



**Request to Change the Use of the Property
From a Two-Family to a Single-Family**

I am requesting that the use of my property change from a two-family use to a single-family use. I understand that to change the property back to two-family use the structure would need to meet the current code requirements pertaining to the new use. This may require remodeling the entire structure to comply with code requirements such as the following:

- Fire blocking
- Insulation
- Draft stopping
- Smoke Detection
- Code Compliant Exiting (interior and exterior stairways)
- Installation of Headers
- Fire separation Requirements
- Electrical, Plumbing, Heating Updates
- Parking Regulations

I am also aware that if the two-family use of the property discontinues, the two-family use may never be reestablished again due to Zoning Regulations including the following:

- Minimum Lot Standards per the Zoning Ordinance, Chapter 30
 - Width: 60’ minimum
 - Depth: 100’ minimum
 - Area: 7,200 square feet minimum

There may be additional code requirements that would be required when converting back to a two-family use. Contact the Department of Community Development and Inspection Services Division for more details on permitted uses and conversion requirements.

Please also note the assessed value of your property may increase with the change of use. Single-family homes of the same age and size compared to two family homes typically sell for more. A field review by one of our appraisers will determine if the assessed value of your property would change.

I have read and understand the above information.

Date _____ **Parcel Number** _____

Address(s) Kept _____ **Address(s) Removed** _____

Owner Name (print) _____ **Owner Signature** _____

Contact Phone # _____ **State Work Being Done (if any)** _____

Verified By (City Representative) _____ **Title** _____

We will notify the appropriate city offices. It is the building owner’s responsibility to notify Wisconsin Public Service Corporation, telephone provider, cable/satellite company, post office, etc.

Cc: Assessor’s Office, Fire Department, Public Works - Water Distribution, Public Works – Engineering, Planning Division, Finance Department – Utilities Division, Information Technology