

Date of Application: _____

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: _____

Existing Use: _____

Proposed Use: _____

Future Land Use Identification: _____

Variance Type Requested:

- ☐ Administrative Appeal * UDO Section 15-10.0205
☐ Area Variance * UDO Section 15-10.0206
☐ Use Variance * UDO Section 15-10.0207
☐ Non-Conforming Use(s) UDO Section 15-3.1010E
☐ Land Division Variance** UDO Section 15-9.0310

The 2025 Comprehensive Master Plan Future Land Use Map is available at: <http://www.franklinwi.gov/Home/ResourcesDocuments/Maps.htm>

The Unified Development Ordinance is available at the City's website: www.franklinwi.gov

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

(See Section 15-10.0206 of the Unified Development Ordinance for additional Variance requirements and procedures.)

- ☐ 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
- ☐ Legal Description for the subject property (WORD.doc or compatible format).
- ☐ Seven (7) complete **collated** sets of Application materials to include:
- ☐ One (1) original and six (6) copies of a written Project Summary describing the project and including the information requested in Sections 15-9.0105C. (Administrative Appeal) or 15-9.0106C. (Variance) of the Unified Development Ordinance.
- ☐ Three (3) **folded** full size, drawn to scale copies of the Plat of Survey, Site Plan, Building Elevations, Landscape Plan and Outdoor Lighting Plan, as appropriate, Photographs and any other supporting documents, which illustrate the Variance request.
- ☐ Four (4) **folded** reduced size (11"x17") copies of the above stated submittal materials.
- ☐ Three (3) 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 15-10.0206C.1. and 15-10.0211 of the UDO).
- ☐ **Completed "Findings and Factors in the Review of Land Division Variances" Form (from Sections 15-9.0310B.1 of the UDO).
- ☐ Email (or CD ROM) with all plans/submittal materials (where applicable). Plans must be submitted in both Adobe PDF and AutoCAD compatible format.

- Upon receipt of a complete submittal, staff review will be conducted within ten business days.
- Most Variance and Appeal requests require a public hearing prior to Board or Commission approval.

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: _____