

[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_____

Final Plat

Project Information [print legibly]

Applicant [full legal names]

Name: _____
Company: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____
Email Address: _____

Applicant Is Represented By [contact person]

Name: _____
Company: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____
Email Address: _____

Project Property Information

Property Address: _____
Property Owner: _____
Email Address: _____
Phone: _____

Tax Key Number: _____
Mailing Address: _____
City/State: _____ ZIP: _____
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: _____
Name & Title: _____ Date: _____
Property Owner Signature: _____
Name & Title: _____ Date: _____

Applicant Signature: _____
Name & Title: _____ Date: _____
Applicant Representative Signature: _____
Name & Title: _____ Date: _____

Submittal Requirements

- ☐ This application form accurately completed with signatures and/or authorization letters.
 - ☐ Word Document legal description of the subject property.
 - ☐ One (1) copy of the Department of Administration "Letter of Certification."
 - ☐ Three (3) complete collated sets of application materials to include:
 - ☐ Three (3) project narratives.
 - ☐ Three (3) full size copies of the Preliminary Plat, drawn to scale on 22" x 30" paper, per s. 236.25(2) (a) Wis. Stats.
 - ☐ Three (3) copies of a Natural Resource Protection Plan and Report.
 - ☐ Three (3) copies of a Landscape Plan.
 - ☐ If applicable, one (1) copy of the Site Intensity and Capacity Calculations.
 - ☐ One (1) copy of the Department of Administration "Request for Land Subdivision Plat Review" and "WISDOT Subdivision Review Request" if applicable. Per s. 236.12 (4m) Wis. Stats. The surveyor must submit copies of the plat directly to all approving agencies.
 - ☐ Email or flash drive with all plans / submittal materials (pdf format preferred).
- Within 60 days of the date of complete filing, Common Council shall approve, conditionally approve, or reject the Final Plat, unless the time is extended by agreement with the Subdivider.
 - Please keep a copy of your application materials, applicants must provide 12 copies of application materials prior to the Plan Commission hearing.

Filing Fees & Payment Options

Applicant is responsible for the following:

- ☐ \$1,700: Final Plat.
- ☐ Recording Fees required if application is approved.
- ☐ Mail or attach check payable to the City of Franklin.
- ☐ Pay in person at City Hall.
- ☐ Pay [online](#) (invoice from an @franklinwi.gov email).

SCAM ALERT: Report any suspicious requests to the Dept.

Procedure

See Unified Development Ordinance [Section 15-9-13](#) for more information.

