



CITY OF WAUWATOSA

# BUILDING & SAFETY DIVISION

7725 WEST NORTH AVENUE, WAUWATOSA, WISCONSIN 53213

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## DESIGN REVIEW BOARDS

The Design Review Board is created to review and approve the exterior design and aesthetic aspects of building projects. Their purpose is to promote good design and continuity, which often impacts the overall appearance and property value of a neighborhood. Applicants are required to attend the meeting in order to address any of the Board's questions or concerns. Meetings are conducted at City Hall, 7725 West North Avenue, Wauwatosa, Wisconsin at 7:00 p.m. on the first and third Thursdays of each month (\*unless otherwise noted). The application deadlines can be found in the schedule below.

## HOW TO MAKE APPLICATION

1. It is suggested that you discuss the proposed application with the Building & Safety Division prior to submission, in the interest of having adequate information for the request.
2. The request shall consist of an online application through our Customer Service Portal accompanied by the following. ***Incomplete submittals will not be considered.***
  - o One digital copy of the plans (to scale). All elevations must be shown on the plans.
  - o One digital copy of the land survey (to scale) and site plan with the proposed structure (with dimensions and distances from lot lines) drawn on each copy.
  - o Photograph of the existing front elevation.
  - o Photograph of the affected area to be built.
  - o One digital copy of scaled drawings of the building elevations showing fenestration, materials and landscaping.
  - o One digital copy of exterior lighting plans including lamp types, light pattern and fixture style.
  - o One digital copy of samples of all exterior materials affected by the project, and physical samples of all exterior materials affected by the project dropped off in the Building & Safety Department.
  - o Colored rendering of the proposed project.
  - o Five color copy packets including the above requirements.
3. A \$250 application fee is due at the time of the online submittal.
4. All applications and submittals must be completed online not later than the application date and time indicated below to be considered for the schedule's meeting date. The advance application date is necessary to meet legal notification requirements.

12:00 PM APPLICATION DATE	7:00 PM *MEETING DATE
December 26, 2023	January 4, 2024
January 9, 2024	January 18, 2024
January 23, 2024	February 1, 2024
February 6, 2024	February 15, 2024
February 27, 2024	March 7, 2024
March 12, 2024	March 21, 2024
March 26, 2024	April 4, 2024
April 9, 2024	April 18, 2024
April 23, 2024	May 2, 2024
May 7, 2024	May 16, 2024
May 28, 2024	June 6, 2024
June 11, 2024	June 20, 2024

12:00 PM APPLICATION DATE	7:00 PM *MEETING DATE
July 9, 2024	July 18, 2024
July 23, 2024	August 1, 2024
August 6, 2024	August 15, 2024
August 27, 2024	September 5, 2024
September 10, 2024	September 19, 2024
September 24, 2024	October 3, 2024
October 8, 2024	October 17, 2024
October 29, 2024	November 7, 2024
November 12, 2024	November 21, 2024
November 26, 2024	December 5, 2024
December 10, 2024	December 19, 2024

### Questions?

Application related questions may be directed to the clerical staff (414-479-8907) or [tbuilding@wauwatosa.net](mailto:tbuilding@wauwatosa.net)  
The City code is available online at: [www.wauwatosa.net](http://www.wauwatosa.net)