



Date of Application: _____

MINOR VARIANCE APPLICATION

Complete, accurate and specific information must be entered. Please Print.

Property Owner/Legal Entity (Full Legal Name[s]): Name: _____ Name: _____ Mailing Address: _____ City / State: _____ Zip: _____ Phone: _____ Email Address: _____	Applicant is Represented by (contact person) (Full Legal Name[s]): Name: _____ Company: _____ Mailing Address: _____ City / State: _____ Zip: _____ Phone: _____ Email Address: _____	
Project Property Information: Property Address: _____ Tax Key No.: _____ Existing Zoning: _____		 Existing Use: _____ Proposed Use: _____ Future Land Use Identification: _____
<p>The 2025 Comprehensive Master Plan <u>Future Land Use Map</u> is available at: http://www.franklinwi.gov/Home/ResourcesDocuments/Maps.htm</p>		

Variance Type Requested:

☐ **Accessory Structure** (150 square feet or less)

☐ **Deck**

☐ **Fence**

Minor Variance Application submittals for review must include and be accompanied by the following:

(See Section 15-10.0206 of the Unified Development Ordinance for additional Variance requirements and procedures.)

- ☐ This Application form accurately completed with original signature(s). Facsimiles and copies will not be accepted.
- ☐ Application Filing Fee, payable to City of Franklin: ☐ \$250
- ☐ Legal Description for the subject property (WORD.doc or compatible format).
- ☐ Seven (7) complete **collated** sets of Application materials to include:
 - ☐ One (1) original and six (6) copies of a written Project Summary describing the project and including the information requested in Sections 15-9.0107 (Minor Variances) of the Unified Development Ordinance: (1) Current use and improvements on the property; (2) Description of any prior petition for appeal, variance or special use; (3) Ordinance standard from which variance is being sought [Section number and text]; and (4) Description of the variance and reasons for requesting the variance.
 - ☐ Three (3) **folded** full size, drawn to scale copies of the Plat of Survey, Site Plan, and Building Elevations, as appropriate, Photographs supporting the application and any other supporting documents, which illustrate the Variance request.
 - ☐ Four (4) **folded** reduced size (11"x17") copies of the above stated submittal materials.
- ☐ Three (3) Affidavit Forms with original and notarized signatures (facsimiles and copies will not be accepted).
- ☐ Completed "Findings and Factors in the Review of Minor Variances" Form (from Sections 15-10.0206C.2. of the UDO).
- ☐ Email (or CD ROM) with all plans/submittal materials (where applicable). *Plans must be submitted in Adobe PDF format.*

- Upon receipt of a complete submittal, staff review will be conducted within ten business days.
- Minor Variance requests require a public hearing and Board of Zoning & Building Appeals approval.
- A Building Permit must be issued within six (6) months of approval or the variance will be null and void.

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).

Signature - Property Owner

Name & Title (PRINT)

Date: _____

Signature - Property Owner

Name & Title (PRINT)

Date: _____

Signature - Applicant's Representative

Name & Title (PRINT)

Date: _____