

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE - PLANNING AND ZONING DIVISION

515 W. Moreland Blvd. Room AC230 Waukesha, WI 53188

Phone: (262) 548-7790 Fax: (262) 896-8071

Email pod@waukeshacounty.gov

Website www.waukeshacounty.gov/planningandzoning

WAUKESHA COUNTY PZD COVID-19 SUBMITTAL PROCEDURES

First, you need to determine if you are in the County's zoning jurisdiction. Navigate here:

<https://prd1.waukcggeo.com/HTML5Viewer/?viewer=zoning#> or provide the Planner of the Day (POD) with your tax key number or address.

During the COVID-19 pandemic, **email** is the preferred method of communication as staff is primarily working remotely. Applications/forms, surveys, site plans, building plans, etc. should be submitted **electronically** to: pod@waukeshacounty.gov

You may drop off items **with the receptionist** in Room AC230 (address above) if items cannot be electronically submitted, but due to the COVID-19 pandemic, **this is a drop off process only and you will be unable to meet with the POD/PZD staff**. Please indicate to whose attention your items are for. If not known, label them c/o Planning and Zoning Division/POD. The items are distributed daily.

Fees: You can pay by check or call the receptionist at 262.548.7790 to pay by credit card. **Items will not be processed until payment is received.** The 2020 fee schedule is located here: <https://www.waukeshacounty.gov/landandparks/planning-and-zoning/division-fees/>

The PZD website home page is located here: <https://www.waukeshacounty.gov/landandparks/planning-and-zoning/>

Zoning Permit and Variance, Site Plan/Plan of Operation, Conditional Use, Zoning Change, and Comprehensive Development Plan Amendment submittals:

To assist with electronic submittals of various **Zoning Permit** types and other application forms (**Variances, Site Plan/Plan of Operations, Conditional Uses, Zoning Changes, and Comprehensive Development Plan Amendments**), we have developed fillable forms for your use and submittal.

1. Navigate here: <https://www.waukeshacounty.gov/landandparks/planning-and-zoning/permit-and-form-information/>
2. Click on the appropriate permit type/application type.
3. Read about each permit type or application type as it applies to your project.
4. Choose the fillable form option(s) applicable to your project. Contact the POD with any questions (contact info above).
5. Fill out the applicable application form(s) and **REMEMBER TO "SAVE AS" or your form(s) will not be saved and you will have to start over.**
6. **Email the 'saved as' version of the form(s)** to the pod@waukeshacounty.gov along with a PDF of the other required materials (refer to website and application forms) such as surveys, site plans, building plans, etc.
7. Fees (see above). Call 262.548.7790 to pay by credit card or mail a check payable to Waukesha Co. Dept. of Parks and Land Use at the above address. Include a note that states the payment is for your specific permit type or application along with the owners' name.
8. Refer to the Procedure/Flowchart for each permit type or application type for the respective review process.

NOTE: If you are building a **new home**, we also ask that you complete the new home checklist **prior to** applying for a new home permit. That checklist is located here:

<https://www.waukeshacounty.gov/landandparks/planning-and-zoning/new-home-zoning-resources/>

CSM submittal:

1. If you want to divide land via a CSM, navigate here: <https://www.waukeshacounty.gov/landandparks/planning-and-zoning/divide-landcms/>.
 2. Fill out the submittal form located here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/certified-survey-map/csm-submittal-form-and-data-sheet-08-23-19-fillable.pdf> and **REMEMBER TO "SAVE AS" or your form will not be saved and you will have to start over.**
 3. **Email the 'saved as' version of the submittal form** to the pod@waukeshacounty.gov along with a PDF of the CSM and the land division checklist located here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/certified-survey-map/land-division-review-checklist.pdf>.
 4. Call 262.548.7790 to pay \$385 (2020) by credit card or mail a check payable to Waukesha Co. Dept. of Parks and Land Use at the above address. Include a note that states the payment is for a CSM along with the owners' name.
 5. Refer to the Permit Guide on the website here: <https://www.waukeshacounty.gov/landandparks/permit-guide/certified-survey-map/> for the review process.
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Subdivision Plat submittal:

1. If you want to divide land via a subdivision plat anywhere in Waukesha County, navigate here: <https://www.waukeshacounty.gov/landandparks/planning-and-zoning/Subdivision/>
 2. Fill out the submittal form located here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/subdivision/subdivision-plat-submittal-form-fillable.pdf> and **REMEMBER TO "SAVE AS" or your form will not be saved and you will have to start over.**
 3. **Email the 'saved as' version of the submittal form** to the pod@waukeshacounty.gov along with a PDF of the plat and the land division checklist located here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/certified-survey-map/land-division-review-checklist.pdf>.
 4. Refer to 2020 plat fees here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/planning-fees/land-division-review-fees.pdf>. Call 262.548.7790 to pay by credit card or mail a check payable to Waukesha Co. Dept. of Parks and Land Use at the above address. Include a note that states the payment is for a plat along with the name of the plat.
 5. Refer to the Permit Guide on the website for the review processes as appropriate.
Town Preliminary: <https://www.waukeshacounty.gov/landandparks/permit-guide/subdivision-approval-authority-preliminary-plat-towns/>
Town Final: <https://www.waukeshacounty.gov/landandparks/permit-guide/subdivision-approval-authority-final-plat-towns/>
City/Village plat: <https://www.waukeshacounty.gov/landandparks/permit-guide/subdivision-objection-authority-preliminary-and-final-plat-city-or-village/>
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DRT submittal:

1. If you want to request a DRT meeting, navigate here: <https://www.waukeshacounty.gov/landandparks/planning-and-zoning/Subdivision/>.
2. Fill out the submittal form located here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/subdivision/development-review-team-submittal-form-fillable.pdf> and **REMEMBER TO "SAVE AS" or your form will not be saved and you will have to start over.**
3. **Email the 'saved as' version of the submittal form** to the pod@waukeshacounty.gov along with a PDF of the site plan/map.
4. Refer to the DRT Brochure on the website for more information here: <https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/development-review-team-brochure-7-08-.pdf>.
5. The request will be forwarded to the Manager or Supervisor for assignment and you will be contacted regarding the scheduling of a (virtual) DRT meeting.