

Date of Application: \_\_\_\_\_

## APPLICATION FOR SUBDIVISION PLAT - PRELIMINARY

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

<p><b>Applicant</b> (Full Legal Name[s])</p> <p>Name: _____</p> <p>Company: _____</p> <p>Mailing Address: _____</p> <p>City / State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email Address: _____</p> <p><b>Project Property Information:</b></p> <p>Property Address: _____</p> <p>Property Owner(s): _____</p> <p>_____</p> <p>Mailing Address: _____</p> <p>City / State: _____ Zip: _____</p> <p>Email Address: _____</p>	<p><b>Applicant is Represented by (contact person)</b> (Full Legal Name[s])</p> <p>Name: _____</p> <p>Company: _____</p> <p>Mailing Address: _____</p> <p>City / State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email Address: _____</p> <p>Tax Key Nos: _____</p> <p>_____</p> <p>Existing Zoning: _____</p> <p>Existing Use: _____</p> <p>Proposed Use: _____</p> <p>Future Land Use Identification: _____</p>
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\*The 2025 Comprehensive Master Plan Future Land Use Map is available at: <http://www.franklinwi.gov/Home/ResourcesDocuments/Maps.htm>

•All Preliminary Subdivision Plat submittals shall comply with Chapter 236 of the Wisconsin State Statutes and City of Franklin UDO Division 15-7.0500 Preliminary Plat. The Unified Development Ordinance (UDO) can be found at the City's web site: [www.franklinwi.gov](http://www.franklinwi.gov).

**Preliminary Subdivision Plat Application submittals for review must include and be accompanied by the following:**

- Milwaukee County Review Fee, payable to Milwaukee County Register of Deeds: \$150.00
  - Four (4) original map copies for Milwaukee County review, prepared at 22x30-inch on durable white media (s. 236.20(1) (a,b & c), Wis. Stats.
- This Application form accurately completed with original signature(s). Facsimiles and copies will not be accepted.
- Application Filing Fee, payable to City of Franklin:  \$5,000
- Legal Description for the subject property (WORD.doc or compatible electronic format).
- One **copy** of the completed DOA "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**.)
- Nine (9) complete **collated and folded** sets of Application materials to include:
  - One (1) original and eight (8) **copies** of a written Project Narrative, *detailed description of the project*.
  - Nine (9) **full size copies of the Preliminary Plat, drawn to scale (22" x 30")** per s. 236.25(2) (a) Wis. Stats.
  - Nine (9) **full size copies of the Natural Resource Protection Plan, (22" x 30")** per Division 15-7.0200 of the UDO, if applicable.
  - Nine (9) **full size copies of the Landscape Plan (22" x 30")** for any landscape bufferyard easement areas per Division 15-7.0300 of the UDO, if applicable.
- One copy of the Site Intensity and Capacity Calculations, see Division 15-3.0500 of the UDO.
- Three (3) copies of the Natural Resource Protection report, if applicable (see Section 15-7.0103Q of the UDO).
- Email (or CD ROM) with all plans/submittal materials. *Plans must be submitted in both Adobe PDF and AutoCAD compatible format (where applicable).*

•Upon receipt of a complete submittal, staff review will be conducted within 20 days.

•Preliminary Subdivision Plat Review requests require Plan Commission review and recommendation within 60 days of filing.

•Within 90 days of the date of filing, Common Council shall approve, conditionally approve or reject the plat, unless the time is extended by agreement with the Subdivider.

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 - Applicant

\_\_\_\_\_  
Name & Title (PRINT)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature - Property Owner

\_\_\_\_\_  
Name & Title (PRINT)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature - Applicant's Representative

\_\_\_\_\_  
Name & Title (PRINT)

Date: \_\_\_\_\_