

Comprehensive Development Plan for Waukesha County Amendment Process

WHEN: An applicant wants to amend the land use plan category for an area.

WHY: The intended use is not consistent with the existing land use plan category as designated on the Recommended Land Use Plan for Waukesha County Map, found in the Comprehensive Development Plan for Waukesha County, available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use – Planning and Zoning Division amends the Recommended Land Use Plan for Waukesha County Map after Waukesha County Board approval and review by the Waukesha County Executive. See ***Staff Who Can Help*** section for the appropriate staff.

HOW: Applicant must submit a complete application and fee before a public hearing will be scheduled.

A COMPLETE APPLICATION SHALL INCLUDE THE FOLLOWING:

- ▶ Request to Amend the Comprehensive Development Plan for Waukesha County application form.
- ▶ A scaled map, survey, site plan or other similar means of depicting the subject property.
- ▶ A detailed description of the proposed use and/or land development.
- ▶ A fee (see ***Department of Parks and Land Use – Planning and Zoning Division Fee Schedule***).

PUBLIC HEARING

- ▶ All public hearings will be advertised according to statutory procedures. **A 30 day notice is required.**
- ▶ Property owners within 300 feet of the subject property will be notified in writing by regular mail.

REVIEW AND RECOMMENDATION

- ▶ A review and recommendation for each plan amendment request will be prepared and submitted to the Waukesha County Park and Planning Commission, the Land Use, Parks and Environment Committee, and the County Board for consideration. Each request will be evaluated on its consistency with the Plan's objectives and standards and each recommendation will be consistent with the Plan's objectives and standards.

APPEAL OR VARIANCE

- ▶ An appeal of a decision of the Waukesha County Board must be made to the Waukesha County Circuit Court within six (6) months of the decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

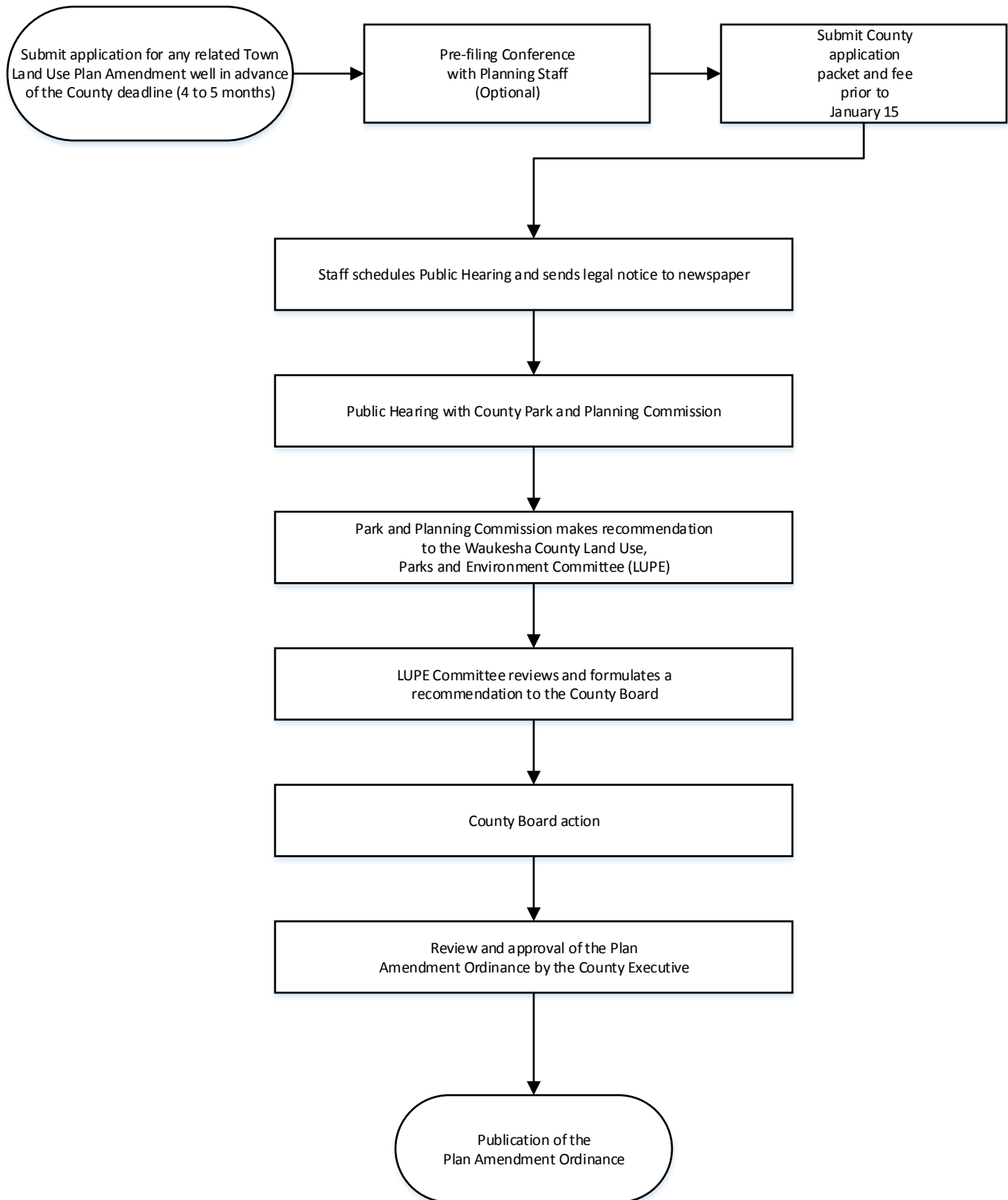
TIME: ▶ An applicant can anticipate that the County Comprehensive Development Plan amendment process will take approximately 10 to 12 weeks from the date of the public hearing. **Amendments to the Comprehensive Development Plan for Waukesha County are made on an annual basis with an annual deadline of January 15th of each calendar year.** If the deadline falls on a weekend, the submittal date will be extended to the following Monday.

NOTES: ▶ Precedent to an amendment to the Comprehensive Development Plan for Waukesha County **an amendment to the Land Use Plan of the local municipality may also be required.** Contact your Municipality for assistance at least 4-5 months in advance of the County's annual deadline. See ***Coordinating Agencies*** for the appropriate contact.

▶ Under rare and special circumstances, the Waukesha County Park and Planning Commission *may* authorize a plan amendment to be considered out-of-cycle and in addition to the schedule outlined herein.

▶ Comprehensive plan amendments do not required individual property owner notification.

Process for an Amendment to the Comprehensive Development Plan for Waukesha County



Once the County Planning and Zoning Division receives a complete application packet and fee, the expected time frame for completion of the process is approximately 10 to 12 weeks from the date of the public hearing.