

Planning Department  
 9229 West Loomis Road  
 Franklin, Wisconsin 53132  
 (414) 425-4024  
[franklinwi.gov](http://franklinwi.gov)



APPLICATION DATE: \_\_\_\_\_

STAMP DATE: \_\_\_\_\_ city use only

## FLOODPLAIN LAND USE APPLICATION

### PROJECT INFORMATION

APPLICANT [FULL LEGAL NAMES]	APPLICANT IS REPRESENTED BY [CONTACT PERSON]
NAME: <input type="text"/>	NAME: <input type="text"/>
COMPANY: <input type="text"/>	COMPANY: <input type="text"/>
MAILING ADDRESS: <input type="text"/>	MAILING ADDRESS: <input type="text"/>
CITY/STATE: <input type="text"/> ZIP: <input type="text"/>	CITY/STATE: <input type="text"/> ZIP: <input type="text"/>
PHONE: <input type="text"/>	PHONE: <input type="text"/>
EMAIL ADDRESS: <input type="text"/>	EMAIL ADDRESS: <input type="text"/>

### PROJECT PROPERTY INFORMATION

PROPERTY ADDRESS: <input type="text"/>	TAX KEY NUMBER: <input type="text"/>
PROPERTY OWNER: <input type="text"/>	PHONE: <input type="text"/>
MAILING ADDRESS: <input type="text"/>	EMAIL ADDRESS: <input type="text"/>
CITY/STATE: <input type="text"/> ZIP: <input type="text"/>	DATE OF COMPLETION: _____ office use only

### SIGNATURES

The applicant and property owner(s) hereby certify that: (1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge; (2) the applicant and property owner(s) has/have read and understand all information in this application; and (3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval. By execution of this application, the property owner(s) authorize the City of Franklin and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13.

***(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).***

I, the applicant, certify that I have read the following page detailing the requirements for Administrative review approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

PROPERTY OWNER SIGNATURE:	
NAME & TITLE: <input type="text"/> DATE: <input type="text"/>	
PROPERTY OWNER SIGNATURE:	APPLICANT SIGNATURE:
NAME & TITLE: <input type="text"/> DATE: <input type="text"/>	NAME & TITLE: <input type="text"/> DATE: <input type="text"/>

CITY OF FRANKLIN APPLICATION CHECKLIST

If you have questions about the application materials, please contact the Planning Department.

APPLICATION MATERIALS

The following materials must be submitted with an application for a floodplain land use permit:

- This application form accurately completed with signatures or authorization letters (see previous page).
- \$125 Application fee payable to the City of Franklin.
- Word Document Legal description for the subject property.
- Three (3) project narratives.
- Site plan drawn to scale, see handout for details.
- Email or flash drive with all plans/submittal materials.
\* For subdivision proposals and other proposed developments exceeding 5 acres in area, please see handout for additional requirements.

FLOODPLAIN DEVELOPMENT

Type of development:

- New construction
- Addition
- Repair
- Demolition
- Residential (single-family and two-family)
- Multi-family (3 or more units)
- Commercial
- Warehouse/Industrial
- Accessory structure (garage, deck)
- Fence
- Fill/grading
- Culvert/Bridge
- Floodproofing
- Other (describe):

FEMA FIRM PANEL No.: (available at https://msc.fema.gov/portal/home)
FIRM Zone designation: (A, AE, X, etc.)
1% annual chance (100-year) base flood elevation (BFE) at most-upstream corner of site: ft. Datum: NGVD or NAVD
Franklin Floodplain District: Floodway District (FW) Floodfringe District (FF) General Floodplain District (GFP)
Other Zoning district on lot:

Estimated total project cost: \$ (subject to City review and verification).
Note: If the proposed work involves the modification, alteration, reconstruction or improvement to an existing structure located within a floodplain area, the Zoning Administrator may require an estimate of the market value for that structure in order to determine the extent of construction spending limits (Unified Development Ordinance Section 15-3.1011).
Estimated Market Value of Structure: \$
Market Value Determination Source: (appraisal, assessed value, etc.)

UTILITIES

Electric: Above-ground Underground Sewer & Water: Public Private Private well on site: Yes No
Mechanical equipment on site: Heat pump A/C Furnace Other:
Fuel or propane tanks: Yes No
Additional facilities:

CERTIFICATE OF COMPLIANCE (REQUIRED BEFORE OCCUPANCY)

Pursuant to the City of Franklin Floodplain Zoning Ordinance, Section 7.1(3), no land shall be occupied or used, until a certificate of compliance is issued by the zoning administrator (except where no permit is required):

- 1. The applicant shall notify the zoning administrator in writing that the permitted work is completed.
2. The applicant shall submit a certification signed by a registered professional engineer, architect or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that floodproofing measures meet the requirements of Section 7.5 Floodproofing.

**REQUIRED APPROVALS FOR DEVELOPMENT IN FLOODPLAIN AREAS**

Development Location	Required Approvals*
<b>SFHA</b> Special Flood Hazard Area 1% annual chance (100-year)	<ul style="list-style-type: none"> <li>• Land Use permit Floodplain ordinance §7.1(2).</li> <li>• Natural Resource Special Exception (NRSE) UDO §15-4.0102 &amp; §15-9.0110. If applicable, for exceptions see UDO §15-4.0102</li> <li>• Site Plan, Special Use, etc. If applicable, see UDO parts 7 &amp; 9.</li> </ul>
<b>FW</b> Floodway zoning <b>FC</b> Floodplain conservancy zoning <b>FFO</b> Floodplain Fringe overlay zoning	<ul style="list-style-type: none"> <li>• Natural Resource Special Exception (NRSE) UDO § 15-4.0102 &amp; 15-9.0110. If applicable, for exceptions see UDO § 15-4.0102</li> <li>• Special Use If applicable, see UDO § 15-3.0600.</li> <li>• Site Plan, Minor Site Plan, etc. If applicable, see UDO parts 7 &amp; 9.</li> </ul>

\* This list is only for applications to be submitted to the City of Franklin Department of City Development, separate approvals or permits from the Engineering Department (Fill Permit), Inspection Services Department (Building Permit), and/or other agencies may be required.

\*\* It is possible for a site to have both FW, FC, or FFO zoning and have SFHA designation; in that case, all items listed are required.

**UDO:** Unified Development Ordinance, City of Franklin, Wisconsin

**Development:** "Any artificial change to improved or unimproved real estate, including but not limited to, the construction of buildings, structures, or accessory structures; the construction of additions or alterations to buildings, structures, or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation, or drilling operations; the storage, deposition, or extraction of materials or equipment; and the installation, repair, or removal of public or private sewage disposal systems or water supply facilities." (Floodplain Zoning Ord).

**SITE PLAN REQUIREMENTS**

All applications require a site plan drawn to scale with the following information:

1. Location, dimensions, area and elevation of the lot.
2. Location of the ordinary highwater mark of any abutting navigable waterways.
3. Location of any structures with distances measured from the lot lines and street center lines.
4. Location of any existing or proposed on-site sewage systems or private water supply systems.
5. Location and elevation of existing or future access roads.
6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps.
7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study — either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD).
8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of Section 3.0 *Floodway District (FW)* or Section 4.0 *Floodfringe District (FF)* are met.
9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to Section 2.1 *Hydraulic and Hydrologic Analyses*. This may include any of the information noted in Section 3.3(1) *Standards for Developments in Floodway Areas*.

**REQUIREMENTS FOR SUBDIVISION PROPOSALS**

Applications for subdivisions and/or developments exceeding 5 acres in area require additional materials:

- a. An analysis of the effect of the development on the regional flood profile, velocity of flow and floodplain storage capacity.
- b. A map showing location and details of vehicular access to lands outside the floodplain.
- c. A surface drainage plan showing how flood damage will be minimized.
- d. The estimated cost of the proposal; including all structural development, landscaping, access and road development, utilities, and other pertinent items, but need not include land costs.