



**Planning & Zoning**  
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## Rezoning Process

### **1. Alderperson Sponsor**

Prior to applying for a rezoning, the applicant **must** obtain an alderperson to sponsor the rezoning request. Staff recommends contacting the [members of the Common Council](#) in the project's aldermanic district. Additionally, please contact the Planning & Zoning office to discuss the proposal. Staff can help to identify feasible rezonings or alternative solutions.

### **2. Application**

After obtaining a sponsor, use the City's [online Planning Application](#) to apply for a rezoning. Applications are due by the **last Friday of the month** to be placed on the next month's Plan Commission meeting.

### **3. Plan Commission Meeting**

The Plan Commission typically meets at 6:00 pm on the fourth Wednesday of each month, except in the months of November or December or when the Chair schedules a special meeting. At this meeting, Plan Commission will review the rezoning proposal and make a recommendation to the Common Council.

### **4. Common Council Public Hearing and Vote**

The Common Council typically meets at 7:00 pm on the first and third Tuesdays of each month. A Class 2 notice must be published in 2 consecutive weekly editions of the official City newspaper and property owners within 200 ft of the subject property will be notified. At this meeting, a public hearing will be held where members of the public can comment. The Common Council will then vote on a decision.

### **5. Necessary Permits**

The applicant may apply for necessary permits or licenses concurrently with this process. However, permits will not be issued until the rezoning is approved by the Common Council and enacted.