

[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

Floodplain Land Use

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 or authorization letters.
- ☐ Word Document Legal description for the subject property.
- ☐ Three (3) project narratives.
- ☐ Site plan drawn to scale, see handout for details.
- ☐ Email or flash drive with all plans/submittal materials.

For subdivision proposals and other proposed developments exceeding 5 acres in area, see handout for additional requirements.

Filing Fees & Payment Options

Select one of the following:

- ☐ \$210 – One Parcel Residential.
- ☐ \$500 – all other development.

- ☐ Mail or attach check payable to the City of Franklin.
- ☐ Pay in person at City Hall.
- ☐ Pay [online](#) (invoice will be from an @franklinwi.gov).

SCAM ALERT: Report any suspicious requests to the Dept.

Floodplain Development

Type of development:

- ☐ New construction ☐ Addition ☐ Repair ☐ Demolition
- ☐ Residential (single-family and two-family) ☐ Multi-family (3 or more units) ☐ Commercial ☐ Warehouse/Industrial
- ☐ Accessory structure (garage, deck) ☐ Fence ☐ Fill/grading ☐ Culvert/Bridge ☐ Floodproofing
- ☐ Other (describe): _____

FEMA FIRM PANEL No.: _____ (available at <https://msc.fema.gov/portal/home>)

FIRM Zone designation: _____ (A, AE, X, etc.)

1% annual chance (100-year) base flood elevation (BFE) at most-upstream corner of site: _____ ft. Datum: ☐ NGVD or ☐ NAVD

Franklin Floodplain District: ☐ Floodway District (FW) ☐ Floodfringe District (FF) ☐ General Floodplain District (GFP)

Other Zoning district on lot: _____

Estimated total project cost: \$_____ (subject to City review and verification).

Note: If the proposed work involves the modification, alteration, reconstruction or improvement to an existing structure located within a floodplain area, the Zoning Administrator may require an estimate of the market value for that structure in order to determine the extent of construction spending limits (Floodplain Zoning Ordinance Section 6.0 Nonconforming Uses).

Estimated Market Value of Structure: \$_____

Market Value Determination Source: _____ (appraisal, assessed value, etc.)

Utilities

Electric: ☐ Above-ground ☐ Underground Sewer & Water: ☐ Public ☐ Private Private well on site: ☐ Yes ☐ No
Mechanical equipment on site: ☐ Heat pump ☐ A/C ☐ Furnace ☐ Other: _____
Fuel or propane tanks: ☐ Yes ☐ No
Additional facilities: _____

Certificate Of Compliance (Required Before Occupancy)

Pursuant to the City of Franklin Floodplain Zoning Ordinance, Section 7.1(3), no land shall be occupied or used, until a certificate of compliance is issued by the zoning administrator (except where no permit is required):

1. The applicant shall notify the zoning administrator in writing that the permitted work is completed.
2. The applicant shall submit a certification signed by a registered professional engineer, architect or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that floodproofing measures meet the requirements of Section 7.5 Floodproofing.

Required Approvals for Development in Floodplain Areas

Proposed development in the Special Flood Hazard Area SFHA (1% annual chance or 100-year) requires the following:

- Land Use permit
Floodplain Ordinance §7.1(2).
- Site Plan, Special Use, etc.
If applicable, see Unified Development Ordinance Art. 9.

This list is only for applications to be submitted to the City of Franklin Planning Department, separate approvals or permits from the Engineering Department (Fill Permit), Inspection Services Department (Building Permit), and/or other agencies may be required.

Development: "Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities." (Floodplain Zoning Ord).

Site Plan Requirements

Pursuant to Floodplain Ordinance §7.1(2)b, a site development plan drawn to scale must contain the following information:

- ☐ Location, dimensions, area and elevation of the lot.
- ☐ Location of the ordinary highwater mark of any abutting navigable waterways.
- ☐ Location of any structures with distances measured from the lot lines and street center lines.
- ☐ Location of any existing or proposed on-site sewage systems or private water supply systems.
- ☐ Location and elevation of existing or future access roads.
- ☐ Location of floodplain and floodway limits as determined from the official floodplain zoning maps.
- ☐ The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study – either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD).
- ☐ Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of Section 3.0 *Floodway District (FW)* or Section 4.0 *Floodfringe District (FF)* are met.
- ☐ Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to Section 2.1 *Hydraulic and Hydrologic Analyses*. This may include any of the information noted in Section 3.3 *Standards for Developments in Floodway Areas*.

Requirements for Subdivision Proposals

Applications for subdivisions and/or developments exceeding 5 acres in area require additional materials:

- ☐ An analysis of the effect of the development on the regional flood profile, velocity of flow and floodplain storage capacity.
- ☐ A map showing location and details of vehicular access to lands outside the floodplain.
- ☐ A surface drainage plan showing how flood damage will be minimized.
- ☐ The estimated cost of the proposal; including all structural development, landscaping, access and road development, utilities, and other pertinent items, but need not include land costs.