

[Planning Department](#)
9229 West Loomis Road
Franklin, Wisconsin 53132
☎ (414) 425-4024
✉ generalplanning@franklinwi.gov
franklinwi.gov
[Property Viewer](#)



Application Date: _____
Stamp Date: _____city use only_____

Right-of-Way Vacation

Project Information [print legibly]

Applicant [full legal names]

Name: _____
Company: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____
Email Address: _____

Applicant Is Represented By [contact person]

Name: _____
Company: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____
Email Address: _____

Project Property Information

Property Address: _____
Property Owner: _____
Email Address: _____
Phone: _____

Tax Key Number: _____
Mailing 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 city approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

Property Owner Signature: _____
Name & Title: _____ Date: _____
Property Owner Signature: _____
Name & Title: _____ Date: _____

Applicant Signature: _____
Name & Title: _____ Date: _____
Applicant Representative Signature: _____
Name & Title: _____ Date: _____

Submittal Requirements

- ☐ This application form accurately completed with signatures and/or authorization letters.
- ☐ Written petition signed by (Wis. Stats. 66.1003):
 - ☐ Owners of all the frontage of the lots and lands abutting upon the public way sought to be vacated.
 - ☐ Owners of more than one-third of the frontage of the lots abutting on that portion of the remainder of the public way which lies within 2,650 feet of the ends of the portion to be vacated (within corporate city limits).

OR, for unpaved alleys only:

 - ☐ Owners of more than 50 percent of the frontage of the lots and lands abutting upon the portion of the unpaved alley sought to be vacated.
- ☐ Word Document legal description of the area to be vacated.
- ☐ 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 (pdf format preferred).

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

Filing Fees & Payment Options

- ☐ \$500: Right-of-way Vacation.
 - ☐ Mail or attach check payable to the City of Franklin.
 - ☐ Pay in person at City Hall.
 - ☐ Pay [online](#) (invoice sent from an @franklinwi.gov email).

SCAM ALERT: Report any suspicious requests to the Dept.

Procedure

1. Applicant(s) submits written petition signed by abutting property owners pursuant to Wisconsin Statutes §66.1003(2) or sub. (3) for unpaved alleys.
2. The Plan Commission reviews the petition and makes a recommendation to the Common Council pursuant to Wisconsin Statutes §62.23(5).
3. The Common Council holds a public hearing and takes formal action on the petition.

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 fire mains.
- [Health Department](#): Retail food license, swimming pool license, hotel/motel license.
- [City Clerk](#): Liquor license, day care license, entertainment license, hotel/motel tax.