



Conditional Use Application Procedures

What is the approval process?

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

1. Plan Commission - meeting based on application date, 7:00 pm*
2. Common Council - typically 3rd Tuesday of the month, 7:30 pm

*Applicants or their representative must appear at the Plan Commission meeting at which their item is discussed.

PLANNING STAFF WILL FINALIZE MEETING DATES AT THE TIME OF APPLICATION.

How do I apply?

Complete applications must be received on the deadline indicated below to be placed on the associated Plan Commission agenda. Late applications will not be accepted. It is urged that you discuss your request with the proper departments prior to the application due date to insure that the application is complete. The filing dates are necessary to meet applicable legal publication and notification requirements.

APPLICATION DUE DATE

PLAN COMMISSION @ 7 pm

December 15, 2016.....	January 9, 2017
January 18, 2017.....	February 13, 2017
February 15, 2017.....	March 13, 2017
March 15, 2017.....	April 10, 2017
April 12, 2017.....	May 8, 2017
May 17, 2017.....	June 12, 2017
June 14, 2017.....	July 10, 2017
July 12, 2017.....	August 7, 2017
August 16, 2017.....	September 11, 2017
September 13, 2017.....	October 9, 2017
October 18, 2017.....	November 13, 2017
November 15, 2017.....	December 11, 2017
December 13, 2017.....	January 8, 2018
January 17, 2018.....	February 12, 2018

How much does it cost?

The application fee is \$350 and is nonrefundable unless the application is withdrawn by the applicant at least 10 days prior to the Plan Commission meeting.

What do I need to submit?

All applications including applicable fees, project description, minimum of 3 sets of plans (no larger than 11" by 17" format), as well the description and plans via email or on a disk, must be delivered to the City Planning office on or before the application due date indicated above.

What happens after I apply?

City staff review all applications approximately a week after the application deadline. Staff will inform the applicant of any comments or concerns via phone or email after this meeting. The City also notifies property owners within 200 feet of the subject property of the Plan Commission date and time. Public comment at the Plan Commission meeting is permitted.

(Over)

Conditional Use Procedures (continued)

Are there any other necessary permits and licenses?

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

City Clerk: 479-8917
Building: 479-8907

Health: 479-8936
Engineering: 479-8927

Fire Inspection: 479-8457

What is the Plan Commission?

The Plan Commission is a seven members board that includes the Mayor, 1 alderperson, and 5 citizen members. The Plan Commission reviews development proposals and makes recommendations to the Common Council. Meetings occur once a month at 7:00 pm on the Monday following the first Tuesday of each month.

Questions?

Please contact Planning staff at 414-479-8957 or by email at tplanning@wauwatosa.net. You are also welcome to discuss your proposal in person Monday through Friday from 8 am to 4:30 pm. Please call ahead to confirm staff are available.





City of Wauwatosa
 Planning Division
 7725 West North Avenue
 Wauwatosa, WI 53213
 414-479-8957
www.wauwatosa.net

Conditional Use Application

PROPERTY INFORMATION

Project Address: _____ Proposed Use: _____

Project Name: _____ Current Zoning: _____

Previous Use: _____

ATTACH DETAILED DESCRIPTION OF PROPOSAL
including plan of operation, operating hours, number of employees, etc if applicable

In order to be placed on the agenda, the Planning Division must receive the completed application, fee, project description, min. 3 sets of plans (max. size 11" by 17") and description and plans via email or on disk by the applicable deadline. See the Conditional Use brochure for deadlines and additional information.

Applicant or Agent Information

Property Owner Information

Name _____

Name _____

Company _____

Company _____

Address _____

Address _____

City _____ State ____ Zip _____

City _____ State ____ Zip _____

Phone _____

Phone _____

Email _____

Email _____

Applicant or Agent Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

APPLICATION FEE \$350
Make checks payable to City of Wauwatosa

FOR CITY USE ONLY: Accepted by _____ Date _____ <input type="checkbox"/> MT # _____ <input type="checkbox"/> Copy to City Clerk Office Acct# 01-521-4400-000	Fee Amount Paid _____ Receipt # _____ Date paid _____ Updated Nov 2016	Meeting Dates Plan Comm _____ Council _____ Other _____
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