

**Planning Department**9229 West Loomis Road  
Franklin, Wisconsin 53132

(414) 425-4024

✉ generalplanning@franklinwi.gov  
franklinwi.gov

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

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

**PRELIMINARY PLAT****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

**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 plan commission and common council approval 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:

## 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) 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 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.
  - Please keep a copy of your application materials, applicants must provide 12 copies of application materials prior to the Plan Commission hearing.

## FILING FEES

Applicant is responsible for the following:

- ☐ \$5,000 + developer's deposit: Preliminary Plat.
- ☐ \$150 Milwaukee County Review Fee  
check payable to Milwaukee County Register of Deeds, submitted with this application.

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).

Developer's deposit (\$3,000) is required in addition to filing fees at the time of submittal, it may require replenishment.

## PROCEDURE

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

