



Board of Public Works Application Procedures

City of Wauwatosa
Engineering Services Division
7725 West North Avenue
Wauwatosa, WI 53213
414-479-8927

What is the approval process?

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

1. Board of Public Works—meeting based on application date, 8:30 am*
2. Common Council - typically 3rd Tuesday of the month, 6:30 pm (if applicable; may not be required based on the proposed request)

*Applicants or their representative must appear at the Board of Public Works meeting.

How do I apply?

A Board of Public Works application can be submitted online through the [City's self service portal](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home) (https://services.wauwatosa.net/EnerGov_prod/SelfService#/home). Search for Board of Public Works in the apply screen.

Applying through the portal requires registering for an account. Please see the [Permits website](https://Wauwatosa.net/permits) (<https://Wauwatosa.net/permits>) for additional information about the portal including registration instructions.

Board of Public Works applications deadlines can be found on the second page of this handout. Complete applications must be received on or before the deadline to be placed on the associated agenda (1st meeting). The filing dates are necessary to meet applicable notification requirements and to allow for staff review. **Late applications will not be accepted. Incomplete applications will not be placed on an agenda.** We encourage you to discuss your request with city staff prior to the application deadline to ensure that the application is complete.

How much does it cost?

The application fee varies depending on the type of request. In general, a Board of Public Works application fee is \$100 per request, except for Landscaping Variances and Parking Exceptions. An application to request a landscaping variance or parking exception is \$150 each.

After staff has reviewed the application, an invoice will be sent to the e-mail address used to apply online. Payments can be made online with a credit card. Contact City staff if you cannot apply thru the portal or pay by credit card. Payments must be received prior to the meeting or the request will be removed from the meeting agenda.

What do I need to submit?

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

All applications must include:

- Property owner signature on online application or separate letter acknowledging application.
- Project description — describe the request, be specific. Include right-of-way and/or easement locations and dimensions, if relevant.
- Development plans including, but not limited to, survey, site plan, elevation or other project detail. (Note: Submittal materials are as determined by Development staff.)

What happens after I apply?

City staff reviews all applications after the application deadline and will inform the applicant of any comments or concerns. The City may also notify adjacent property owners of the subject property of the Board of Public Works meeting based on the proposed request. City staff will also publish the meeting agenda on the City Website. Public comment at the Board of Public Works meeting is permitted.

Questions?

Please contact City staff at 414-479-8927 or by email at tengineering@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.

BOARD OF PUBLIC WORKS APPLICATION DEADLINES

APPLICATION DEADLINE

BOARD OF PUBLIC WORKS @ 8:30 AM

January 4, 2024.....	January 16, 2024 (Tuesday)
January 25, 2024.....	February 5, 2024
February 8, 2024	February 19, 2024
February 22, 2024.....	March 4, 2024
March 7, 2024.....	March 18, 2024
April 4, 2024	April 15, 2024
April 25, 2024	May 6, 2024
May 9, 2024	May 20, 2024
May 23, 2024	June 3, 2024
June 6, 2024	June 17, 2024
June 20, 2024	July 1, 2024
July 3, 2024 (Wednesday).....	July 15, 2024
July 18, 2024	July 29, 2024
September 5, 2024.....	September 16, 2024
October 4, 2024	October 16, 2024
November 1, 2024	November 13, 2024
November 27, 2024.....	December 11, 2024

*See handout for complete approval process

Dates noted in bold above are revised meeting and application dates as of September 16, 2024