



Rezoning and/or Comprehensive Plan Amendment Procedures & Submittal Requirements

1. Submit a fully completed application (attached below) along with a digital copy of all attachments you wish to have considered by the Plan Commission, including:
 - One paper copy of the submittal including:
 - Cover Letter/Narrative including the following (if applicable):
 - Detail Request & Location of Request
 - Indicate reason/need for request
 - Indicate the current zoning district(s) and requested zoning district(s)
 - Indicate the current future land use(s) and requested current future land use(s)
 - Map showing area of request along with rezoning/comp plan amendment areas
 - Exact legal description of property
 - Any pertinent environmental reports or data pertaining to request (wetlands/floodplains)
 - One digital copy of the submittal as identified above (USB/Email).
 - \$190 application fee
 - One (1) set of plans (drawn to scale) sufficient in detail to enable the Plan Commission to evaluate your application. Plans should be 11"x17" or less.
 - If rezoning/comp plan amendment is part of a site/operation plan, conditional use, plat or CSM please refer to the submittal needs for those requests and include in submittal.
 - Completed Reimbursement Agreement pursuant to [40.116\(b\)](#)
 - The Village Planner, the Village's consulting Engineer, the Village Attorney and any other professionals engaged by the Village to review/evaluate/comment on your proposal may bill the Village for their services/expenses. These costs will be passed back through for reimbursement to the applicant and/or property owner. Any fees not paid will be placed on the real estate tax bill of the corresponding property.
2. Application must be submitted to Village Hall by 12:00 p.m. approximately **four weeks prior** to the scheduled Plan Commission meeting (subject to change based on holiday schedules) Please see the [Village website](#) for exact submittal dates. Plan Commission meetings are held on the second Thursday of each month at 6:00 p.m. at Village Hall.

The four-week submittal requirement allows the Village time to review the application, obtain additional information from you if necessary, and set up the required public hearing

3. The Village shall review applications for completeness. Incomplete applications and applications submitted without the required documents and/or payments will not be considered. Upon verification of a full submittal, the Village shall refer the item to the Plan Commission for the next available meeting
4. The night of the meeting the Plan Commission will review the application first and offer their recommendation to the Village Board.
5. The Village Board will hold a public hearing where any party may speak for or against the proposal. The Village Board will review and approve, deny or refer back the proposal following the public hearing.

NOTES:

- Applicants are highly encouraged to first share their plans conceptually with the Village Planner to ensure all necessary submittal items are complete.

- *Rezoning*s require posting the activity in the Waukesha Freeman two (2) times with the last post being seven (7) days prior to the public hearing. *Comp Plan* amendments require posting at least 30 days prior to a meeting. Thus, strict submittal deadlines are enforced for petitions.
 - *All petitions must be deemed complete by the Village before a public hearing date is scheduled.*



PETITION FOR REZONING APPLICATION

Application is due approximately 4 weeks prior to the
meeting date

235 Hickory St - Pewaukee WI 53072—villagehall@villageofpewaukee.wi.gov—262-691-5660

PROPERTY INFORMATION

_____ hereby petitions the Village of Pewaukee for a change in zoning of the following property:

Address/Parcel no. of property involved: PWV: _____

Please include an exact legal description of the property with your submittal. In the case of a request that involves only a portion of parcel(s), be sure to include a legal description that denotes exactly which portion of the affected parcel(s) is to be considered for rezoning.

Present Use/Zoning of Property: _____

Proposed Use/Zoning of Property: _____

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: _____ Tax Key: PWV _____

Zoning of Property: _____ Property Owner Name: _____

Property Owner Email: _____ Property Owner Phone #: _____

APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Applicant Name: _____ Applicant Phone #: _____

Applicant Address: _____

Applicant Email: _____

SIGNATURES

Application will not be processed without a completed Professional Services Agreement.

This signature authorizes the Village of Pewaukee to process the Rezoning Petition for my property and further authorizes the Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this Petition. I acknowledge that to proceed with my application a Professional Services Reimbursement agreement is required.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

DIRECTIONS

Please include the following required items with this application:

- One paper copy of the submittal, including plans/drawings/applicable attachments in a size 11x17 page size or less.
Also provide one full scale copy if larger than 11x17.
- One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email) ☐
- Completed Professional Services Reimbursement Form. ☐

For Office Use Only

Staff Initials: _____

Date/Time Received _____



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukeewi.gov—262-691-5660

PROPERTY INFORMATION

☐

Property Address: _____ Tax Key: PWV _____

Property Owner's Name: _____ Phone Number: _____

RESPONSIBLE PARTY INFORMATION - All invoices will be mailed to this address.

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Business Name: _____ FEIN: _____

Person Responsible for Payment / Business Contact Name: _____

Mailing Address: _____

Responsible Party / Contact Phone Number: _____

Responsible Party / Contact Email Address: _____

AGREEMENT / SIGNATURES - Property Owner signature is required.

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Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff or other expert consultants are retained by the Village in order to complete a proper project review results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

By signing this form, I, the undersigned, have been advised that pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner, or any other Village professional staff or other expert consultants retained by the Village in order to complete a proper project review provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.

Property Owner Signature: _____ Printed Name: _____ Date: _____

Applicant Signature: _____ Printed Name: _____ Date: _____

For Office Use Only

Staff Initials: _____

Date Received: _____