



**Application for Waiver  
from  
Parking Lot and  
Driveway Surface Ordinance  
Section 16.36.08**

For City Staff Use Only
File No. _____
Date Filed _____
Appl. Review _____
PC Recom. _____
Date _____

1. Applicant's Name(s) \_\_\_\_\_  
Street/City/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email or Fax # \_\_\_\_\_  
Interest in Subject Property \_\_\_\_\_
2. Subject Property Address \_\_\_\_\_
3. Legal Description of Subject Property:  
    Lot(s) \_\_\_\_\_  
    Block(s) \_\_\_\_\_  
    Addition \_\_\_\_\_  
    Parcel No(s) \_\_\_\_\_
4. Lot Size \_\_\_\_\_
5. Zoning \_\_\_\_\_
6. Present Use of Property \_\_\_\_\_
7. The area (in sq. ft. or acres) of the driveway or parking area sought to be waived \_\_\_\_\_  
*(Note: a scaled site plan may be required.)*
8. Explain the reason(s) why you are requesting the waiver \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. **Note:** The provisions of Subsection C requiring improved surfaces on all driveways and parking areas may be waived by the City Plan Commission upon a finding that: an unimproved surface and the resultant rutting, erosion, blowing dirt or dust, or ponding of water, do not and will not result in a public nuisance or pose a potential danger to adjacent properties or the public right-of-way.
10. I (we), the undersigned, do hereby make application and petition the City Plan Commission to waive the requirements of the Parking Lot and Driveway Ordinance, in particular Section 16.36.08(C).

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signatures \_\_\_\_\_  
\_\_\_\_\_

**City of Eau Claire**  
**Waiver of Parking Lot and Driveway Surface Ordinance**

**Application Procedure**

1. Pick up application form from the Department of Community Development, or on the City's website at: <http://www.eauclairewi.gov/government/on-line-forms-brochures>.
2. Return the completed application form along with **one (1) set of 8 ½ x 11 plans and a PDF file to [Ryan.Petrie@eauclairewi.gov](mailto:Ryan.Petrie@eauclairewi.gov)**. There is no application fee.
3. You will receive a mailed notice from the Department of Community Development giving the time/place of the meeting of the City Plan Commission at which your waiver application will be considered. It is in your best interest that you make every effort to attend. This is not a public hearing and no notification will be published.

**Application Review**

1. Upon filing a completed application, the Department of Community Development will schedule your request for the next available Plan Commission meeting. The application will be reviewed by the City Engineer's office who will conduct an inspection of the property.
2. If the waiver is granted by the City Plan Commission, you will receive written notification within 10 days following the approval. The Plan Commission may impose reasonable terms and conditions on granting the waiver.