



# Lot Line Adjustment Application Information

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

## APPROVAL PROCESS

A lot line adjustment is reviewed and approved by City Planning staff. No City meetings are required if the proposal conforms to zoning requirements and a parcel/s is not being created. If a new parcel/s is being created, you need to apply for a Certified Survey Map instead of a Lot Line Adjustment.

## COST

The application fee is \$200 to adjust lot lines but does not create additional parcels.

## APPLY

Complete applications, including payment of application fees, must be submitted thru the [Wauwatosa Self Service portal](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home) ([https://services.wauwatosa.net/EnerGov\\_prod/SelfService#/home](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home)).

Applying through the portal requires registering for an account and paying by credit card. Please see the [Permits](http://Wauwatosa.net/permits) website ([Wauwatosa.net/permits](http://Wauwatosa.net/permits)) for additional information about the portal including registration instructions. Contact Planning staff if you are unable to submit your application thru the portal or pay by credit card.

Once registered/logged into the portal, to submit your application, navigate to Land Division. Within the Land Division application, you will select Lot Line Adjustment

You should discuss your application with Planning staff to confirm your application is complete.

## SUBMITAL REQUIREMENTS

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

Applications must include:

- A project description.
- A plat of survey or a survey document showing the proposed adjustment with dimensions. This is required when adjusting a lot line. If combining parcels, a survey may not be required but an illustration is. Contact Planning staff to discuss.
- Property owner signature authorization for all affected properties if not the applicant.
- Non-refundable application fee.

## AFTER APPLYING

City staff review applications for zoning conformance and will inform you of comments or concerns. If there are no issues, City staff will notify the Milwaukee County Register of Deeds office that the lot line adjustment can be made. However, if the land is under separate ownership, the Register of Deeds will not complete the adjustment until a deed is filed transferring ownership. The City Assessor's office will officially recognize the adjustment as of January 1 the following year.

## QUESTIONS

Please contact Planning staff at 414-479-8957 or by email at [tplanning@wauwatosa.net](mailto:tplanning@wauwatosa.net). 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.