



Sign Review

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.
- ☐ Word Document Legal description for the subject property.
- ☐ Three (3) colored copies of the sign elevations, drawn to scale. Plans shall be folded to a maximum size of 9x12 inches. The elevations should denote the sign dimensions and area.
Identify the colors, materials, finishes and lighting method (if applicable).
- ☐ Three (3) scaled copies of the Site Plan, showing the location of the proposed signage relative to
 - (1) any existing or proposed structures;
 - (2) parking stalls and/or driveways;
 - (3) proposed landscaping and outdoor lighting;
 - (4) the setback distance from the street right-of-way at the proposed location;
 - (5) height of sign above the finished grade;
 - (6) the vision clearance areas described in Section [15-5-12](#) of the Unified Development Ordinance.
- ☐ Sign Area Calculations.
- ☐ Email or flash drive with all plans/submittal materials.

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

Filing Fees & Payment Options

- ☐ \$40: Sign Review.
- ☐ Mail or attach check payable to the City of Franklin.
- ☐ Pay in person at City Hall.
- ☐ Pay [online](#) (invoice from an @franklinwi.gov email).

SCAM ALERT: Report any suspicious requests to the Dept.

Procedure

The Sign Review application form is to request Plan Commission approval in the following instances:

- Single-tenant monument signs: more than one sign per lot frontage. Unified Development Ordinance UDO Section [15-6-05.B.3.](#)
- Multi-tenant monument signs: more than one sign per lot frontage. UDO Section [15-6-05.C.3.](#)

Upon approval of a Sign Review, separate sign permits are still required per UDO Article 6 Sign Standards.

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.