



City of Wauwatosa  
 Planning Division  
 7725 West North Avenue  
 Wauwatosa, WI 53213  
 414-479-8957  
[www.wauwatosa.net](http://www.wauwatosa.net)

## Board of Zoning Appeals Application

Section 24 of the City Code establishes a Zoning Appeals Board for the purpose of hearing appeals and granting variances and exceptions to provisions in the zoning code. Meetings of the Board of Zoning Appeals are usually conducted at Wauwatosa City Hall at 7:00 p.m. on the fourth Thursday of the month. It is suggested that you discuss your proposal with Planning staff and **READ THE CRITERIA FOR GRANTING A VARIANCE** prior to submitting an application (see reverse side).

### PROPERTY INFORMATION

Project Address: \_\_\_\_\_ Tax Key #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Aldermanic District: \_\_\_\_\_

Description of Proposal \_\_\_\_\_

**ATTACH DETAILED DESCRIPTION OF PROPOSAL** including what is being requested, the rational, the hardships involved, etc that address the four approval criteria (see back page).

In order to be placed on the Board of Zoning Appeals agenda, the Planning Division must receive the completed application, fee, project description, 3 sets of plans (max. size 11" by 17") of the plans by the applicable deadline. **SEE REVERSE 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 \$250**  
**TYPE:  Variance       Appeal**  
*Make checks payable to City of Wauwatosa*

<b>FOR CITY USE ONLY:</b> Accepted by _____ Date _____  <input type="checkbox"/> MT ID _____ Acct# 01-521-4410-040	<u>Fees</u> Amount Paid _____  Receipt # _____  Date paid _____	<u>Meeting Dates</u> BZA _____  Other _____  <div style="text-align: right; font-size: small;">Updated Nov 2016</div>
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## APPLICATION DEADLINE

All applications must be delivered to the Planning Division no later than the deadline indicated below to be considered for the subsequent meeting date. The advance application deadline is necessary to meet legal notification requirements.

**Deadline\*\*\***

**Meeting Date (7:00 p.m.)**

January 4, 2017-----	January 26, 2017
February 1, 2017 -----	February 23, 2017
March 1, 2017 -----	March 23, 2017
April 5, 2017-----	April 27, 2017
May 3, 2017-----	May 25, 2017
June 7, 2017-----	June 29, 2017
July 5, 2017 -----	July 27, 2017
August 2, 2017 -----	August 24, 2017
September 6, 2017 -----	September 28, 2017
October 4, 2017 -----	October 26, 2017
November 15, 2017-----	December 7, 2017
January 3, 2018-----	January 25, 2018
January 31, 2018 -----	February 22, 2018

\*\*\* applications for an appeal of a Design Review Board decision must be made within 10 days of the decision

### VARIANCES

A variance is a special exemption from the city zoning code granted by the Board of Zoning Appeals on a case by case basis. In order to grant a variance an applicant must show that a unique hardship exists on his/her property. In Wauwatosa an applicant must meet all of the following criteria for a variance to be granted:

1. Exceptional circumstances do exist pertaining to this lot. *(Give reasons)*
2. That a variance is necessary for the preservation and enjoyment of the property rights possessed by other properties in the district and vicinity. *(Give reasons)*
3. That the variance will not create special detriment to adjacent property and will not materially impair or be contrary to the purpose and spirit of this or to the public interests. *(Give reasons)*
4. That the difficulty or hardship was not created by the property owner. *(Give reasons)*

**Fees are nonrefundable.**

**Please review this criteria prior to application submission.**