

Planning Department  
9229 West Loomis Road  
Franklin, Wisconsin 53132  
(414) 425-4024  
[franklinwi.gov](http://franklinwi.gov)



APPLICATION DATE: \_\_\_\_\_

STAMP DATE: \_\_\_\_\_ city use only

## COMMON COUNCIL REVIEW APPLICATION

### PROJECT INFORMATION [print legibly]

APPLICANT [FULL LEGAL NAMES]	APPLICANT IS REPRESENTED BY [CONTACT PERSON]
NAME:	NAME:
COMPANY:	COMPANY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/STATE: ZIP:	CITY/STATE: ZIP:
PHONE:	PHONE:
EMAIL ADDRESS:	EMAIL ADDRESS:

### PROJECT PROPERTY INFORMATION

PROPERTY ADDRESS:	TAX KEY NUMBER:
PROPERTY OWNER:	PHONE:
MAILING ADDRESS:	EMAIL ADDRESS:
CITY/STATE: ZIP:	DATE OF COMPLETION: office use only

### APPLICATION TYPE

**Please check the application type that you are applying for**

- ☐ Concept Review ☐ Comprehensive Master Plan Amendment ☐ Planned Development District ☐ Rezoning  
☐ Special Use / Special Use Amendment ☐ Unified Development Ordinance Text Amendment

Most requests require Plan Commission review and Common Council approval.

Applicant is responsible for providing Plan Commission resubmittal materials up to 11 copies pending staff request and comments.

### SIGNATURES

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).**

- ☐ I, the applicant, certify that I have read the following page detailing the requirements for plan commission and common council approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

PROPERTY OWNER SIGNATURE:	APPLICANT SIGNATURE:
NAME & TITLE: DATE:	NAME & TITLE: DATE:
PROPERTY OWNER SIGNATURE:	APPLICANT REPRESENTATIVE SIGNATURE:
NAME & TITLE: DATE:	NAME & TITLE: DATE:

## CITY OF FRANKLIN APPLICATION CHECKLIST

If you have questions about the application materials please contact the planning department.

### CONCEPT REVIEW APPLICATION MATERIALS

- ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- ☐ \$420 Application fee payable to the City of Franklin.
- ☐ Three (3) complete collated sets of application materials to include ...
  - ☐ Three (3) project narratives.
  - ☐ Three (3) copies of the Preliminary Site/Development Plan of the subject property(ies) and immediate surroundings *on 8 ½" X 11" or 11" X 17" paper (i.e., a scaled map identifying the subject property and immediate environs, including existing and proposed parcels, existing and proposed structures, existing and proposed land uses, existing and proposed zoning, existing and proposed infrastructure and utilities[approximate locations only], and existing and proposed site conditions/site constraints [i.e. approximate locations of public road access, rights-of-way, natural resources/green space and drainage issues/concerns, etc.])*
  - ☐ Three (3) colored copies of building elevations *on 11" X 17" paper if applicable.*
- ☐ Email or flash drive with all plans / submittal materials.

### COMPREHENSIVE MASTER PLAN AMENDMENT APPLICATION MATERIALS

- ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- ☐ \$1,250 Application fee payable to the City of Franklin.
- ☐ 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 copies of a Site Development Plan / Map, *drawn to reasonable scale, at least 11" X 17" paper or as determined by the City Planner or City Engineer, identifying the subject property and immediate environs, including parcels, structures, land use, zoning, streets and utilities, and natural resource features, as applicable.*
- ☐ Email or flash drive with all plans / submittal materials.
- ☐ Additional information as may be required.
  - Requires a Class I Public Hearing Notice at least 30 days before the Common Council Meeting

### PLANNED DEVELOPMENT DISTRICT (PDD)

- ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- ☐ Application fee payable to the City of Franklin... [select one of the following]
  - ☐ \$6,000: New PDD plus developer's deposit\*
  - ☐ (\*) \$3,000 developer's deposit is required in addition to filing fees at the time of submittal, it may require replenishment.
  - ☐ \$5,900: PDD Major Amendment
  - ☐ \$850: PDD Minor Amendment
- ☐ 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, of the Site Plan Package, *drawn to scale copies, on 24" x 36" paper, including Building Elevations, Landscape Plan, Outdoor Lighting Plan, Natural Resource Protection Plan, Natural Resource Protection Report, etc. (See Sections 15-7.0101, 15-7.0301, and 15-5.0402 of the UDO for information that must be denoted or included with each respective plan.)*
- ☐ One (1) colored copy of the building elevations *on 11" X 17" paper, if applicable.*
- ☐ One (1) copy of the Site Intensity and Capacity Calculations, *if applicable (see division 15-3.0500 of the UDO)*
- ☐ Email or flash drive with all plans / submittal materials.
  - PDD and Major PDD Amendment requests require Plan Commission review, a public hearing, and Common Council approval.
  - Minor PDD Amendment requests require Plan Commission review and Common Council approval.

### REZONING

- ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- ☐ Application fee payable to the City of Franklin... [select one of the following]
  - ☐ \$2,500
  - ☐ \$600: one parcel residential.
- ☐ 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 copies of a Plot Plan or Site Plan, *drawn to reasonable scale, at least 11" X 17" paper or as determined by the City Planner or City Engineer, and fully dimensioned showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area proposed to be rezoned.*
- ☐ Email or flash drive with all plans / submittal materials.
- ☐ Additional information as may be required.
  - Additional notice to and approval required for amendments or rezoning in the FW, FC, FFO, and SW Districts
  - Requires a Class II Public Hearing notice at Plan Commission.

**SPECIAL USE / SPECIAL USE AMENDMENT APPLICATION MATERIALS**

- ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- ☐ Application fee payable to the City of Franklin... [select one of the following]
  - ☐ \$2,500: New Special Use > 4000 square feet.
  - ☐ \$500: Annual Renewal.
  - ☐ \$1,700: Special Use Amendment.
  - ☐ \$1,700: Multi-year Renewal.
  - ☐ \$1,250: New Special Use < 4000 square feet.
- ☐ Word Document legal description of the subject property.
- ☐ One copy of a response to the General Standards, Special Standards, and Considerations *found in Section 15-3.0701(A), (B), and (C) of the UDO available at [www.franklinwi.gov](http://www.franklinwi.gov).*
- ☐ Three (3) complete collated sets of application materials to include ...
  - ☐ Three (3) project narratives.
  - ☐ Three (3) folded copies of the Site Plan package, drawn to scale at least 24" X 36", *The submittal should include only those plans/items as set forth in Section 15-7.0101, 15-7.0301 and 15-5.0402 of the UDO that are impacted by the development. (e.g., Site Plan, Building Elevations, Landscape Plan, Outdoor Lighting Plan, Natural Resource Protection Plan, Natural Resource Protection Report, etc.*
- ☐ One (1) colored copy of the building elevations on 11" X 17" paper, *if applicable.*
- ☐ Email or flash drive with all plans / submittal materials.
- ☐ Additional information as may be required.
  - Special Use/Special Use Amendment requests require Plan Commission review, a Public Hearing and Common Council approval.

**UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENT APPLICATION MATERIALS**

- ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- ☐ \$1,250 Application fee payable to the City of Franklin.
- ☐ Three (3) project narratives, *including description of the proposed text amendment.*
  - Requires a Class II Public Hearing notice at Plan Commission.
  - The City's Unified Development Ordinance (UDO) is available at [www.franklinwi.gov](http://www.franklinwi.gov).