

SUBMITTAL REQUIREMENTS

- This application form accurately completed with signatures and/or authorization letters.
- 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 copies of Plot Plan or Site Plan, drawn to scale, and fully dimensioned showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area proposed to be rezoned.
- 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:

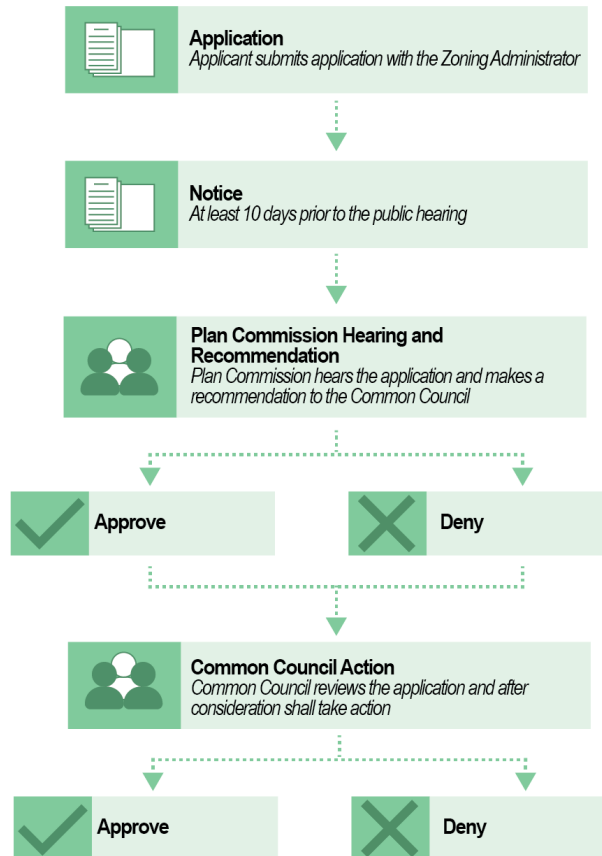
- \$600: One residential parcel.
- \$2,500: Other development.

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 15-9-09](#) for more information.



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.