

Date of Application: \_\_\_\_\_

## SIGN VARIANCE and APPEALS APPLICATION

Complete, accurate and specific information must be entered. Please Print.

**Property Owner/Legal Entity (Full Legal Name[s]):**

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Applicant is Represented by (contact person) (Full Legal Name[s]):**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Project Property Information:**

Property Address: \_\_\_\_\_  
Tax Key Nos: \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_

**Municipal Code Section 210-15**

- ☐ Administrative Appeal  
☐ Sign Code Variance  
☐ Hardship or undue burden.  
☐ Unique and exceptional design or style.

The Municipal Code and Unified Development Ordinance are available at the City's website: [www.franklinwi.gov](http://www.franklinwi.gov)

**Variance and Appeals Application submittals for review must include and be accompanied by the following:**

- ☐ Copy of the Sign Permit "Letter of Denial". (Appeals within 30 days after said denial; Variances within 60 days after said denial.)  
☐ This Application form accurately completed with original signature(s). Facsimiles and copies will not be accepted.  
☐ Application Filing Fee, payable to City of Franklin: ☐ \$250 per appeal or variance from Sign Code  
☐ Legal Description for the subject property (WORD.doc or compatible electronic format).  
☐ Four (4) complete collated sets of Application materials to include:  
☐ One (1) original and three (3) copies of a written Project Narrative describing the project, and specifying the nature of the appeal; or the reason(s) upon which the applicant contends that the variance should be granted.  
☐ Four (4) folded full size, drawn to scale copies of the following:  
Sign elevations, drawn to scale not less than 1/2" = 1', plans folded to a maximum size of 9x12 inches. The elevations should denote the sign dimensions and area. Identify the colors, materials, finishes and lighting method (if applicable).  
Site Plan, showing the location of the proposed signage relative to (1) any existing or proposed structures; (2) parking stalls and/or driveways; (3) proposed landscaping and outdoor lighting; (4) the setback distance from the street right-of-way at the proposed location; (5) height of sign above the finished grade; and (6) the vision triangle distances described in Section 15-5.0201 of the Unified Development Ordinance.  
☐ Three (3) Affidavit Forms with original and notarized signatures (facsimiles and copies will not be accepted).  
☐ Email (or CD ROM) with all plans/submittal materials (where applicable). Plans must be submitted in Adobe PDF format.

- Upon receipt of a complete submittal, staff review will be conducted within ten business days.
- Variance and Appeal requests require a public hearing prior to Board of Zoning & Building Appeals approval. (Additional materials copies will be required.)
- Permits for construction are REQUIRED after approval. Contact the Building Inspector (414-425-0084) for additional information.

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 - Property Owner

\_\_\_\_\_  
Name & Title (PRINT)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature - Property Owner

\_\_\_\_\_  
Name & Title (PRINT)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature - Applicant's Representative

\_\_\_\_\_  
Name & Title (PRINT)  
Date: \_\_\_\_\_