

Planning Department9229 West Loomis Road
Franklin, Wisconsin 53132

(414) 425-4024

✉ generalplanning@franklinwi.gov
franklinwi.gov

APPLICATION DATE: _____

STAMP DATE: _____ city use only _____

SIGN REVIEW**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 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.

FILING FEES

- ☐ \$40: Sign Review.
 - 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).

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