Planning Department
9229 West Loomis Road
Franklin, Wisconsin 53132
generalplanning@franklinwi.gov
(414) 425-4024
franklinwi.gov



APPLICATION DATE:		
STAMP DATE:	city use only	

ADMINISTRATIVE REVIEW APPLICATION		
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	
APPLICATION TYPE		
Please check the application t	type that you are applying for	
☐ Home Occupation ☐ Minor Site Plan Amendment		
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 Administrative review 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:	

## CITY OF FRANKLIN APPLICATION CHECKLIST If you have questions about the application materials please contact the planning department. HOME OCCUPATION APPLICATION MATERIALS ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details). $\square$ \$50 Application fee payable to the City of Franklin. ☐ A detailed description of the proposed Home Occupation, describing how the project complies with the Home Occupation standards set forth in section 15-3.0802 (F) and 15-3.0802 (G) of the UDO Refer to Section 15-3.0802(F) and (G) of the Unified Development Ordinance for a listing of permitted and prohibited Home Occupation uses and regulations. HOME OCCUPATION ADDITIONAL INFORMATION **DESCRIPTION OF BUISNESS:** PROPERTY TYPE - Check one $\square$ Single-Family $\square$ Two-Family $\square$ Multi-Family MINOR SITE PLAN AMENDMENT APPLICATION MATERIALS ☐ This application form accurately completed with signatures or authorization letters (see reverse side for more details). $\square$ \$75 Application fee payable to the City of Franklin. ☐ Three (3) complete collated sets of application materials to include ... $\square$ Three (3) project narratives. ☐ Three (3) folded full size, drawn to scale copies (at least 24" X 36") of the Site Plan Amendment package. The submittal should include only those plans/items as set forth in Section 15-7.0103 of the UDO that are impacted by the development (e.g., Site Plan, Building Elevations, Landscape Plan, Outdoor Lighting Plan, Natural Resource Protection Plan, Natural Resource Protection Report, etc.) ☐ One (1) colored copy of the building elevations on 11" X 17" paper, if applicable. ☐ Email or flash drive with all plans / submittal materials.

Review and consideration of Minor Site Plan Amendments shall be in accordance with Section 15-7.0107 of the UDO.