

## VARIANCE AND APPEALS 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.

Variance type requested:

- Use Variance (See Section 15-10.0207 of the UDO)       Area Variance       Administrative Appeal

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](http://www.franklinwi.gov/DefaultFilePile/User/Planning/2025CMP/2025_CMP_Ch5_2025Future_Land_Use_Map5.7.pdf)

**All Variance and Appeal submittals must include and be accompanied by the following:** (See Section 15-10.0206 of the UDO\* for additional Variance requirements and procedures.)

- This Application form accurately completed and with original signatures (facsimiles and copies will not be accepted).
- Application Filing Fee: \$250, payable to the City of Franklin.
- An electronic copy of the Legal Description for the subject property.
- Ten copies of a Project Narrative describing the project and including the information requested in Sections 15-9.0105C. (Administrative Appeal) & 15-9.0106C. (Variance) of the UDO:
- Three Affidavit Forms with original and notarized signatures (facsimiles and copies will not be accepted).
- Completed "Findings and Factors in the Review of Variances" Form (from Sections 15-10.0206C1. and 15-10.0211 of the UDO).
- Ten copies of the Plat of Survey, Site Plan, Building Elevations, Landscape Plan, and Outdoor Lighting Plan, as appropriate, and any other supporting documents, which illustrate the Variance request. All plans must be collated and folded into sets no larger than 9 x 12 inches.

\* The City's Unified Development Ordinance (UDO) is available at [www.franklinwi.gov](http://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 Variance and Appeal requests require a public hearing and Board of Zoning and Building Appeals review and approval.
- If a Building Permit is not issued within six (6) months of approval, the Variance 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: \_\_\_\_\_