

SUBMITTAL REQUIREMENTS

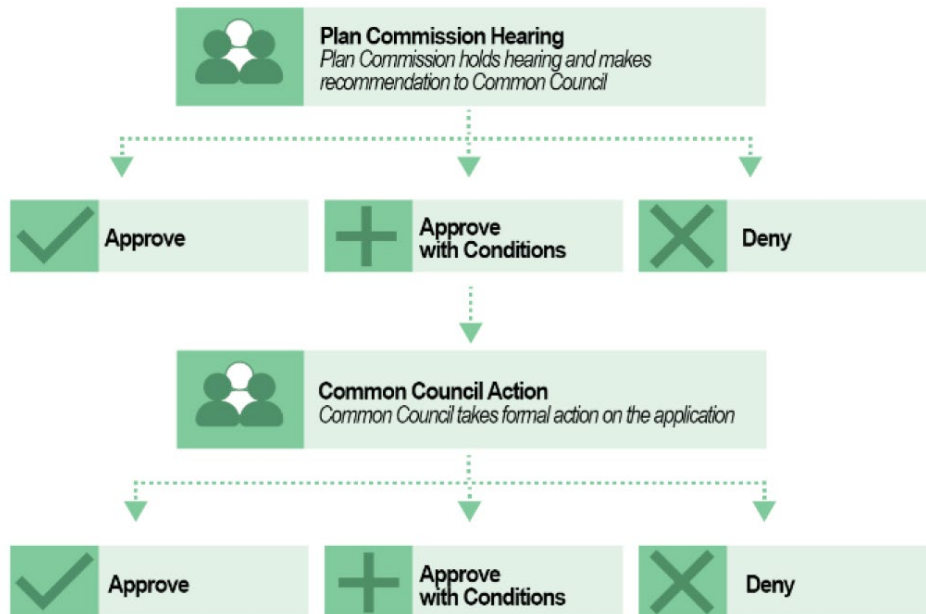
- This application form accurately completed with signatures and/or authorization letters.
 - Word Document legal description of the subject property.
 - Three (3) complete collated sets of application materials to include.
 - Three (3) project narratives.
 - Three (3) folded full size, drawn to scale copies (at least 8 ½ " X 11") of the plat of survey, showing the proposed building placement at the new location, indicate setbacks from property lines and locations of driveways and access points.
 - NOTE: Single-Family homes require an attached 2-car garage.
 - Three (3) copies of color photographs of the building's current elevations.
 - Other items as may be required for specific applications, per Zoning Administrator.
 - Email or flash drive with all plans / submittal materials (pdf format preferred).
- Applications for a Building Move are governed by the City of Franklin Municipal Code Chapter 92-2 (A.) and the Wisconsin Uniform Building Code.
 - Please keep a copy of your application materials, applicants must provide 12 copies of application materials prior to the Plan Commission hearing.

FILING FEES

- \$200: Building Move.
- Payment options:
- Mail or attach check payable to the City of Franklin.
 - Pay in person at City Hall.
 - Pay online (you will receive an invoice by email).

PROCEDURE

See Unified Development Ordinance [Section 15-9](#) for more information.



APPROVALS FROM OTHER CITY DEPARTMENTS

- Approvals from other city departments may be required for the following:
- [Engineering Department](#): Stormwater management, utilities, easements, erosion control, land disturbance permits.
 - [Inspection Services Department](#): Building permits, trades permits (HVAC, plumbing, electrical), certificate of occupancy.
 - [Fire Department](#): Alarm and sprinkler permits, hood system, clean agent system, underground (new build only).
 - [Health Department](#): Retail food license, swimming pool license, hotel/motel license.
 - [City Clerk](#): Liquor license, day care license, entertainment license, hotel/motel tax.