

AREA EXCEPTION APPLICATION

(Complete, accurate and specific information must be entered, including full legal names. Please Print.)

Date: _____	
Property Owner/Legal Entity: _____	Applicant*: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Email Address: _____	Email Address: _____
* List legal business owner name, if applicable.	

Project/Development Name: _____	
Project Property Address: _____	Project Tax Key No(s): _____
Existing Zoning: _____ Existing Use: _____ Proposed Use: _____	2025 CMP Land Use Identification*: _____
* The 2025 CMP Future Land Use Map is available at: http://www.franklinwi.gov/DefaultFilePile/User/Planning/2025CMP/2025_CMP_Ch5_2025Future_Land_Use_Map5.7.pdf	

All Area Exception submittals must include and be accompanied by the following: (See Section 15-10.0209 of the UDO* for additional Area Exception requirements and procedures.)

- This Application form accurately completed and with original signatures (facsimiles and copies will not be accepted).
- Application Filing Fee: \$300, payable to the City of Franklin.
- An electronic copy of the Legal Description for the subject property.
- Ten copies of a Project Narrative including the following information:
 - o (1) Current use and improvements on the property; (2) Ordinance standard from which Area Exception is being sought (section number and text); (3) Description of the Area Exception, giving distances and dimensions where appropriate; (4) Statement of reason(s) for the request; and (5) Description and date of any prior petition for an Area Exception.
- Two photographs of the subject structure from different views.
- Three Affidavit Forms with original and notarized signatures (facsimiles and copies will not be accepted).
- Completed "Standards in the Review of Area Exceptions" Form (from Section 15-10.0209G. of the UDO).
- Ten copies of the Plat of Survey, Site Plan, Building Elevations, and Outdoor Lighting plans, as appropriate, and any other supporting documents, which illustrate the Area Exception request. All plans must be collated and folded into 9 x 12 inch sets.

* The City's Unified Development Ordinance (UDO) is available at www.franklinwi.gov.

- A meeting must be scheduled with the Planning Department prior to Application submittal.
- Upon receipt of a complete submittal, staff review will be conducted within ten business days.
- All Area Exception requests require Plan Commission review, a public hearing, and Board of Zoning and Building Appeals review and approval.
- If a building permit is not issued within twelve (12) months of approval, the Area Exception will be null and void.

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).

Signature of Property Owner: _____	Signature of Applicant: _____
Name and Title: _____	Name and Title: _____
Date: _____	Date: _____
Signature of Property Owner: _____	
Name and Title: _____	
Date: _____	