

Development Process

General Information

Every property owner in Shorewood has a legal right to use their property. The use of land is guided and controlled by the policies, plans, and ordinances of the City in accordance with State Law. The City Council encourages involvement and participation in the development review process.

Shorewood has adopted a [Comprehensive Plan](#) which outlines the “big picture” for future development in relation to land use, water, stormwater, sewer systems, parks, trails, and roadways. The Comprehensive Plan provides a general picture of how the development of all areas is envisioned for Shorewood. This plan gives people buying and selling property in Shorewood an idea of how a specific piece of land is expected to be used. Any property owner has the right to request a change in the Comprehensive Plan. This request is reviewed in a similar manner as described in this handout.

While the Comprehensive Plan illustrates how Shorewood is to develop in general, the zoning and subdivision ordinances establish specific standards developments must meet. These ordinances identify which uses may be located on a parcel of land according to its zoning designation (i.e. residential, commercial, lakeshore, etc.) and the minimum standards for development, such as lot size, setbacks, etc.

General Process

The steps below are a general representation of the development review process. However, depending on the specifics of a given application, this process may change:

Step 1: Meet with staff to discuss your application

Staff will give you guidance on what types of application would apply to your proposal.

Step 2: Review checklists and complete development application

For a complete list of application materials, visit the [Planning & Zoning Handouts & Checklists page](#).

When an application is received, staff will send out a notice to the nearby property owners and install a private development sign on the property listed in the application.

Step 3: Public hearing & Planning Commission review

After review by City staff, the application is scheduled for review by the Planning Commission. The Planning Commission is a group of local citizens who are appointed by the City Council to review proposed developments and make recommendations to the City Council. These residents volunteer their time to serve on the Commission.

Certain applications require a public hearing at a Planning Commission meeting. Prior to the public hearing, notices are mailed to nearby property owners. In addition, notice is published in Sun Sailor, Lakeshore Weekly, or both. Other applications require a public meeting, and notice is mailed to adjacent property owners.

This is an opportunity for citizens to obtain information about the application, ask questions, participate in these meetings, and provide their input to Commission members.

The Commissioners consider the legal rights of property owners to develop their property, the best interests of the City as a whole, public input, and staff comments. Based on their findings, the Commissioners make recommendations to the City Council.

Step 4: City Council meeting

The City Council considers the Planning Commission's recommendation, the public testimony, and all other background reports to make a final decision.

It is important to remember that the City must approve an application from a property owner if it conforms to the Comprehensive Plan and ordinances of the City. If the Council approves the proposal, the applicant can begin to obtain any other permits needed to complete their project.

The City of Shorewood encourages involvement and participation in the development review process. Call the Planning Department at 952-960-7900 with any questions.