

SUBMITTAL REQUIREMENTS

- This application form accurately completed with signatures and/or authorization letters.
- Word Document legal description of the subject property.
- One copy of a response to the General Standards, Special Standards, and Considerations found in Section 15-9-06.H of the Unified Development Ordinance available at 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 (e.g., Site Plan, Building Elevations, Landscape Plan, Outdoor Lighting Plan, Natural Resource Protection Plan, Natural Resource Protection Report).
- One (1) colored copy of the building elevations, *if applicable*.
- Email or flash drive with all plans / submittal materials (pdf format preferred).

Please keep a copy of your application materials, applicants must provide 12 copies of application materials prior to the Plan Commission hearing.

FILING FEES

Select one of the following:

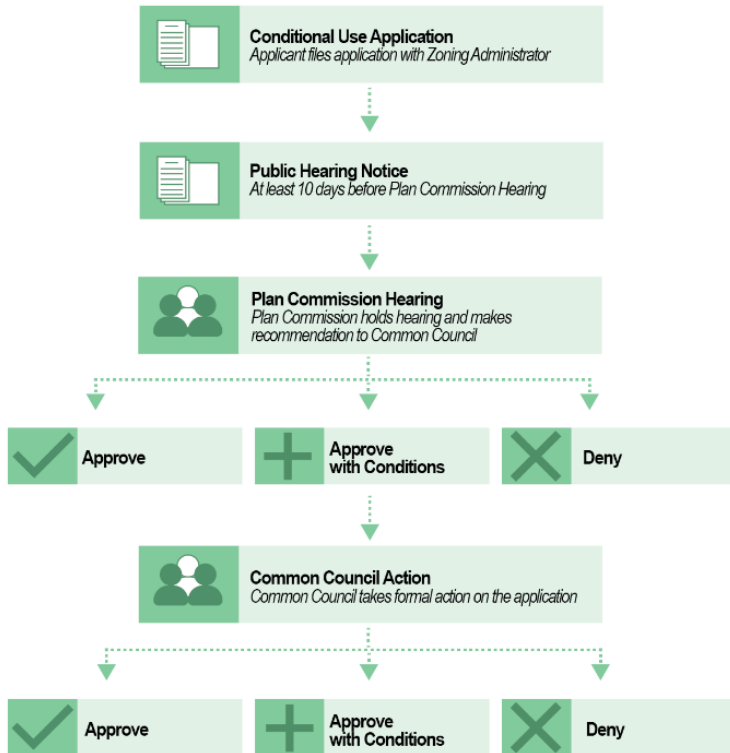
- \$2,500: New Conditional Use > 4000 square feet.
- \$1,700: Conditional Use Amendment.
- \$1,250: New Conditional Use < 4000 square feet.
- \$500: Annual renewal*.
- \$1,700: Multi-year renewal*.

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 15-9-06](#) for more information.



(*) Conditional use permits expire after two (2) years if the use has not been established ([Sec. 15-9-06.J](#)). Applicants may request an extension of the permit expiration date by filing a renewal application.

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.