



CITY OF WAUWATOSA

## BUILDING & SAFETY DIVISION

7725 WEST NORTH AVENUE, WAUWATOSA, WISCONSIN 53213

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### DESIGN REVIEW BOARDS

Design Review Boards were created to review and approve the exterior design and aesthetic aspects of building projects. Their purpose is to promote good design and continuity, which often impacts the overall appearance and property value of a neighborhood. The applicant must appear before the Design Review Board in order to answer any questions or concerns they may have. Meetings are conducted at the Municipal Complex, 7725 West North Avenue, Wauwatosa, Wisconsin at 7:00 p.m. on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month (\* unless otherwise noted). The application deadline can be found at the schedule below.

### HOW TO MAKE APPLICATION

1. It is suggested that you discuss the proposed application with the Building & Safety Division prior to submission, in the interest of having adequate information for the request.
2. The request shall consist of an application (furnished by the Building & Safety Division) accompanied by the following. **Incomplete submittals will not be considered.**
  - o Two copies of the plans (printed to scale); three copies for commercial projects. All elevations must be shown on the plans.
  - o Three copies of the land survey and site plan with the proposed structure drawn on each copy
  - o Photograph of the existing front elevation
  - o Photograph of the affected area to be built
  - o Three sets of scale drawings of the building elevations showing fenestration, materials and landscaping (commercial projects only)
  - o Three sets of exterior lighting plans including lamp types, light pattern and fixture style (commercial projects only)
  - o Samples of all exterior materials affected by the project (commercial projects only)
  - o Colored rendering of the proposed project (commercial projects only)
  - o One (1) electronic copy (PDF) – commercial new and commercial additions.
3. An application fee of \$50 shall accompany the application and will be applied to the total cost of the permit. Total fees are calculated based on the cost of a project or square footage, plus plan review. Plan review adds another \$50 -\$500 depending on the scope of the project.
4. All applications and submittals must be delivered to the Building & Safety Division not later than the application date and time indicated below to be considered for the schedules meeting date. The advance application date is necessary to meet legal notification requirements.

| <u>APPLICATION DATE</u> | <u>7:00 PM MEETING DATE</u> |
|-------------------------|-----------------------------|
| December 21, 2018       | January 3, 2019             |
| January 8, 2019         | January 17, 2019            |
| January 29, 2019        | February 7, 2019            |
| February 12, 2019       | February 21, 2019           |
| February 26, 2019       | March 7, 2019               |
| March 12, 2019          | March 21, 2019              |
| March 26, 2019          | April 4, 2019               |
| April 9, 2019           | April 18, 2019              |
| April 23, 2019          | May 2, 2019                 |
| May 7, 2019             | May 16, 2019                |
| May 28, 2019            | June 6, 2019                |
| June 11, 2019           | June 20, 2019               |

| <u>APPLICATION DATE</u> | <u>7:00 PM MEETING DATE</u> |
|-------------------------|-----------------------------|
| July 2, 2019            | *July 11, 2019*             |
| July 9, 2019            | July 18, 2019               |
| July 23, 2019           | August 1, 2019              |
| August 6, 2019          | August 15, 2019             |
| August 27, 2019         | September 5, 2019           |
| September 10, 2019      | September 19, 2019          |
| September 24, 2019      | October 3, 2019             |
| October 8, 2019         | October 17, 2019            |
| October 29, 2019        | November 7, 2019            |
| November 12, 2019       | November 21, 2019           |
| November 26, 2019       | December 5, 2019            |
| December 10, 2019       | December 19, 2019           |

### Questions?

Application related questions may be directed to the clerical staff (414-479-8907) anytime 8:00 a.m.-4:30 p.m. weekdays. The City code is available online at: [www.wauwatosa.net](http://www.wauwatosa.net).