

ZONING AMENDMENT

There are two types of zoning amendments or rezonings - a zoning map amendment to change the zoning on a parcel of land and a zoning text amendment to modify the zoning code.

APPROVAL PROCESS

There are two zoning amendment applications - text and map. The approval process consists of three meetings and usually takes about three months from the time of application to the decision, unless there are approval delays:

1. Public Hearing before Common Council, typically 6:30 p.m.* - check final agenda for meeting time.
2. Plan Commission recommendation, 6:00 p.m.*
3. Common Council decision, typically 6:30 p.m.* - check final agenda for meeting time.

***You or your representative are required to attend at the Plan Commission meeting. You or your representative are also encouraged to attend the Common Council public hearing regarding the item. Attendance at the Common Council decision meeting is not required unless you are specifically informed to attend by City staff.**

PRE-APPLICATION REQUIREMENTS

Contact Planning staff to schedule a pre-application meeting with development review staff. The meeting must be held at least 30 days before the application deadline. After the first meeting, there is a \$150 fee for each additional meeting if needed. When the meeting is requested, staff will send you an invoice that must be paid in order to schedule the meeting.

COST

The Zoning Map Amendment application fee is \$900 and is nonrefundable.

The Zoning Text Amendment application fee is \$660 and is nonrefundable.

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](https://www.wauwatosa.net/government/departments/planning-zoning/zoning-permits) (<https://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](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.

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.

- If applicable, development plans including, but not limited to, site plan, floor plan, grading plan, utility plan, landscape plan, fire access plan and building elevations.
- Property owner signature authorization if not the applicant.
- Non-refundable application fee.
- If applicable, related zoning applications (Conditional Use, CSM, Lot Line Adjustment, Planned Unit Development).

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

AFTER APPLYING

Development staff review applications for completeness after the deadline and will inform you of comments or concerns. The City mails public hearing notification letters to properties within 300 feet of the subject property and publishes the public hearing notice in the local newspaper. Public comment at the Plan Commission meeting is also permitted.

You are required to post a sign at the project site at least 10 days prior to the scheduled public hearing and provide proof to Planning staff. An example and instructions are on later pages of this handout.

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.

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.

NOTIFICATION SIGN EXAMPLE

Notice of Proposed Zoning Action

Request For: _____ (short project description)

Project Name: _____ (if applicable)

Date Posted: _____

Public Hearing date: _____

Plan Commission meeting date: _____

QUESTIONS?

CONTACT:

Applicant Name: _____

Phone: _____

Email: _____

For more information about the status of the application, visit the City of Wauwatosa website, www.wauwatosa.net and search for “meeting portal”.

Instructions:

- A Notice of Proposed Zoning Action sign must be posted in a prominent location on the project site for the duration of the approval process and shall be readable from the street.
- Sign shall be no smaller than 11" x 17" and no larger than 32 square feet.
- If an exterior sign, it must be affixed to a hardback, wood/solid surface with two posts and be weather proof. If the project is located within an existing building, the sign can be posted inside or outside on the door or window if readable from the street.
- Sign must be posted at least 10 business days prior to the scheduled public hearing as well as submitting a photo of the posted sign to the Planning Division. The photo can be mailed or emailed. The application will be removed from the agenda if the photo is not submitted in the stated timeframe.
- Please have the sign removed 15 days after final Common Council action.

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]