

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



APPLICATION DATE: _____

STAMP DATE: _____ city use only

BOARD OF ZONING AND BUILDING APPEALS 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:	DATE OF COMPLETION: office use only

APPLICATION TYPE

Please check the application type that you are applying for

Area Exception Minor Variance Sign Variance and Appeals Variance and Appeals

Most requests require Board of Zoning and Building Appeals approval.

Applicant is responsible for providing Board of Zoning and Building Appeals resubmittal materials up to 12 copies pending staff request and comments.

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 BZBA 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.

AREA EXCEPTION APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$500 Application fee payable to the City of Franklin.
- Word Document legal description of the subject property.
- Three (3) complete collated sets of application materials to include ...
 - Three (3) project narratives.
 - Three (3) the Plat of Survey, Site Plan, Building Elevations, and Outdoor Lighting Plans, as appropriate, and any other supporting documents, which illustrate the Area Exception request. *ALL plans must be collated and folded into 9x12-inch sets.*
- Two (2) photographs of the subject structure from different views, *when applicable.*
- Completed Standards in the Review of Area Exceptions form (*section 15-10.0209G. of the UDO*).
- Three (3) Affidavit forms with original and notarized signatures (*facilities and copies will not be accepted*).
- Email or flash drive with all plans / submittal materials.
 - All Area Exceptions require a public hearing at Plan Commission, Plan Commission recommendation to BZBA, and BZBA review and approval.
 - If a building permit is not issued within twelve (12) months of approval, the Area Exception will be null and void.

MINOR VARIANCE APPLICATION MATERIALS

- Copy of the permit "Letter of Denial". (Appeals within 30 days after said denial; Variances within 60 days after said denial.)
 - This application form accurately completed with signatures or authorization letters (see reverse side for more details).
 - \$420 Application fee payable to the City of Franklin.
 - Word Document legal description of the subject property.
 - Three (3) complete collated sets of application materials to include ...
 - Three (3) copies of the form "Questions to be Answered by the Applicant" *per Section 15-9.0107 Minor Variances of the UDO*
 - Three (3) full size, drawn to scale copies of the Plat of Survey, Site Plan, and Building Elevations, as appropriate, photographs supporting the application and any other supporting documents, which illustrate the Variance request.
 - Three (3) Affidavit Forms with original and notarized signatures (*facilities and copies will not be accepted*).
 - Completed "Finding and Factors in the Review of Minor Variances" *form from Sections 15-10.0206C.2. of the UDO.*
 - Email or flash drive with all plans / submittal materials.
 - A Building Permit must be issued within six (6) months of approval or the variance will be null and void.
- Variance Type Requested [check one]: Accessory Structure (150 square feet or less) Deck Fence

SIGN VARIANCE AND APPEALS APPLICATION MATERIALS

- Copy of the sign permit "Letter of Denial". (Appeals within 30 days after said denial; Variances within 60 days after said denial.)
- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$250 Application fee payable to the City of Franklin [\$250 per appeal or variance from Sign Code]
- Word Document legal description of the subject property.
- Three (3) complete collated sets of application materials to include ...
 - Three (3) project narratives.
 - Three (3) Sign elevations, *drawn to scale not less than 1/2" = 1', plans 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) 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; and (6) the vision triangle distances described in Section 15-5.0201 of the Unified Development Ordinance.*
- Three (3) Affidavit Forms with original and notarized signatures (*facilities and copies will not be accepted*).
- Email or flash drive with all plans / submittal materials.
 - Permits for construction are REQUIRED after approval. Contact the Building Inspector (414-425-0084) for additional information.

VARIANCE AND APPEALS

- Copy of the permit "Letter of Denial". (Appeals within 30 days after said denial; Variances within 60 days after said denial.)
 - This application form accurately completed with signatures or authorization letters (see reverse side for more details).
 - \$420 Application fee payable to the City of Franklin
 - Word Document legal description of the subject property.
 - Three (3) complete collated sets of application materials to include ...
 - Three (3) project narratives.
 - Three (3) folded full size, copies of the Plat of Survey, Site Plan, Building Elevations, Landscape Plan and Outdoor Lighting Plan, *drawn to scale as appropriate, Photographs and any other supporting documents, which illustrate the Variance request.*
 - Three (3) Affidavit Forms with original and notarized signatures (*facilities and copies will not be accepted*).
 - Completed "Findings and Factors in the Review of Variances" *form from Sections 15-10.0206C.1. and 15-10.0211 of the UDO.*
 - Completed "Findings and Factors in the Review of Land Division Variances" *form from Sections 15-9.0310B.1 of the UDO.*
 - Email or flash drive with all plans / submittal materials.
- Variance Type Requested [check one]: Administrative Appeal Area Variance Use Variance Non-conforming Use(s) Land Division Variance