

Planning Department
9229 West Loomis Road
Franklin, Wisconsin 53132
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(414) 425-4024
franklinwi.gov



APPLICATION DATE: _____

STAMP DATE: _____ city use only

PARKS COMMISSION REQUEST FOR REVIEW

CONTACT INFORMATION

FULL NAME:	EMAIL ADDRESS:
MAILING ADDRESS:	PHONE:
CITY/STATE: ZIP:	DATE OF MEETING: office use only

PARKS COMMISSION INFORMATION

The Parks Commission meets on the second Monday of each month. Items for review must be received no later than seven (7) working days before the meeting at which the matter is to be considered.

The City of Franklin Calendar is available online here: <https://www.franklinwi.gov/Calendar.htm>

Items reviewed by the Commission:

- Special requests related to park pavilion or other park facility rentals;
- League sports reservations of park facilities (from recognized community groups only);
- Requests to host public events in City of Franklin parks;
- Small donations of equipment and amenities such as memorial benches;
- Requests for new facilities, amenities, or parks;
- Park development plans.

Please note that other review and approvals may be required from:

- The City of Franklin Clerk's Office- Pavilion rental permits, etc.
- The City of Franklin Health Department – licenses for food, etc.
- The City of Franklin Department of Public Works – repairs, facilities and development plans, etc.
- The City of Franklin Common Council or other legislative bodies – park development plans, budget requests, etc.

The City of Franklin Parks Commission provides citizen input into the management of City of Franklin Parks. City of Franklin Parks are not affiliated with Milwaukee County Parks.

SUMMARY OF REQUEST

DATE OF REQUESTED EVENT:	TIME:	DURATION:
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PERMITS OBTAINED:

LOCATION & FACILITIES:

DESCRIPTION OF EVENT OR ACTIVITY: [please describe your request in one or more paragraphs. Please also describe any City facilities you anticipate needing or services from the Department of Public. if more space is needed please attached a separate document to your submittal – you may also attach additional supporting documents such as pictures or maps]

****Materials should be provided as WORD or .pdf files and compiled into a single document****