

Planning Department  
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 Franklin, Wisconsin 53132  
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[franklinwi.gov](http://franklinwi.gov)



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

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

## LAND DIVISION 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**

- Affidavit of Correction (Plat)  
  Certified Survey Map  
  Condominium Plat  
  Land Combination  
 Right of Way Vacation  
  Final Subdivision Plat  
  Preliminary Subdivision Plat

Most requests require Plan Commission review and Common Council approval.

Applicant is responsible for providing Plan Commission resubmittal materials up to 12 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 land division approvals 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.

AFFIDAVIT OF CORRECTION APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$125 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 full size, drawn to scale copies of the Plat of Affidavit of Correction (See Section 59.43(2)(m) of the Wisconsin Statutes for information that must be included on the correction instrument.
- Email or flash drive with all plans / submittal materials.
 - Applications for an Affidavit of Correction shall comply with Section 236.295 of the Wisconsin Statutes.

CERTIFIED SURVEY MAP APPLICATION MATERIALS

- \$75 Milwaukee County Review Fee, payable to Milwaukee County Register of Deeds
 - One (1) map copy for Milwaukee County Review, prepared at 8 1/2" X 14" on durable white paper and must be clearly legible.
- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$1,500 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.
 - One (1) original and two (2) copies, prepared at 8 1/2" X 14" on durable white paper and must be clearly legible.
 - As may be required, three (3) copies of a Natural Resource Protection Plan and Report, see Division 15-9.0309D of the UDO.
 - If applicable, three (3) copies of a Landscape Plan for any buffer yard easement areas.
- If applicable, one (1) copy of the Site Intensity and Capacity Calculations, see Division 15-3.0500.
- Email or flash drive with all plans / submittal materials.
 - All Certified Survey Map requests shall comply with Chapter 236 of the Wisconsin State Statutes.
 - Applicants are responsible for review copies for the county subject to Milwaukee County Requirements

CONDOMINIUM PLAT APPLICATION MATERIALS

- \$100 Milwaukee County Review Fee, payable to Milwaukee County Register of Deeds
- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$1,000 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) full size copies of the Condominium Plats/Plans, drawn to scale, on 14" X 22" paper, per s. 703.11 (2) (d) Wis. Stats.
- If applicable, Two (2) copies of the Declarations and By-Laws per UDO Section 15-7.0603A. For administrative review and approval.
- Email or flash drive with all plans / submittal materials.
 - 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.

LAND COMBINATION APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$400 Application fee payable to the City of Franklin.
- Word Document legal description of the subject property.
- Three (3) copies of a boundary survey of the parcels to be combined graphically showing the relationship to street access and to adjoining properties.
- Email or flash drive with all plans / submittal materials.
 - Review and consideration of Land Combination approvals shall be in accordance with Section 15-9.0312(B) of the Unified Development Ordinance.

PROJECT PROPERTY #2
PROPERTY ADDRESS:
TAX KEY NUMBER:

### RIGHT-OF-WAY VACATION APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$125 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) Plat of Survey of the area to be vacated, *drawn to scale at least 11" X 14"*.
- Email or flash drive with all plans / submittal materials.
  - Common Council will set a Public Hearing date, take final action, and record the document of approval with Milwaukee County Register of Deeds.

### FINAL SUBDIVISION PLAT APPLICATION MATERIALS

- \$100 Milwaukee County Review Fee, payable to Milwaukee County Register of Deeds *[only applicable if Preliminary Plat was not submitted]*
- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$1,000 Application fee payable to the City of Franklin.
- 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 Final Plat, *drawn to scale on 22" X 30" paper, per s. 236.25(2) (a) Wis. Stats, and Division 15-7.600 FINAL PLAT of the UDO*
- Email or flash drive with all plans / submittal materials.
  - 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.

### PRELIMINARY SUBDIVISION PLAT APPLICATION MATERIALS

- \$150 Milwaukee County Review Fee, payable to Milwaukee County Register of Deeds.
- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$5,000 Application fee payable to the City of Franklin.
- Word Document legal description of the subject property.
- 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.*
- 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) full size copies of the Natural Resource Protection Plan [and report], *on 22" x 30" paper, per Division 15-7.0200 of the UDO, if applicable.*
  - Three (3) full size copies of the Landscape Plan, *on 22" x 30" paper for any landscape bufferyard easement areas per Division 15-7.0300 of the UDO.*
- 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.
  - Within 90 days of the date of complete filing, Common Council shall approve, conditionally approve, or reject the Plat, unless the time is extended by agreement with the Subdivider.