

BOARD OF PUBLIC WORKS EXCEPTION

Certain zoning exceptions requests are reviewed by the Board of Public Works.

APPROVAL PROCESS

The approval process typically consists of one meeting. See the meeting schedule on the next page. **You or your representative must attend the Board of Public Works meeting.**

COST

The application fee is \$175 and is nonrefundable. An invoice will be sent after applying and must be paid before the item is placed on a meeting agenda.

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). 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 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:

- A project description.
- Applicable plans.
- Property owner signature authorization 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 after the deadline and will inform you of comments or concerns.

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

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.

APPLICATION DEADLINES AND MEETING DATES

Late applications are not accepted.

APPLICATION DEADLINE – FRIDAY 4:30 PM	BOARD OF PUBLIC WORKS - WEDNESDAY TBD*
January 9, 2026	January 21, 2026
February 6, 2026	February 18, 2026
March 6, 2026	March 18, 2026
April 10, 2026	April 22, 2026
May 1, 2026	May 13, 2026
June 5, 2026	June 17, 2026
July 10, 2026	July 22, 2026
September 4, 2026	September 16, 2026
October 9, 2026	October 21, 2026
October 30, 2026	November 11, 2026
November 25, 2026 (Wednesday)	December 9, 2026

*please confirm meeting time on final agenda

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]