

CERTIFIED SURVEY MAP

A Certified Survey Map application is required when new parcels are created. Please contact staff if you are applying for a Subdivision Plat.

APPROVAL PROCESS

The approval process consists of two meetings as illustrated below and takes about six weeks from the time of application to the decision, unless there are delays:

1. Plan Commission recommendation, 6:00 p.m. **You or your representative must attend the Plan Commission meeting.**
2. Common Council decision, typically 6:30 p.m. - check final agenda for meeting time.

COST

The CSM application fee is \$660 and is non-refundable.

The CSM approval extension application fee is \$250 and is non-refundable. Contact staff prior to applying.

APPLY

Complete applications, including payment of application fees, must be submitted by an application deadline thru the [Wauwatosa Self Service portal](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home) (https://services.wauwatosa.net/EnerGov_prod/SelfService#/home). Please see the Zoning Permits [website](http://www.wauwatosa.net/government/departments/planning-zoning/zoning-permits) (www.wauwatosa.net/government/departments/planning-zoning/zoning-permits) for meeting dates and deadlines. Planning staff will confirm meeting dates after reviewing the application materials for completeness.

Applying through the portal requires registering for an account and paying by credit card. Please see the [Permits](http://Wauwatosa.net/permits) website (Wauwatosa.net/permits) for additional information about the portal including registration instructions. Contact Planning staff if you cannot apply thru the portal or pay by credit card.

Once registered/logged into the portal, to submit your application, navigate to Land Division. Within the Land Division application, select Certified Survey Map (CSM).

You should discuss your application with the proper departments well before an application deadline to confirm your application is complete. Application deadlines are necessary to meet applicable legal publication and notification requirements. **Late or incomplete applications will not be placed on an agenda.**

SUBMITTAL REQUIREMENTS

Applications must include:

- o A project description.
- o The proposed Certified Survey Map.
- o Property owner signature authorization if not the applicant.
- o Non-refundable application fee.
- o If applicable, related zoning applications (Conditional Use, Zoning Amendment, Planned Unit Development).

Submit documents as non-protected PDF files in a reduced file size, if possible.

AFTER APPLYING

City staff review applications after the deadline and will inform you of comments or concerns. The CSM is also sent to the Milwaukee County Register of Deeds for review. City staff will forward Register of Deeds comments or corrections. Corrections need to be made before the final CSM can be recorded. The City mails notification letters to properties within 200 feet of the subject property. Public comment at the meeting is permitted.

OTHER NECESSARY PERMITS AND LICENSES

In addition to zoning, the proposed use may require additional City approvals. You should contact other City departments (including but not limited to City Clerk, Health, Building, Engineering, Fire Inspection) to determine if other licenses and permits are required. Most licenses and permits will not be issued until the zoning is approved.

City Clerk: 479-8917

Health: 479-8936

Fire Inspection: 471-8490

Building & Safety: 479-8907

Engineering: 479-8927

PLAN COMMISSION

The Plan Commission is a seven-member board that includes the Mayor, two alderpersons, and four citizen members. They review development proposals and make recommendations to the Common Council. Meetings occur at 6:00 p.m. on the Monday following the first Tuesday of each month, except in August when no meeting is held. Staff reports are posted on the [meeting portal](https://wauwatosacitywi.legistar.com/Calendar.aspx) (<https://wauwatosacitywi.legistar.com/Calendar.aspx>) by Friday the week before the meeting.

AFTER CITY APPROVAL

Per State Statutes 236.34(2), the CSM has to be recorded within 12 months of the Common Council approval. City staff can coordinate CSM filing with the Milwaukee County Register of Deeds office if that is your preference.

QUESTIONS

Please contact Planning staff. You are also welcome to discuss your proposal in person Monday - Friday from 8 a.m. to 4:30 p.m. Please call ahead to confirm staff availability.

PROPERTY OWNER AUTHORIZATION LETTER EXAMPLE

[INSERT DATE]

City of Wauwatosa
Development Department
7725 W. North Avenue
Wauwatosa, WI 53213

Re: Property Owner Authorization Letter – [INSERT PROJECT ADDRESS]

To whom it may concern,

I, [INSERT PROPERTY OWNER NAME], owner of the property located at [INSERT PROJECT ADDRESS], hereby grant permission for [INSERT APPLICANT NAME] to apply for a [INSERT PERMIT TYPE: I.e. Conditional Use Permit, etc.] for a [INSERT BRIEF DESCRIPTION: I.e. restaurant, child care facility, etc.] at the above-mentioned address.

Sincerely,

[INSERT PROPERTY OWNER NAME & SIGNATURE]