submittal and Meeting Schedule if you are only applying for rezoning or zoning text amendment. ***If you are applying for additional development approval requests in conjunction with a rezoning or zoning text amendment all requests will be processed at the same time and follow the longer approval process. For example, if you are applying for a CSM, Special Exception and Rezoning, the approval timeline is approximately one month longer.***

2024 DATES

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Special Exception

Section 320-205 <https://ecode360.com/27320781> regulates Special Exceptions. Special Exception Uses can be found in Table 320-503-1 <https://ecode360.com/27320882>. The Planning Commission makes a recommendation to the Village Board and the Village Board makes the final decision. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Special Exception** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$575 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. A Public Hearing is required and will be published by the Village.
4. A Public Participation Letter is required.
<http://cms3.revize.com/revize/greenvillewi/Citizen%20Participation.pdf>
5. Application Submittal and Meeting Schedule if you are only applying for Special Exception. ***If you are applying for additional development approval requests in conjunction with a Special Exception all requests will be processed at the same time and follow the longer approval process. For example, if you are applying for a CSM and Special Exception the approval timeline is approximately one month longer.***

2024 DATES

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Certified Survey Map (CSM)

CSMs are regulated by [Chapter 270 Subdivision Control Ordinance](#). The Planning Commission makes a recommendation to the Village Board and the Village Board makes the final decision. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – CSM** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$500 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. Application Submittal and Meeting Schedule. The first month is a staff review with comments returned to the applicant for revision and resubmittal. The resubmittal will be taken to the Planning Commission and Village Board for approval as long as the submittal deadlines are met and all comments have been addressed.

IMPORTANT 2024 DATES

Application Submittal & 1st Round of 3 week Review Starts	Staff Review Comments to Applicant*	Planning Commission Complete Submittal Date, Due by 3pm	Planning Commission Meeting Date, all meetings start at 5:00 pm. Village Board meets immediately following the Planning Commission. <small>(Dates subject to change by the Village Board)</small>
November 20	December 11	December 18	January 10
December 18	January 15	January 22	February 14
January 22	February 12	February 19	March 13
February 19	March 11	March 18	April 10
March 18	April 8	April 15	May 8
April 22	May 13	May 20	June 12
May 20	June 10	June 17	July 10
June 24	July 15	July 22	August 12
July 22	August 12	August 19	September 9
August 26	September 16	September 23	October 14
September 23	October 14	October 21	November 11
October 21	November 11	November 18	December 9

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Preliminary Plat and Plans

Preliminary Plats and Plans are regulated by [Chapter 270 Subdivision Control Ordinance](#). The following ordinance sections should be reviewed for submittal requirements and standards [Section 270-12](#), [Article VIII](#), [Section 270-35](#), [Article X](#), [Article XI](#). The Planning Commission makes a recommendation to the Village Board and the Village Board makes the final decision. Also see the Subdivision Development Approval Process Flowchart at <http://cms3.revize.com/revize/greenvillewi/Subdvision%20Development%20Approval%20Process.pdf>. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Preliminary Plat** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$500 + \$10/lot + \$1,100 for erosion control/stormwater + an Escrow of \$1,000 for every 5 lots, up to \$5,000 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. Application Submittal and Meeting Schedule. The first month is a staff review with comments returned to the applicant for revision and resubmittal. The resubmittal will be taken to the Planning Commission and Village Board for approval as long as the submittal deadlines are met and comments have been addressed.

IMPORTANT 2024 DATES

Application Submittal & 1st Round of 3 week Review Starts	Staff Review Comments to Applicant*	Planning Commission Complete Submittal Date, Due by 3pm	Planning Commission Meeting Date, all meetings start at 5:00 pm. Village Board meets immediately following the Planning Commission. <small>(Dates subject to change by the Village Board)</small>
November 20	December 11	December 18	January 10
December 18	January 15	January 22	February 14
January 22	February 12	February 19	March 13
February 19	March 11	March 18	April 10
March 18	April 8	April 15	May 8
April 22	May 13	May 20	June 12
May 20	June 10	June 17	July 10
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August 26	September 16	September 23	October 14
September 23	October 14	October 21	November 11
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Final Plat

Final Plats are regulated by [Chapter 270 Subdivision Control Ordinance](#). The following ordinance sections should be reviewed for submittal requirements and standards [Section 270-13](#), [Section 270-36](#). The Planning Commission makes a recommendation to the Village Board and the Village Board makes the final decision. Also see the Subdivision Development Approval Process Flowchart at <http://cms3.revize.com/revize/greenvillewi/Subdvision%20Development%20Approval%20Process.pdf>. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Final Plat** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$200 + \$5/lot and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. Application Submittal and Meeting Schedule.

IMPORTANT 2024 DATES

Application Submittal & 1st Round of 3 week Review Starts	Staff Review Comments to Applicant*	Planning Commission Complete Submittal Date, Due by 3pm	Planning Commission Meeting Date, all meetings start at 5:00 pm. Village Board meets immediately following the Planning Commission. <small>(Dates subject to change by the Village Board)</small>
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December 18	January 15	January 22	February 14
January 22	February 12	February 19	March 13
February 19	March 11	March 18	April 10
March 18	April 8	April 15	May 8
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Variance

Section 320-210 <https://ecode360.com/27320787> regulation variances. Variances have strict standards that must be met in order to grant. Think of variances as wants v. needs. Are there other options to build/develop your property that aren't ideal but still possible, if the answer is yes, it will be more difficult for a variance to be granted. The Board of Appeals hears the request and makes the final decision. Please also remember to check with all other local Village departments, county (i.e. airport zoning, drainage district, DOT etc.), state (i.e. DNR, DOT etc.) and federal (i.e. Army Corps) permitting agencies that may be applicable for your property and project.

1. Apply online for a **Zoning – Variance** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$575 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
3. A Public Hearing is required and will be published by the Village.
4. A Public Participation Letter is required.
<http://cms3.revize.com/revize/greenvillewi/Citizen%20Participation.pdf>
5. Application Submittal and Meeting Schedule.

2024 DATES

Application Submittal Date by 3pm	Zoning Board of Appeals Meeting Date, all meetings start at 4:00 pm. <small>(Dates subject to change by the Zoning Board)</small>
December 18	January 10
January 22	February 14
February 19	March 13
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Appeals

Section 320-209 <https://ecode360.com/27320786> regulates appeals. The BOA shall have the power to hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this chapter. The Board of Appeals hears the request and makes the final decision.

1. Apply online for a **Zoning – Appeals** at <https://greenvillewi.micommunityportal.com/home>
2. Fee is \$575 and due at time of application, which can be paid online. See fee schedule and additional notes at <http://cms3.revize.com/revize/greenvillewi/FEES%20-%20PC%20&%20VB%20Approvals.pdf>. Applicant is responsible for any additional Village consultant fees used for review purposes.
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