



Special Exception

Approval Process: Approx. 4 - 6 Weeks

Description: A Special Exception is for those instances where an applicant is seeking to deviate from base zoning requirements, typically involving signage, accessory structures, and certain building setbacks, off-sets, and building heights which may be remedied by a Special Exception when so designated in the City of Port Washington Zoning Code.

Step 1: Pre-application Staff Meeting

It is recommended the applicant meet with the Planning Director to discuss the proposed request. This step is intended to explain to the applicant the purpose of the regulations, informally reach mutual conclusions regarding the objectives of the proposed project, and application submittal items.

Step 2: File Application Materials

The applicant submits the following: 1) a completed Plan Commission application form; 2) a detailed narrative describing the project and the components of the Special Exception, how the Special Exception request meets the pertinent approval criteria, and other information you think will be helpful; 3) a general site plan and / or drawing of the proposed project; 4) other necessary materials if needed; 5) and a \$250 application fee. All application materials can be submitted via email to: rharris@portwashingtonwi.gov

Upon receipt of the necessary materials, the Planning Director will place the item on the agenda for the next available Plan Commission meeting. The application deadline for getting on the Plan Commission meeting agenda is generally thirty (30) days prior to the meeting. The Plan Commission meets on the third Thursday of the month, at 6:00 p.m. in the council chambers of City Hall.

Step 3: Staff Review

City staff will provide a review of the request and the submitted information to identify any notable issues or problems, and if additional information will be necessary. If the application is incomplete the item may be rescheduled to a later Plan Commission meeting date to allow time for the needed work to be completed. If deficiencies are minor, the item will be scheduled for a Plan Commission meeting, subject to revised plans being submitted seven (7) working days prior to the meeting.

Step 4: Public Notification

Although not required, prior to the Plan Commission meeting, City staff shall notify all property owners within 200' of the Special Exception request and details thereof including the time and place of the Plan Commission meeting.

Step 5: Plan Commission Action

The Special Exception shall be reviewed by the Plan Commission for conformance with design, operational and contextual issues as detailed in the City zoning code. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting. If approved, the applicant may move on to apply for any required building permits or licenses, etc. as needed.

Step 6: Common Council Approval (For height requests to exceed 35' in the B-4 District only)

For those applications seeking to exceed 35 feet in height for a property in the B-4 Central Business District, the request shall require approval from a two-thirds majority vote from the Common Council following public notification and a public hearing conducted at the same meeting, prior to action by the Common Council on the height request, as per [Sec. 20.16.040](#) of the City zoning code. If approved, the applicant may move on to apply for any required building permits or licenses, etc. as needed.



PLAN COMMISSION APPLICATION

Date Received: _____ Check Number: _____ Amount: _____ (For Office Use Only)

- | | | | |
|-------------------------------------------------------------|----------|---------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Plan Concept Review | \$300.00 | <input type="checkbox"/> Awning Review | \$ 50.00 |
| <input type="checkbox"/> Preliminary Plat Review | 550.00 | <input type="checkbox"/> Special Exception or Minor Review | 250.00 / 100.00 |
| <input type="checkbox"/> Final Plat or Condo Plat Review | 250.00 | <input type="checkbox"/> Business, Site, and Operational Plan | 450.00 |
| <input type="checkbox"/> Planned Development Overlay | 300.00 | <input type="checkbox"/> Conditional Use Grant | 300.00 |
| <input type="checkbox"/> Certified Survey (w/o dedication) | 250.00 | <input type="checkbox"/> Zoning Text or Map Amendment | 250.00 |
| <input type="checkbox"/> Certified Survey (with dedication) | 275.00 | <input type="checkbox"/> Annexation | 300.00 |

Description of Proposed Request: _____

Property Address: _____ Tax Key: 16- _____

Owner's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Applicant's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Relationship to Owner: _____

*****Digital Copies of your plans are required for the Plan Commission and Design Review Board meeting.*****

In making this application, I (we) acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any City of Port Washington official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application, to take photographs, and to post public hearing notices if required.

Signature of Applicant: _____ Date: _____

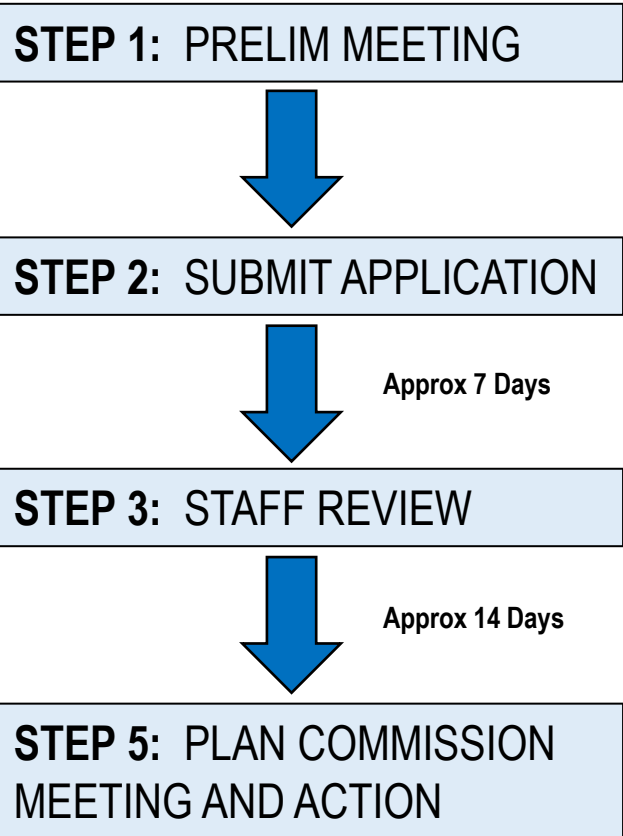
• www.portwashingtonwi.gov •

City of Port Washington, 100 West Grand Avenue, P. O. Box 307, Port Washington, WI 53074-0307. Any questions, please contact City Plan Bob Harris at 262-284-2600 (email: rharris@portwashingtonwi.gov) or his assistant, Judy Klumb at 262-284-2600 (email: jklumb@portwashingtonwi.gov).

Revised 03/2022

CITY OF PORT WASHINGTON PRELIM PLAT APPROVAL PROCESS

Estimated Time for Approval: Four Weeks



STEP 1: PRELIM MEETING

STEP 2: SUBMIT APPLICATION

Approx 7 Days

STEP 3: STAFF REVIEW

Approx 14 Days

STEP 5: PLAN COMMISSION MEETING AND ACTION



CITY OF PORT WASHINGTON PLANNING DEPARTMENT
101 W GRAND AVENUE, PORT WASHINGTON, WI 53074
CONTACT: Bob Harris, Director of Planning & Development
PHONE: 262.284.2600 X1017
EMAIL: rharris@portwashingtonwi.gov
WEBSITE: portwashingtonwi.gov