



CONCEPT REVIEW APPLICATION

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

Date: _____	
Property Owner(s)/Legal Entity: _____	Applicant (Legal Business Owner Name): _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Email Address: _____	Email Address: _____

Project/Development Name: _____
Project Description: _____
Project Property Address: _____ Project Tax Key No(s): _____
Existing Zoning: _____ Proposed Zoning (if applicable): _____ Existing Use: _____
Proposed Use (if applicable): _____ 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 Concept Review submittals must include and be accompanied by the following:

- This Application form accurately completed with original signatures (facsimiles and copies will not be accepted).
- Application Filing Fee: \$250, payable to the City of Franklin.
- Three copies of a Project Narrative (i.e., a detailed description of the project).
- Ten 8.5 x 11 inch or 11 x 17 inch copies of a Preliminary Site/Development Plan of the subject property(ies) and immediate surroundings (i.e., a scaled map identifying the subject property and immediate environs, including existing and proposed parcels, existing and proposed structures, existing and proposed land uses, existing and proposed zoning, existing and proposed infrastructure and utilities (approximate locations only), and existing and proposed site conditions/site constraints (i.e. approximate locations of public road access, easements, rights-of-way, natural resources/green space and drainage issues/concerns, etc.).
- Ten 8.5 x 11 inch or 11 x 17 inch copies of the building elevations.

- 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 five business days.
- Concept Review requests are reviewed by the Committee of the Whole. The Committee of the Whole meets the first Monday of every month.

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: _____