

[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

Temporary Use

Project Information [print legibly]

Applicant [full legal names]

Applicant Is Represented By [contact person]

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

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: _____

Type Of Temporary Use

Select one of the following:

- ☐ Food Trucks (up to 180 days).
- ☐ Seasonal Sales (up to 90 days).
- ☐ Temporary Concrete Batch Plants, Asphalt Reprocessing Plants or Temporary Stone Crusher.
- ☐ Other Temporary Use.

Submittal Requirements

- ☐ This application form accurately completed with signatures and/or authorization letters.
 - ☐ Three (3) complete collated sets of application materials to include.
 - ☐ Three (3) project narratives.
 - ☐ Three (3) folded copies of the Site Plan, drawn to scale.
- See Unified Development Ordinance Sec. [15-4-14](#) for required information to be noted on project narrative or site plan.
- ☐ 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 hearing (not applicable for food trucks under 180 days or seasonal sales under 90 days).

Filing Fees & Payment Options

- ☐ \$50: Temporary Use.
 - ☐ 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

Zoning Administrator review and approval:

- Food Truck (up to 180 days).
- Seasonal Sales (up to 90 days).

Plan Commission review and approval:

- Temporary Concrete Batch Plants, Asphalt Reprocessing Plants or Temporary Stone Crusher
- Other temporary uses.

Temporary Uses not requiring a permit:

1. Agricultural uses, such as roadside stands for the sale of raw agricultural products grown on-site.
2. Christmas tree sales (limited to 90 days per calendar year).
3. Construction trailers and other temporary facilities associated with ongoing construction projects on-site.
4. Mobile homes or modular homes used as temporary offices during remodeling (with a one-year permit).
5. Dumpsters for construction sites (minimum 10-yard capacity, must be maintained on-site).
6. Garage and yard sales (limited to one sale every six months, lasting no more than three days).
7. Model homes, model dwelling units, and pre-construction sales offices (with specific restrictions).
8. Temporary roadside stands for the sale of agricultural products (agricultural zoning districts only).

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.