

[Planning Department](#)
9229 West Loomis Road
Franklin, Wisconsin 53132
(414) 425-4024
generalplanning@franklinwi.gov
[franklinwi.gov](#)
[Property Viewer](#)



Application Date: _____
Stamp Date: city use only

Easement

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:

Mailing Address:

Email Address:

City/State:

ZIP:

Phone:

Date Of Completion:

Office Use Only

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 city 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:

Easement Type

- ☐ Conservation easement ☐ Landscape bufferyard easement ☐ Other

Submittal Requirements

- ☐ This application form accurately completed with signatures and/or authorization letters.
- ☐ Easement document in Word format and three (3) paper copies, including exhibits: legal description of property, legal description of easement area and graphic depiction of easement area.
- ☐ Email or flash drive with all plans/submittal materials.

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

Filing Fees & Payment Options

- ☐ \$200: Easement.
- ☐ Mail or attach check payable to the City of Franklin.
- ☐ Pay in person at City Hall.
- ☐ Pay [online](#) (invoice sent from an @franklinwi.gov email).

SCAM ALERT: Report suspicious requests to the Planning Dept.

Recording fee (\$30 check payable to Milwaukee County Register of Deeds) or complete affidavit provided by city staff for recording by the applicant (not required at the time of application submittal).

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 fire mains.
- [Health Department](#): Retail food license, swimming pool license, hotel/motel license.
- [City Clerk](#): Liquor license, day care license, entertainment license, hotel/motel tax.