



**Office of the Planner & Community Development Director**  
 W240 N3065 Pewaukee Road  
 Pewaukee, Wisconsin 53072  
 Phone (262) 691-0770  
 Fax (262) 691-1798  
[fuchs@pewaukee.wi.us](mailto:fuchs@pewaukee.wi.us)

**PETITION FOR AN AMENDMENT TO THE COMPREHENSIVE MASTER PLAN**

TO THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby petitions the Common Council of the City of Pewaukee, Waukesha County, Wisconsin to amend the City's Year 2050 Land Use/Transportation Plan land use designation for the following property

**FROM** \_\_\_\_\_

**TO** \_\_\_\_\_.

**Legal description of property** – Please attach.

**Common property description or name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Tax Key Number(s):** \_\_\_\_\_

**Property owner(s) (Full Legal Name):** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**This amendment to the zoning map is being proposed in order to** \_\_\_\_\_

**Applicant (Full Legal Name):**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person (Full Legal Name):**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Comprehensive Master Plan Amendment submittals must include and be accompanied by the following:**

- This Application form accurately completed with original signatures.
- Application Filing Fee, payable to the City of Pewaukee:
  - o \$500.00, plus cost for publication, notice and all attorney fees related to Project
- Five (5) complete collated sets of Application materials to include:
  - o A written project narrative detailing the request and proposed amendment as well as any future development plans or any proposed site or building improvements.
  - o A Comprehensive Master Plan Amendment Exhibit that illustrates the property boundaries, areas to be changed and specifically notes the existing and proposed future land use designation.
  - o Building and Site Plans as may be applicable.
- All application materials provided in a digital format (Adobe PDF). Materials may be submitted on a USB Flash Drive or emailed to [hurd@pewaukee.wi.us](mailto:hurd@pewaukee.wi.us).
- Note twelve (12) additional sets of plans will be required for Plan Commission following staff review of the initial submittal. These plans should be revised in response to staff comments as may be necessary.

**Fraudulent invoices are being circulated online – DO NOT pay or wire funds to any unexpected invoices. The City of Pewaukee will never ask for funds to be wired for payment. If you receive any suspicious invoices or a request to wire funds, please contact Ami Hurd, Deputy Clerk/Community Development Coordinator at 262-691-0770 or via email [hurd@pewaukee.wi.us](mailto:hurd@pewaukee.wi.us).**



**Office of the Planner & Community Development Director**

W240 N3065 Pewaukee Road

Pewaukee, Wisconsin 53072

Phone (262) 691-0770

Fax (262) 691-1798

[fuchs@pewaukee.wi.us](mailto:fuchs@pewaukee.wi.us)

The applicant and property owner(s) hereby certify that:

- 1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge;
- 2) the applicant and property owner(s) has/have read and understand all information in this application; and
- 3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval.

By execution of this application, the property owner(s) authorize the City of Pewaukee and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review.

The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13.

*(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).*

**PETITIONER'S/APPLICANT'S SIGNATURE:** \_\_\_\_\_

**NAME & TITLE (PRINT):** \_\_\_\_\_

**SIGN AND DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

**PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_

**NAME & TITLE (PRINT):** \_\_\_\_\_

**SIGN AND DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

**PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_

**NAME & TITLE (PRINT):** \_\_\_\_\_

**SIGN AND DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

City Staff-

**RECEIVED** at City Hall by: \_\_\_\_\_ on \_\_\_\_\_

Fee paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_