

LOT LINE ADJUSTMENT (LAND DIVISION)

A Lot Line Adjustment, or Land Division, application adjusts a lot line of a property or properties and new parcels are not created as part of the application. If a new parcel or parcels are proposed, you should apply for a Certified Survey Map.

APPROVAL PROCESS

A lot line adjustment is reviewed and approved by City Planning staff. No City meetings are required if the proposal conforms to zoning requirements and a parcel/s is not being created.

COST

The application fee is \$220 and is non-refundable.

APPLY

Complete applications, including payment of application fees, are submitted thru the [Wauwatosa Self Service portal](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home) (https://services.wauwatosa.net/EnerGov_prod/SelfService#/home).

Applying through the portal requires registering for an account and paying by credit card. Please see the [Permits](https://www.wauwatosa.net/permits) website ([Wauwatosa.net/permits](https://www.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, navigate to Land Division to submit your application. Within the Land Division application, select Land Division/combination (lot line adjustment).

SUBMITTAL REQUIREMENTS

Applications must include:

- A project description.
- A plat of survey or a survey document showing the proposed adjustment with dimensions. This is required when adjusting a lot line. If combining parcels, a survey may not be required but an illustration is. Contact Planning staff to discuss.
- Property owner signature authorization for all affected properties if not the applicant.
- Non-refundable application fee.

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

AFTER APPLYING

City staff review applications for zoning conformance and will inform you of comments or concerns. If there are no issues, City staff will notify the Milwaukee County Register of Deeds office that the lot line adjustment can be made. However, if the land is under separate ownership, the Register of Deeds will not complete the adjustment until a deed is filed transferring ownership. The City Assessor's office will officially recognize the adjustment as of January 1 the following year.

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.

For more information, visit our website at www.wauwatosa.net/government/departments/planning-zoning. Please email Planning staff at tplanning@wauwatosa.net or call (414) 479-8957 with questions or concerns. This informational guide was updated 2/2026.

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]