



Planned Unit Development Application Information

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

APPROVAL PROCESS

The approval process for a planned unit development (PUD) depends upon the type being applied for. Preliminary plans usually take about three months from the time of application to the decision, depending upon the complexity and completeness of the application. The approval process for a final plans, minor amendment, and PUD extension takes about six weeks.

Preliminary PUD & Major Amendment

1. Public Hearing before Common Council, 6:30 p.m.*
2. Plan Commission recommendation, 6:00 p.m.*
3. Common Council decision, 6:30 p.m.

Final PUD, Minor Amendment & PUD approval extension

1. Community Affairs Committee recommendation, 7:30 p.m.*
2. Common Council decision, 6:30 p.m.

***You or your representative attend at the Plan Commission or Community Affairs Committee meeting. You are also encouraged to attend the Common Council public hearing regarding the item. While Planning staff will confirm meeting dates, also see Application Deadlines and Meeting Dates handout.**

PRE-APPLICATION REQUIREMENTS

1. For **all** Planned Unit Development applications, contact Planning staff to schedule a pre-application meeting. The meeting must be held at least 30 days before the application deadline. There is a \$150 fee for each additional meeting if needed. When the meeting is requested, staff will send you an invoice that must be paid in order to schedule the meeting.
2. Hold a neighborhood meeting prior to submitting a Preliminary PUD application. A neighborhood meeting is also recommended prior to applying for final PUD and a major amendment. Staff can provide a mailing list of district alderpersons and properties within 300 feet of the subject parcel.

COST

Preliminary plans: \$1800

Final plans: \$1300

PUD approval extension \$500

Major amendment: \$1000

Minor amendment: \$500

APPLY

Complete applications, including payment of application fees, must be submitted by an application deadline thru the [Wauwatosa Self Service portal](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home) (https://services.wauwatosa.net/EnerGov_prod/SelfService#/home). Please see the Zoning Permits [website](https://www.wauwatosa.net/government/departments/planning-zoning/zoning-permits) (<https://www.wauwatosa.net/government/departments/planning-zoning/zoning-permits>) for meeting dates and deadlines. Planning staff will confirm meeting dates after reviewing the application materials for completeness.

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) for additional information.

You should discuss your application with the proper departments well before an application deadline to confirm your application is complete. **Late or incomplete applications will not be placed on an agenda.**

SUBMITTAL REQUIREMENTS

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

Applications must include:

- Development plans including, but not limited to, site plan, floor plan, grading plan, utility plan, landscape plan, fire access plan and building elevations. See attached descriptions. (Note: Not all development plan materials are required for all applications. Submittal materials are as determined by Development staff).

Planned Unit Development Application Information

- If required, a complete [Site Plan Review Application](#) with required fee submitted to the Engineering Division via the portal. This, along with the escrow, must be submitted in order to proceed with the PUD application.
- Property owner signature authorization if not the applicant.
- Non-refundable application fee.
- If applicable, related zoning applications (CSM, Lot Line Adjustment, Zoning Amendment).

PLUS-

For preliminary applications: , a project description including a developer’s statement addressing City Code section 24.05.040D-M, the nature of the project, why a PUD is being requested, a comparison with base zoning and other regulations, and any other project details including hours of operation, number of employees, etc. And items

For final applications: a narrative describing how the conditions placed on the preliminary approval have or have not been met, any plan modifications, etc.

For amendments & extension: a narrative describing why the amendment is being requested and other details related to the request.

AFTER APPLYING

Development staff review applications for completeness after the deadline and will inform you of comments or concerns. The City mails public hearing notification letters to properties within 300 feet of the subject property and publishes the public hearing notice in the local newspaper. Public comment at the Plan Commission or Community Affairs Committee meetings is also permitted.

You are required to post a sign at the project site at least 10 days prior to the scheduled public hearing and provide proof to City Planning staff. See last page of this handout for instructions and a sign example.

OTHER NECESSARY PERMITS AND LICENSES

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

City Clerk: 479-8917

Health: 479-8936

Fire Inspection: 471-8490

Building: 479-8907

Engineering: 479-8927

PLAN COMMISSION

The Plan Commission is a seven member board that includes the Mayor, two alderpersons, and four citizen members. They review development proposals and make recommendations to the Common Council. Meetings occur at 6:00 p.m. on the Monday following the first Tuesday of each month, except in August when no meeting is held. Staff reports are posted on the [meeting portal](#) (or <https://wauwatosacitywi.legistar.com/Calendar.aspx>) by Friday the week before the meeting.

COMMUNITY AFFAIRS COMMITTEE

The Committee is an eight member board consisting of alderpersons. They review development proposals and make recommendations to the Common Council. See. Staff reports are posted on the [meeting portal](#) (or <https://wauwatosacitywi.legistar.com/Calendar.aspx>) by Friday the week before the meeting. Please also see the meeting portal for meeting dates and times.

QUESTIONS?

Please contact Planning staff at 414-479-8957 or by email at tplanning@wauwatosanet.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 are available.

Planned Unit Development

Description of Required Plans

Submitted PUD plans including, but not limited to, site plan, grading plan, utility plan, landscape plan, fire access plan and building elevations should include the following at a minimum*:

All Plan Sheets

- Title, date, north arrow, scale, tax key and address of the subject property
- Fully dimensioned plans

Site Plan (Code Section 24.11)

- Lot lines and easements, fully dimensioned
- Existing /proposed buildings and uses, dimensioned building footprint
- Existing/proposed building setbacks, building coverage calculation
- Existing street right-of-way labeled and dimensioned
- Dimensioned vehicle parking areas, showing total number of existing and proposed parking stalls (summary)
- Impervious/pervious area calculation
- Short term bicycle parking location and compliance chart
- Location of dumpsters, ground mechanicals and any outdoor storage or displays
- Site signage and lighting

Grading Plan (Code Section 24.13)

- Lot lines and easements fully dimensioned
- Existing and proposed contours (two-foot maximum interval) are shown on entire lot and 50 feet on adjacent properties or sufficient spot elevations and drainage direction arrows to convey runoff directions
- City datum
- Limits of disturbance
- Top of curb and sidewalk elevations
- First floor elevations
- Pedestrian and vehicle entrance elevations/grades
- 100-year overland flow path is shown
- Wetland boundary or any other environmental corridor is shown
- Erosion control details (including BMP's)
- Top of wall and bottom of wall elevations for any proposed retaining walls

Utility Plan (Code Sections 24.13.030, 13.30 & 14.20)

- Location of existing and proposed sanitary sewer, storm sewer and water laterals
- Stormwater management measures

Landscape Plan (Code Section 24.12)

- Site plan, site data table and grading plan details
- Existing trees including size, locations and species (include right-of-way)
- Proposed plantings and any other landscape materials
- Plant schedule identifying the symbol, quantity, name (botanical & common), height and size
- Planting and staking details
- A tabulation in chart form for interior/perimeter compliance
- Site amenities including fire hydrants, bicycle parking, benches, trash containers and lighting
- Location of wall, fences, walks and/or other screening materials (i.e., dumpster enclosure)
- Stormwater management measures (i.e., swales, berms and/or retention ponds)
- Location of snow storage areas
- Elevation certificate if in floodplain or near river.

**Not all PUD materials are required for all applications. Submittal materials are as determined by City staff.*



Planned Unit Development

Description of Required Plans

Submitted Planned Unit Development plans including, but not limited to, site plan, grading plan, utility plan, landscape plan, fire access plan and building elevations should include the following at a minimum*:

Fire Access Plan

- Lot lines and easements, fully dimensioned
- Fire lane location
- Fire hydrant locations (public and private)

Building Elevations

- Fully dimensioned elevations (all sides) drawn to a common architectural scale
- Building height and finished floor elevations
- Exterior materials and colors
- Roof-mounted mechanical equipment and screening

Construction Staging Plan

- Dumpster locations, materials storage, crane locations, haul routes and construction limits
- Impact on travel lanes, parking, etc. on adjacent streets for which a Street Occupancy permit will be required
- Contractor parking plan
- Preliminary private utility relocation and service plans (any impacts to sites not immediately adjacent to subject property)

Floor Plans

- Location of long term bicycle parking per Code section 24.11 and compliance chart

Additional Plans (as determined by City staff)

- Related Zoning Applications such as CSM, Lot Line Combination, Zoning Amendment
- Planned Development Agreement
- Traffic Impact Analysis (TIA); WisDOT approval may be required.
- Stormwater Management Plan
- Stormwater Maintenance Agreements
- Lighting Plan (photometric and cut-sheets)
- Shared Parking Agreements
- Cross-Access Easements
- Utility Easements
- Conservation Easements
- Development Agreement
- Signage Plan
- Certified Survey Map

**Not all PUD materials are required for all applications. Submittal materials are as determined by City staff.*



City of Wauwatosa
Notice of Proposed Zoning Action

Request For: _____ (short project description)

Project Name: _____ (if applicable)

Date Posted: _____

Public Hearing date: _____

Plan Commission meeting date: _____

QUESTIONS?

CONTACT:

Applicant Name: _____

Phone: _____

Email: _____

For more information about the status of the application, visit the City of Wauwatosa website, www.wauwatosa.net and search for "meeting portal".

Instructions:

- A Notice of Proposed Zoning Action sign must be posted in a prominent location on the project site for the duration of the approval process and shall be readable from the street.
- Sign shall be no smaller than 11" x 17" and no larger than 32 square feet.
- If an exterior sign, it must be affixed to a hardback, wood/solid surface with two posts and be weather proof. If the project is located within an existing building, the sign can be posted inside or outside on the door or window if readable from the street.
- Sign must be posted at least 10 business days prior to the scheduled public hearing meeting as well as submitting a photo of the posted sign to the Planning Division. The photo can be mailed or emailed. The application will be removed from the agenda if the photo is not submitted in the stated timeframe.
- Please have the sign removed 15 days after final Common Council action.