

# **NEW HOUSING FEE REPORT**

**Village of Pleasant Prairie  
January 1, 2022**

**This Report is intended to comply with Wis. Stats. Section 66.10014 entitled "New Housing Fee Report":**

- (1) In this section, "municipality" means a city or village with a population of 10,000 or more.
- (2) No later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
  - (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
    1. Building permit fee.
    2. Impact fee.
    3. Park fee.
    4. Land dedication or fee in lieu of land dedication requirement.
    5. Plat approval fee.
    6. Storm water management fee.
    7. Water or sewer hook-up fee.
  - (b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)
  - (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
  - (b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.



# Schedule of Permit and Development Application Fees

Building Inspection Department  
 9915 39<sup>th</sup> Avenue  
 Pleasant Prairie WI 53158  
 Phone: 262.694.9304  
 Email: buildinginspection@pleasantprairiewi.gov

Community Development Department  
 9915 39<sup>th</sup> Avenue  
 Pleasant Prairie WI 53158  
 Phone: 262.925.6726  
 Email: communitydevelopment@pleasantprairiewi.gov

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<p>Any construction, use, occupancy or other work requiring a permit, certificate, or approval within the Village's Ordinances shall not commence, resume or continue until all required approvals have been made and all required fees as required by this Ordinance or any other Village Ordinance are paid to the Village Treasurer.</p> <p>Whenever any construction, use, occupancy or other work requiring a permit, certificate, or approval within the Village's Ordinances is commenced, resumed or continued before such a permit, certificate or approval is issued, the fees for reviewing and processing the application for such permit may be tripled to take account the added difficulty and time required to process the application.</p> <p>If an application for a permit, certificate, or approval is withdrawn after the review and processing of such application has substantially commenced, the application fee may not be refunded.</p> <p>If two (2) of the same inspections fail, a re-inspection fee shall be paid to the Village prior scheduling each additional inspection, except for Commercial—including Multi-Family--Electrical Permits, wherein the re-inspection fee shall be paid to the Village if the first inspection fails and prior to scheduling each additional inspection.</p>	
<b>Effective Date: January 1, 2022</b>	

## SINGLE FAMILY AND TWO FAMILY PERMIT FEES

<b>Building Permit Application Fees</b>			
State Building Fee	\$50	Plan Review for Additions or Alteration	\$60
Plan Review for New Single Family Home	\$120	Plan Review for Accessory Structure/Deck	\$30
Plan Review for New Two Family Home	\$240	Early Start Footings and Foundations	\$150
<b>Building Permit Inspection Fees</b>			
Certificate of Compliance	\$60	Electrical-New Dwelling Unit	\$200
New/Addition Construction Fee	\$.35 sq. ft.	Electric Service	\$100
Alteration	\$.25 sq. ft.	Electric Sub-panel	\$60 each
Accessory Structures and Decks	\$.25 sq. ft.	Electrical Openings	\$.75 each
Structural Repairs	\$20 each	Generator	\$100 each
Roofing & Siding	\$60 each	Electric for in-ground Swimming Pool	\$100
Heating Units/Cooling Units	\$60	Electric for above ground pool & hot tub	\$60
Exhaust Fans	\$15	Photovoltaic/Wind System	\$100
Duct Extension/Gas line	\$.25 In ft.	Plumbing Fixtures	\$10 each
		Water/Sewer/Storm Sewer Connections	\$60 each
<b>Zoning Permit Fees</b>			
New Single Family Building			\$125
New Two Family Building			\$150
Additions/Alterations/Early Footing and Foundation			\$50
Accessory Structures such as attached & detached garages, pole barns & carports, decks, sport courts, swimming pools, residential communication structure or fence			\$50/structure
Driveway (new, replace or extend)			\$50/entrance
<b>Other Fees</b>			
Administrative Fee (new dwelling)			\$200
Renewal of a Permit			50% of original fee
Overtime Inspection			\$90
Re-Inspection			\$60
Failure to call for an inspection			\$60
Delinquent Permit (work without a permit)			Triple fee
Minimum Building Permit Fee			\$60
Razing and Moving Building Permit Fees			See Page 5
Erosion Control Permit Fees and Cash Deposit			See Page 5
Work In The Right-Of-Way Permit Fees			See Page 5
Fire Protection and Tank Fees			See Pages 6-7
Property Record Maintenance Fees			See Page 8
Sewer Connection Fees			See Page 9
Impact Fees			See Page 9

## COMMERCIAL AND MULTI-FAMILY (3 OR MORE UNITS PER STRUCTURE) PERMIT FEES

<b>Building Permit Application Fees</b>			
Early Start Footings and Foundations Commercial			\$500
Early Start Footings and Foundations Multi-Family			\$300
Certified Municipality Plan Review for a new building or addition(50,000 cu ft. or less) Building			\$250
Certified Municipality Plan Review for a new building or addition (50,000 cu ft. or less) HVAC			\$150
Certified Municipality Plan Review for a new building or addition (50,000 cu ft. or less) Lighting			\$100
Certified Municipality Plan Review for an alteration (30,000 cu ft. or less) Building			\$200
Certified Municipality Plan Review for an alteration (30,000 cu ft. or less) HVAC			\$100
Certified Municipality Plan Review for an alteration (30,000 cu ft. or less) Lighting			\$75
Certified Municipality Plan Review for an alteration (30,001 to 65,000 cu ft) Building			\$350
Certified Municipality Plan Review for an alteration (30,001 to 65,000 cu ft) HVAC			\$200
Certified Municipality Plan Review for an alteration (30,001 to 65,000 cu ft) Lighting			\$150
Certified Municipality Plan Review for an alteration (65,001 to 100,000 cu ft) Building			\$500
Certified Municipality Plan Review for an alteration (65,001 to 100,000 cu ft) HVAC			\$300
Certified Municipality Plan Review for an alteration (65,001 to 100,000 cu ft) Lighting			\$225
<b>Building Permit Inspection Fees</b>			
New/Addition with Build-Out	\$.35 sq. ft.	Plumbing Fixtures	\$10 each
New/Addition without Build-Out	\$.20 sq. ft.	Water/Sewer/Storm Sewer Connection	\$.50 ln ft.
Alteration/Accessory Structure/Deck	\$.25 sq. ft.	Manhole/catch basin/restraint system	\$20 each
Interior Demolition	\$.01 sq. ft.	Building Drain-Sanitary/Water/Storm	\$.50 ln ft.
Structural Repairs	\$35	Electrical (New or Addition)	\$.15 sq. ft.
Racking	\$.10 cu ft.	Electrical Openings	\$1 each
Roofing or Siding	\$100	Distribution equipment	\$25 each
Certificate of Compliance	\$100	Exterior/Lot Lighting	\$10 each
Heating	\$10 50K/BTU	Electric for in-ground Swimming Pool	\$150 each
Cooling	\$5 Ton	Electric for above ground pool/hot tub	\$100 each
P-tac	\$20 each	Low Voltage Control Panel/ equipment	\$10 each
Exhaust Fans	\$20 each	Low Voltage Openings	\$.50 each
Kitchen Hoods	\$50 each	Photovoltaic/Wind Systems	\$3 per KW
Duct Extension/Gas line	\$.50 ln ft.	Generator	\$2 per KW
<b>Zoning Permit Fees-Multi Family</b>			
Residential Development Plan Application fee not requiring Plan Commission approval			\$100
New Multi-family Building			\$200/building
Additions/ Alterations/ Early Footing and Foundation			\$50
Accessory Structures such as attached & detached garages, pole barns & carports, decks, sport courts, swimming pools, residential communication structure or fence			\$50/structure
Driveway (new, replace or extend)			\$50/entrance
<b>Zoning Permit Fees-Commercial, Industrial, Governmental or Institutional</b>			
Site and Operational Plan Application fee not requiring Plan Commission approval			\$100
New Building/Structure			\$200/structure or building
Additions or Alteration			\$125/ structure or building
Tenant change without alterations; or an accessory structure/building; or fence			\$50/structure or building
Early footing and foundation			\$50/structure or building
Driveway (new, replace or extend)			\$50/entrance

<b>Other Fees</b>	
Administrative Fee (new multi-family building)	\$400
Renewal of a Permit	50% of original fee
Overtime Inspection	\$150
Re-Inspection	\$100
Failure to call for an inspection	\$100
Delinquent Permit (work without a permit)	Triple fee
Minimum Building Permit Fee	\$100
Commercial Communication Structure Application Permit Fees	See Page 4
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<b>COMMERCIAL COMMUNICATION STRUCTURE FEES</b>	
Application Fee- Class 1 co-location or the siting and construction of a new mobile service structure/facility	\$2,500
Application Fee- Class 2 co-location or any other modifications to a mobile service facility	\$100
Permit Fee- Class 1 co-location or the siting and construction of a new mobile service structure/facility	\$500
Permit Fee- Class 2 co-location or any other modifications to a mobile service facility	\$125
<b>SIGN FEES</b>	
Sign Application, including temporary signs	\$20, not to exceed \$140 per application
Special Exception Sign	\$25, not to exceed \$175 per application
Freestanding Sign	\$55 per sign for the first two signs plus \$15 for each additional sign. No sign permit fee for any of the following temporary signs: coming soon sign, community banner signs, special event sign or device or temporary banner sign
Non-freestanding sign or changing the display area of an existing freestanding sign	\$40 for first five signs plus \$10 for additional sign. No sign permit fee for any of the following temporary signs: coming soon sign, community banner sign, special event sign or device, or temporary banner sign.
<b>BUSINESS LICENSE FEES</b>	
Initial Application	\$25 or \$10 for non-profit business
Annual Renewal Application	\$25 or \$10 for non-profit business
Annual Renewal Late Fee	\$10 or \$10 for non-profit business
Notice of Change	\$25 or \$10 for non-profit business
The Village may require additional information for verification of any non-profit status.	
Any fee paid by credit card to the Village will be charged an additional finance fee for processing the transaction.	
<i>[Note: At this time only renewal of a business license online may pay with a credit card.]</i>	

## RAZING AND MOVING BUILDING PERMIT FEES

Razing or Moving Residential Principle Building	\$100
Razing or Moving Residential Accessory Building	\$60
Razing or Moving Commercial and Multi Family Principle Building	\$200
Razing or Moving Commercial and Multi Family Accessory Building	\$100

## EROSION CONTROL PERMIT FEES AND CASH DEPOSITS

Filling or Land Disturbance on Residential Lots including multi-family lots/buildings at the time a principal structure is proposed	\$100/lot or building
Other Filling or Land Distribution on Existing Residential Lots including multi-family lots/buildings	\$40/ lot of building
Mass Grading for New Subdivisions, Multi-Family, Commercial, Industrial, Institutional, Recreational, or other mass grading of a site. (Note: individual erosion control permits are still required for each lot/unit/building.)	\$150/site plus \$5/1,000 sq. ft. of disturbed site area with a \$2,000 max
Certified Survey Maps (Note: individual erosion control permits are still required for each lot/unit/building.)	\$75/CSM-Required only if creating 2 or more lots

**Street Sweeping Deposit:** At the time an erosion control permit being issued for land disturbance associated with preliminary grading, mass grading or any project, other than individual permits for single-family and two-family dwellings or minor land activities, the landowner shall submit a street-sweeping cash deposit of \$2,000 to guarantee to the Village that the conditions of the erosion control permit and this chapter are being followed as they relate to maintaining the public right-of-way and stormwater drainage system. The cash deposit shall be used if the Village determines that the landowner or his contractors have not kept the right(s)-of-way clean from mud tracking, if erosion control measures are damaged or if there is damage to stormwater drainage improvements. The Village shall notify the owner if any mud tracking or damaged erosion control measures or stormwater drainage improvements exist, providing them with a time frame to clean the streets or fix the damaged erosion control measures or stormwater drainage improvement. If the road is not clean and the damaged erosion control measures or stormwater drainage improvements are not completed in the time frame specified, the Village may complete the work and draw upon the street-sweeping cash deposit for the actual costs. If the cash is depleted prior to the project being completed, the owner shall post another cash deposit in the same amount. The cash deposit or any portion, less a 6% administrative processing fee, will be timely refunded on completion of the project.

**Erosion Control Permit Cash Deposit (for less than one acre and all Residential Building Permits):** Prior to a building or and erosion control permit being issued the land owner shall provide \$1000 cash deposit to the Village in order to provide a guarantee for construction site and erosion control maintenance and grading and drainage work at the proposed site. This cash deposit is required to guarantee to the Village that the requirements of the Ordinance are met. Such cash deposit would be deposited in an interest-bearing account and returned to the landowner only after the required items have been successfully completed and approved by the Village with the exception of a six (6) percent administrative finance processing fee. If the requirements are not completed, the Village will notify the owner to complete the required work within a reasonable time period. Upon failure to complete the work, the Village is authorized to complete the work and charge the work against the deposited cash and accrued interest. If the work completed by the Village is less than the deposited cash and accrued interest, the remainder will be returned to the landowner. Additional costs to complete the work will be assessed to the property at the end of the year and placed on the tax assessment roll.

**CALL THE ENGINEERING DEPARTMENT AT 262.948.8951 WITH ANY QUESTIONS**

## WORK IN THE RIGHT-OF-WAY PERMIT FEES

\$150 except for a bulk work in the right-of-way permit for Utilities such as gas, electric and telephone for short extensions under 300 feet, individual residential services for \$150.00 per year and \$30 for each job. However, said Utilities shall pay a \$150 permit fee for any proposed open cutting of the road or for establishing service for a new subdivision or commercial project.

**CALL THE PUBLIC WORKS DEPARTMENT AT 262.925.6765 WITH ANY QUESTION**

## FIRE PROTECTION SYSTEM PERMITS AND TANK FEES

Open Burning Permit	Initial Permit	\$25
	Renewal	\$10
Outdoor Wood-Fire Boiler/Furnace Permit Fee		\$20
Automatic Fire Sprinkler System, New and Revised Systems	1-20 Sprinklers	\$486
	21-100 Sprinklers	\$963
	101-200 Sprinklers	\$1,327
	210-300 Sprinklers	\$1,385
	301-500 Sprinklers	\$2,237
	Over 500 Sprinklers	\$2,237 plus \$1.85 each over 500
Fire Protection Equipment for Underground Distance	0-200 feet	\$577
	201-500 feet	\$659
	501-999 feet	\$742
	1,000 feet	\$823
	Hydrants	\$124
Gas Suppression and Dry Chemical Systems for Pounds of Suppression	Agent 1-50	\$567
	Agent 51-100	\$569
	Agent 101-200	\$718
	Agent 201-300	\$897
	Agent 301-400	\$1,032
	Agent 401-500	\$1,077
	Agent 501-750	\$1,257
	Agent 751-1,000	\$1,527
	Agent over 1,000	\$1,526 plus \$.75/pound over 1,000
Restaurant Wet Chemical System	1-15 nozzles	\$647
	16-30 nozzles	\$891
	31-50 nozzles	\$1,136
	Over 50 nozzles	\$1,340 plus \$23/nozzle over 50
Restaurant Hood/Duct Systems	Per Hood	\$775
	Each additional system review at the same time, same building	\$404
Smoke Control/Exhaust Systems	Smoke control system	\$1,340 plus \$110 hourly rate
Fire Detection/Alarm System	1-10 devices	\$530.45
	11-25 devices	\$789
	26-50 devices	\$1,033.09
	51-75 devices	\$1,210.25
	76-100 devices	\$1,571.78
	101-125 devices	\$1,957
Over 125	\$1,957 plus \$6 per additional device	
Standpipe Systems and Fire Pumps	Each standpipe	\$408
	Each fire pump	\$511
Witness Fee- Retest of Systems	One-hour test	\$110
	Two-hour test	\$220
	Each additional hour	\$110
Occupancy Inspection	0-1,000 sq ft	\$50
	1,001-5,000 sq ft	\$80
	5,001-25,000 sq ft	\$120
	25,001-100,000 sq ft	\$175
	100,001-500,000 sq ft	\$185
	500,001-1,000,000 sq ft	\$250
	Over 1,000,000 square feet	\$300
Special Inspection--Performed at the request of the owner, occupant, VPP Department or court order		\$105
Tent Inspection		\$75
Thrust Block Inspection		\$120



Reinspection Fees	0-1,000 sq ft	\$50
	Over 1,000,000 sq ft	\$300
	1,001-5,000 sq ft	\$65
	5,001-100,000 sq ft	\$100
	100,001-500,000 sq ft	\$150
	500,001-1,000,000 sq ft	\$190
	Over 1,000,000 sq ft	\$275
Annual NFPA-25/NFPA-72 Inspection	1-5 Risers/Pumps	\$40
	6-10 Risers/Pumps	\$45
	11-15 Risers/Pumps	\$50
	16-20 Risers/Pumps	\$55
	21-25 Risers/Pumps	\$60
	26 or more Risers/Pumps	\$70
	Fire pump, per pump	\$45
Fire alarm system	\$45	
Failure to obtain permit	Minimum \$50, plus triple fee for each above item	
Failure to return forms	Minimum \$50, plus triple fee for each above item	
Professional Services	Fire-Protection consultant	\$175/hr. plus mileage
	Performance based Code Reviews	\$175/hr.
Fire Protection Systems Overtime Fees	Test- Outside normal business hours (1.5 times hourly rate minimum two hour charge)	\$130/hr.
Knox Box	Price of product, shipping and handling costs plus 10% administrative fee	
Emergency Service	Per Pumper/Tanker	\$400/hr.
	Per Engine	\$300/hr.
	Per Ladder Truck	\$350/hr.
	Per Tanker Fire Truck	\$300/hr.
	Per Grass Fire Truck	\$150/hr.
	Per Command Car	\$100/hr.
	Per ambulance,	\$200/hr when used as a fire unit not EMS
False Alarms	Per Pumper/Tanker	\$400/hr
	Per Engine,	\$300/hr.
	Per Ladder Truck,	\$350/hr.
	Per Tanker Fire Truck,	\$300/hr.
	Per Grass Fire Truck	\$150/hr.
	Per Command Car	\$100/hr.
	Ambulance	\$200/hr when used as a fire unit not EMS
Outdoor Wood-Fire Boiler/Furnace Permit Fee	\$20	
<b>CONTACT THE FIRE &amp; RESCUE DEPARTMENT TO OBTAIN THESE PERMITS OR IF YOU HAVE ANY QUESTIONS AT 262.694.8027</b>		

## PROPERTY RECORD MAINTENANCE FEES

Permit Type	Residential / Agricultural up to 3 Dwelling Units; Each Unit	Residential Condominiums - 4+ Units; Each Building		Multi-Family Residential - 4+ Units; Each Building		Commercial Buildings
		Base	Each Unit	Base	Each Unit	
New Building	200	350	50	400	50	400
Structural Addition	80		80		80	165
Structural Alteration	80		80		80	110
Non-Structural Alterations; includes tenant build-out & finish basement	80		80		80	110
Accessory Structures	30		30		30	50
Porch, Deck, Patio, Canopy, Gazebo	30		30		30	30
Plumbing	15		15		15	20
HVAC Addition / Upgrade	15		15		15	20
Electrical Addition/Upgrade	15		15		15	20
Fireplace	15		15		15	20
Exterior Siding; Roofing; Windows; Signs	15		15		15	20
Swimming Pool	15		15		15	20
Building Demolition/ Move Offsite	15		15		15	15
Fireplace	15		15		15	20
Exterior Siding; Roofing; Windows; Signs	15		15		15	20

The Village of Pleasant Prairie Office of Assessments creates and maintains property records for all real estate parcels within the Village of Pleasant Prairie in which it has jurisdiction. Pursuant to Wisconsin Statute 70.32(1), all properties that are issued building permits are field reviewed, described, and valued by "actual view". This means that each building permit requires 1) assessment personnel to initially process existing records or create new records, 2) physically review, onsite, the purpose of each building permit to document all property description additions and/or alterations and 3) process the information gathered in the field to determine an assessed value.

### DEFINITIONS:

**Residential** – Used by occupants as a home, abode, domicile, or dwelling that has housekeeping and cooking facilities for the occupants only. A residential property may have multiple dwelling units.

**Dwelling Unit** – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, cooking, and sanitation.

**Residential Condominium** – A multiple dwelling or development containing individually owned dwelling units and jointly owned and shared areas and facilities.

**Multi-Family Residential Building** – A single building or structure containing more than one dwelling unit under single ownership and in which the owner rents or leases the right to occupy any of the dwelling units to a tenant(s).

**Commercial Building** – A building or structure that houses a business use, enterprise, or activity at a greater scale than home industry involving the distribution of, or retail or wholesale marketing of, goods or services.

**Agricultural Building** – A structure principally utilized for the storage of farm equipment and machinery, crop production, or shelter and feeding of livestock.

**FEES TO BE CHARGED FOR PROPERTY RECORD MAINTENANCE** – Every person receiving an approved building permit from the Village in which said building permit requires an employee of the Assessor's Office to physically view onsite any descriptive property change in an effort to maintain the property record shall pay a property record maintenance fee commensurate with the type of building permit issued by the Village.

**SEWER CONNECTION FEES**

Residential, per dwelling unit	\$1,600 per dwelling unit
Westwood Relief Sewer System	\$565 per residential user
Non-Residential: Commercial and Industrial	\$1,600 per meter equivalent

Pursuant to Chapter 285 of the Village Municipal Code, the following connection charge shall be paid for all residential and nonresidential customers prior to connection or issuance of a plumbing permit for any new or expanded use of the sanitary sewer system.

\*The connection fee for multifamily dwelling units shall be collected at the time the plumbing permit is obtained. If the multifamily dwelling unit is connected to municipal water, the owner of the property shall have the option from the 13th month of full occupancy of the multifamily dwelling to the 18th month to have an adjustment made in the connection fee. The adjustment would be based upon the following steps:

- Verification of the number of units occupied in a building.
- Calculation of the actual water to the building from the water meter readings.
- Dividing the actual volume by 365 or 366 in a leap year to create a daily volume.
- Dividing the daily by 210 [the average residential user equivalent].
- Multiplying the number of RUE's by \$1,600.
- Refund the difference between the two numbers if the initial payment was higher.
- Invoice to the property owner for the amount that represents an increase between the two numbers if the initial payment received from the property owner was lower.

Nonresidential: commercial and industrial \$1,600/meter equivalent. Meter equivalents are determined according to AWWA C-700 schedule of meter operating capacity as follows:

<b>Water Meter Size (Inches)</b>	<b>Capacity</b>	<b>Meter Equivalent</b>
5/8	20	1
5/8 x 3/4	20	1
1	50	2.5
1 1/2	100	5
2	160	8
3	300	15
4	500	25
6	1000	30

For commercial customers utilizing unmetered water supply or private wells, the meter equivalent shall be determined based on the total water supply fixture units of the building to be connected, converted to gallons per minute, in accordance with the State of Wisconsin Plumbing Code, Ch. COMM 82, Wis. Adm. Code.

The initial connection charge as set forth in this section for a new building shall be paid at the time that a building or plumbing permit is applied for. The initial connection charge for an existing structure shall be paid before the actual connection is made to the system.

**IMPACT FEES**

Beginning August 1, 2005 the following Impact Fees shall be paid to the Village at the time that a building permit is issued for new development to finance the capital costs of acquiring, establishing, upgrading, expanding and constructing public facilities which are necessary to accommodate the new development. Additional impact fees for transportation and stormwater management improvements are forthcoming and will also be due upon a date set forth by the Village Board.

<b>Type</b>	<b>Fire and EMS</b>	<b>Police</b>	<b>Public Works</b>	<b>Park &amp; Recreation</b>	<b>Total</b>
Residential (per dwelling unit including multi-family residential units)	\$181.00	\$575.00	\$102.00	\$632.00	\$1,490.00
Non-Residential (per \$1,000 of value)	\$0.72	\$1.14	\$0.08	n/a	\$1.94

## ZONING AND DEVELOPMENT REVIEW AND APPLICATION FEES

Address correction or change pursuant to Chapter 305		\$50
Lot Line Adjustment or affidavit of correction thereto		\$250
Stipulated Shoreland Permit		\$100
Stipulated Conservancy Permit		\$100
Stipulated Conservancy renewal fee, if the application or management plan has not changed		\$50
Parcel information letter/request		\$155
Zoning information request		\$100
Release of waiver or other similar document (not including recording fees)		\$100
Administrative Processing Fee for a Performance Bond/Cash Deposit to ensure compliance with permit inspection conditions		\$100
Recording fees		\$10 +actual costs
Time Extension-Certified Survey Map or Lot Line Adjustment		\$50
Time Extension-Conceptual Plan		\$250
Time Extension-Preliminary/Final Plat or Preliminary/Final Condominium Plat		\$250
Time-Extension-Assessor's Plat		\$250
Temporary Use Permit without a minor agreement		\$150
Temporary Use Permit with a minor agreement		\$250
A minor amendment to a Site and Operational Plan approved by the Plan Commission		\$100
A minor amendment to a Residential Development Plans approved by the Plan Commission		\$100
Extension of Site and Operation Plan approval that required Plan Commission approval		\$100
Extension of Residential Development Plan approval that required Plan Commission approval		\$100
<b>Initial Application Fee:</b> see additional information for required Pre-Development Agreements below.-	<ul style="list-style-type: none"> <li>• Zoning Map/Zoning Text Amendment Applications excluding Planned Unit Developments and Planned Developments</li> <li>• Comprehensive Plan Amendment including Land Use Map or Neighborhood Plan or amendment thereto</li> <li>• Certified Survey Map or affidavit of correction thereto</li> <li>• Conditional Use Permit Application</li> <li>• Zoning Variance Application</li> <li>• Land Division Variance</li> <li>• Wetland Staking Application</li> <li>• Street, walkway or park vacation</li> <li>• Vacation of a Plat</li> <li>• Affidavit to change a Plat or CSM requirement</li> <li>• Vacation of a Village Easement</li> <li>• Deed Restrictions/Covenants/Assignments or other Development Documents to prepare or review</li> </ul>	\$250
<b>Initial Application Fee:</b> see additional information for required Pre-Development Agreements below.	<ul style="list-style-type: none"> <li>• Site and Operational Plan that requires Plan Commission review</li> <li>• Joint Site and Operational Plan/Conditional Use Permit Application</li> <li>• Residential Development Plan that requires Plan Commission review</li> <li>• Joint Residential Development Plan/Conditional Use Permit Application</li> <li>• PUD, Planned Unit Development Text and Map Amendment</li> <li>• PD, Planned Development Text and Map Amendment</li> <li>• Floodplain Boundary Adjustment or Floodplain Map Correction Applications (includes Zoning Text, Zoning Map and Compressive Land Use Map Amendments)</li> <li>• Conceptual Plan</li> <li>• Preliminary Plat or Preliminary Condominium Plat</li> <li>• Final Plat or Final Condominium Plat</li> <li>• Assessor's Plat</li> <li>• Development Agreements, Memorandums or other Agreements not associated with a Plat or Certified Survey Map</li> <li>• Amendment to an existing Development Agreement or other existing agreement</li> <li>• Assignment of Development Agreement Motion to Reconsider a Site and Operational Plan Appeal</li> <li>• Motion to reconsider a Residential Development Plan</li> <li>• Site and Operational Plan Appeal</li> <li>• Residential Development Plan Appeal</li> <li>• Appeals Application or Motion to Reconsider a Zoning Variance or Appeal</li> </ul>	\$850

## **Pre Development Agreement Requirements:**

1. The initial application fees noted above, shall be paid when the applications are submitted to the Village for review. This initial application fee covers the costs of pre-application staff conferences with the applicant and their representatives, site visits if necessary, providing copies of applications and related ordinances, telephone calls with the applicant related to the Village requirements for the proposed project prior to submitting the application.
  2. In addition to application fees above, the applicant(s) and/or property owner(s) shall agree to be responsible for paying for the actual time spent and resources required to complete the review and processing of the application based on the following billable rates\*\*:
    - Community Development Director: \$140 per hour or fraction thereof
    - Assistant Zoning Administrator/Assistant Planner: \$110 per hour or fraction thereof
    - Deputy Zoning Administrator /Deputy Planner: \$65 per hour or fraction thereof
    - Administrative Coordinator/Planner I: \$50 per hour or fraction thereof
    - Village Engineer: \$145 per hour or fraction thereof
    - Assistant Engineer: \$125 per hour or fraction thereof
    - Public Works Director/Engineer: \$145 per hour or fraction thereof
    - Village Construction Manager: \$125 per hour or fraction thereof
    - Inspectors (Public Works): \$100 per hour or fraction thereof
    - Technical Services Manager (DSIS): \$80 per hour or fraction thereof
    - GIS Database Administrator: \$70 per hour or fraction thereof
    - All other related Village costs, such as e-code amendments and the mailing and publishing of public notices and ordinances shall be based on actual billed costs.
- \*\* Billing rates are subject to change by adoption of a Village Board Resolution and invoices will be sent at the billing rate in effect at the time billable services are provided.

As a condition of submitting the application, the applicant(s) and property owner(s) shall enter into a **Predevelopment Agreement** with the Village. The Village shall mail said invoices on a monthly basis to the specified person. All invoices shall be paid within 30 days. There is a penalty of 1.5% per month on the unpaid invoice balance and there is an additional 10% penalty if the outstanding invoice, interest & penalty is placed on the tax roll (a lien against the property). The right of the Village to assess a lien against the property shall be one of the remedies available to the Village, but shall not be the exclusive remedy. The Village may also sue for a money judgment for any invoices, which are past due. Furthermore if an invoice becomes past due for more than 30 days, the Village may elect to terminate all staff review and to terminate the Village approval process on the application until all delinquent invoices are fully paid.

The Village shall invoice and the applicant/property owner(s) shall pay for the staff billable time and costs spent for processing and reviewing the plans, specifications, drawings and other documents submitted with respect to the proposed application, specific plans, plats, and maps for the development or project; for preparing memorandums and letters; for preparing, mailing, faxing, emailing and publishing meeting notices and agendas; for meetings, telephone calls and emails with the applicants, agents, developers, property owners, officials and neighbors; and inspecting the site/building/projects. Billable time includes preparing reports and documents for the Village Plan Commission, Village Park Commission, Village Board of Appeals, or Village Board; and any other Village staff time expended to review or analyze the applications, specific plans, plats, maps or development plans. Other charges included in the billable hours and costs are associated with:

- Preparing and publishing Village municipal code text and map amendments for the referenced application(s) from the Village's consultant. (Note: Invoices from the Village's General E-Code consultant are typically sent semi-annually, which often results in a time delay in sending final invoices from the Village to the owner/applicant);
- The Village staff seeking expert advice in meetings and reviewing and preparing correspondence regarding the specific plans, plats, maps, development plans or project, such as, but not limited to the Village's Attorney, Environmental Consultant, or Architectural Consultant expertise; and
- Requests from the agent/developer/property owners in gathering additional information; preparing GIS mapping; reviewing materials; preparing meetings, documents, letters, emails and other correspondence; and researching information for existing or speculative development proposals to assure that the proposed applications, specific plans, plats, maps, development plans, Digital Security Imaging System (DSIS) plans, reviews and inspection or project details are in compliance with the applicable Village, county, state or federal ordinances, rules and regulations and any approved plans or specifications.

The Village shall continue to invoice the applicant/property owner until final consideration is made regarding said application and all conditions have been satisfied, preconstruction meetings are held and inspections have been completed or said application is withdrawn in writing by the applicant/property owner(s). All invoices and all Village staff time and resources spent prior to the date of the written request to terminate the application shall

be paid by the applicant/property owner(s). The Zoning Administrator may allow a cash deposit to be accepted by the Village to pay the invoiced amounts in lieu of sending an invoice to be paid. A predevelopment agreement is still required.

3. **Special fees.** The applicant/property owner shall pay to the Village Treasurer, upon presentment of an itemized statement, a fee equal to the actual cost incurred by the Village for all engineering, attorney and/or other special expert consultation or review conducted by or on behalf of the Village in connection with the review of an application or request for information; meeting with the applicant/property owner of a project or other engineering, attorney and/or special expert consultation or review services; or review, meeting, research of information for speculative development proposals incurred by the Community Development Department as the Village Zoning Administrator, Plan Commission and/or the Village Board may deem necessary to assure that the proposed application or existing plans or request are in compliance with the provisions of this chapter and the approved plans and specifications.

## FEES COLLECTED IN 2021

The following chart provides the building permit fees, impact fees and sewer connection fees collected for new residential units, additions and remodeling in 2021.

New Housing Units	Number of Buildings	Number of Housing Units	Unit Area (sq ft)	Average Unit Area (Sq ft)	Reported Construction Cost	Building Permit Fees	Impact Fees	Sewer Connection Fees	Total Fees	Average Fees per unit
Single Family	58	58	142,335	2,454	\$22,805,328	\$171,936	\$81,950	\$72,000	\$325,886	\$5,619
Manufactured/Mobile Home	20	20	23,529	1,176	\$1,864,000	\$26,771	\$1,490	\$1,600	\$29,861	\$1,493
Two Family	6	12	19,469	1,622	\$2,940,000	\$28,996	\$17,880	\$19,200	\$66,076	\$5,506
Multi-Family	16	300	394,756	1,316	\$33,942,237	\$175,576	\$447,000	\$480,000	\$1,102,576	\$3,675
<b>SUBTOTAL</b>	<b>100</b>	<b>390</b>	<b>580,089</b>	<b>1,487</b>	<b>\$61,551,565</b>	<b>\$403,277</b>	<b>\$548,320</b>	<b>\$572,800</b>	<b>\$1,524,397</b>	<b>\$3,909</b>
<b>Additions</b>	<b>Number Permits Issued</b>				<b>Reported Construction Cost</b>	<b>Building Permit Fees</b>			<b>Total Fees</b>	<b>Average Fees per unit</b>
Single Family	13				\$1,076,623	\$8,872			\$8,872	\$682
Two Family	0				\$0	\$0			\$0	\$0
Multi-Family	0				\$0	\$0			\$0	\$0
<b>SUBTOTAL</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,076,623</b>	<b>\$8,872</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,872</b>	<b>\$682</b>
<b>Remodel</b>	<b>Number Permits Issued</b>				<b>Reported Construction Cost</b>	<b>Building Permit Fees</b>			<b>Total Fees</b>	<b>Average Fees per unit</b>
Single Family	63				\$2,035,974	\$26,446			\$26,446	\$420
Two Family	0				\$0	\$0			\$0	\$0
Multi-Family	1				\$1,500	\$100			\$100	\$0
<b>SUBTOTAL</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$2,037,474</b>	<b>\$26,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,546</b>	<b>\$415</b>
<b>Other Residential Permits**</b>	<b>Number Permits Issued</b>				<b>Reported Construction Cost</b>	<b>Building Permit Fees</b>			<b>Total Fees</b>	<b>Average Fees per unit</b>
Single Family	655				\$5,579,327	\$66,926			\$66,926	\$102
Two Family					\$0	\$0			\$0	\$0
Multi-family	85				\$69,937,055	\$1,256,691			\$1,256,691	\$14,785
<b>SUBTOTAL</b>	<b>740</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$75,516,382</b>	<b>\$1,323,617</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,323,617</b>	<b>\$1,789</b>
<b>GRAND TOTAL</b>	<b>917</b>	<b>390</b>	<b>580,089</b>	<b>1,487</b>	<b>\$140,182,044</b>	<b>\$1,762,312</b>	<b>\$548,320</b>	<b>\$572,800</b>	<b>\$2,883,432</b>	<b>\$3,144.42</b>

\*\*Includes all other residential permits such as decks, fences, swimming pools, hot tubs, driveways, accessory buildings, electrical, plumbing and HVAC permits not associated with a new single family or new two family residential unit or a addition or remodel permit.

# **PARK DEDICATION OR FEE IN LIEU OF LAND DEDICATION REQUIREMENT**

Section 395-18 of the Village Land Division and Development Control Ordinance entitled "Dedications and reservations" reads as follows:

- A. Sites for public purposes; open spaces. In the design and approval of any plat, certified survey map, or development plan, due consideration shall be given to the establishment or preservation of appropriate sites for necessary or desirable streets, sanitary sewers, water mains, storm sewers, drainageways, schools, parks, playgrounds and other public improvements, facilities or uses, and the preservation of scenic and historic sites, stands of fine trees, wetlands, floodplains, lakes, ponds, watercourses or other desirable, unusual or environmentally sensitive natural features or archaeologically significant areas.
- B. Mandatory dedications.
  - (1) Dedication of streets. The divider/developer of any proposed land division or development within the Village shall dedicate to the Village, free and clear of all liens and encumbrances (except as may be approved in the development agreement entered into by and between the divider/developer and the Village), and without compensation, appropriate dedications for public streets or alleys required or proposed to serve such land division or development and for all sanitary sewerage system facilities, water system facilities, storm sewer and drainage system facilities, sidewalks or pedestrian walkways, street trees or other public improvements or facilities to be constructed or located in such streets or alleys.
  - (2) Dedication for other public improvements. The divider/developer of any proposed land division or development within the Village shall dedicate to the Village, free and clear of all liens and encumbrances (except as may be approved in the development agreement entered into by and between the divider/developer and the Village) and without compensation, appropriate dedications for all sanitary sewerage system facilities, water system facilities, storm sewer or drainage system facilities, sidewalks, pedestrian walkways, bridges or other public improvements or facilities required or proposed to serve such land division or development and not located within public streets or alleys, together with any construction or access easements required in connection with such public improvements or facilities.
  - (3) Dedication of easements for public or private utilities. The divider/developer of any proposed land division or development within the Village shall dedicate to the appropriate entity, without compensation, appropriate easements for all electric power, gas, telephone, cable and other utility or communications improvements or facilities required or proposed to serve such land division or development.
  - (4) Dedication of easements for private improvements. The divider/developer of any proposed land division or development with the Village shall dedicate to the Village, free and clear of all liens and encumbrances (except as may be approved in the development agreement entered into by and between the divider/developer and the Village) and without compensation, appropriate easements for all private sanitary sewerage system facilities, water system facilities, storm sewer or drainage system facilities, sidewalks, pedestrian walkways or bridges, park areas, or other private improvements or facilities required or purposed to serve such land division or development and not located within dedicated public streets or alleys, together with any construction or access easements required in connection with such private improvements or facilities.
- C. Dedications or reservations for other public purposes.
  - (1) Public facilities shown on a Comprehensive Plan component. Whenever a proposed land division or development within the Village of Pleasant Prairie encompasses all or any part of the site of a proposed arterial or collector street, public way, park, playground, school, sanitary sewerage system facility, water system facility, storm sewer or drainage system facility or drainageway or any other public improvement, facility or use, the location of which has been designated on a Comprehensive Plan component, a suitably located site of adequate size and shape for the intended purpose, or an appropriate interest therein, shall be dedicated or temporarily reserved for possible public acquisition as a condition to final approval of any plat, certified survey map, or development plan by the Village Board (or by the Village Plan Commission or Village Zoning Administrator with respect to approval of a site and operational plan under § 420-56 or with respect to approval of a residential



appropriate conveyance shall have been recorded in the office of the Register of Deeds for Kenosha County, prior to the end of such period, or unless a jurisdictional offer to acquire such land or interest shall have been made and a lis pendens shall have been recorded in the office of the Register of Deeds for Kenosha County pursuant to § 32.05, Wis. Stats., prior to the end of such period, or unless a petition for condemnation proceedings shall have been filed in the Circuit Court for Kenosha County and a lis pendens shall have been recorded pursuant to § 32.06, Wis. Stats., prior to the end of such period, or unless the reservation period shall have been extended by written agreement signed by the divider/developer and owner, if the owner and divider/developer are not the same, and recorded prior to the end of such period. A statement to this effect shall be made on the final plat, certified survey map or other recordable document. If the Village Board determines not to acquire the reserved land or interest in land, or receives an official communication from the public body having authority to acquire the reserved land or interest therein for the contemplated purpose stating that it has determined not to acquire such land or interest, prior to the automatic termination of the temporary reservation, the Village Board shall promptly cause an appropriate document to be recorded evidencing the termination or removal of the temporary reservation.

- (4) Conditional approval. To reduce any potential hardship imposed on a divider/developer by a temporary reservation of land or an interest in land for possible public acquisition, the Village Board (or the Village Plan Commission or Village Zoning Administrator with respect to a site and operational plan under § 420-56 of the Village Code) shall permit the plat, certified survey map, or development plan to show the ultimate treatment of the land affected by such reservation in the event that the reserved land or interest therein is not acquired for a public purpose. Such approved ultimate treatment shall be expressly conditioned, on the face of the plat, certified survey map, or development plan, upon the termination or removal of the reservation. Such conditional approval shall not be effective until the termination or removal of the reservation.

E. Compensation.

- (1) Amount of compensation. Whenever an interest in land is to be dedicated or acquired after a temporary reservation for possible public acquisition, under circumstances requiring the payment of just compensation, the amount of compensation shall be determined in accordance with the provisions of Ch. 32, Wis. Stats., as amended from time to time.
- (2) Disagreement on amount of compensation. Whenever the Village Board shall have determined that the payment of just compensation is required in connection with the acquisition of land or an interest in land, but the amount of compensation to be paid cannot be agreed upon by the Village Board and the divider/developer (and the owner, if the divider/developer is not the owner) prior to the Village Board's final approval of the plat, certified survey map, or development plan, the interest in the land in question shall be temporarily reserved for possible public acquisition, and any acquisition shall be made in accordance with the provisions of Ch. 32, Wis. Stats., as amended from time to time.

F. Statement of dedications and restrictions.

- (1) Dedications. Whenever an interest in land is dedicated on a plat or certified survey map, the plat or certified survey map shall show and describe the boundaries of the land affected by the dedication and shall contain a statement of the purpose of the dedication and the interest dedicated.
- (2) Restrictions. Whenever land included in a plat, certified survey map, or development plan is subject to restrictions running with the land, the plat, certified survey map, or other recordable document shall contain a statement of such restrictions and a description of the area to which they apply. Alternatively, such restrictions may be included in a separate, recordable document, but such restrictions shall be referred to on the face of the plat, certified survey map or development plan and shall be recorded by the divider/developer with the plat or map. Any restrictions required by the Village Board shall expressly state that they are intended to benefit the Village, that they are enforceable by the Village and that they shall not be modified without the express written consent of the Village Board.

G. Acceptance of dedications. Dedications of interest in land shown on any final plat or certified survey map shall be deemed to be accepted by the Village Board upon granting final approval of such plat or map.

H. Environmental investigations.

- (1) Investigations; tests. The Village Board (or the Village Plan Commission or Village Zoning Administrator with respect to approval of a site and operational plan under § 420-56 or with respect to approval of a residential development plan under § 420-57.6 of the Village Code) may, as a condition to approval of any proposed plat, certified survey map, or development plan, make or cause to be made, at the divider's/developer's cost, such investigations or tests regarding possible environmental contamination or pollution of land that is affected by dedications for public improvements, facilities or uses to serve the proposed land division or development as the Board deems to be reasonable and prudent under the circumstances.
- (2) Remedial action. If such investigations or tests demonstrate that the land is contaminated or polluted, the Board (or the Village Plan Commission or Village Zoning Administrator with respect to approval of a site and operational plan under § 420-56 or with respect to approval of a residential development plan under § 420-57.6 of the Village Code) may require the divider/developer, as a condition to final approval of the plat, certified survey map, or development plan, to take reasonable and appropriate remedial action to protect the public health, safety and welfare and to protect the Village from potential liability.
- (3) Representations; warranties. The Village Board (or the Village Plan Commission or Village Zoning Administrator with respect to approval of a site and operational plan under § 420-56 or with respect to approval of a residential development plan under § 420-57.6 of the Village Code) may also, as a condition to final approval of any proposed plat, certified survey map, or development plan, require the divider/developer to make such representations and warranties regarding possible contamination or pollution of land affected by proposed dedications for public improvements, facilities or use as the Board (or the Plan Commission or Zoning Administrator) deems to be reasonable and prudent under the circumstances.
- (4) Indemnity; hold harmless. In circumstances where the Board concludes that there is risk of liability to the Village, the Board (or the Village Plan Commission or Village Zoning Administrator, having made such a conclusion with respect to approval of a site and operational plan under § 420-56 or with respect to approval of a residential development plan under § 420-57.6 of the Village Code) may require the divider/developer to agree to indemnify the Village for, and hold the Village harmless against, all costs, damages and liability potentially resulting from contamination or pollution of land affected by dedications for public improvements, facilities or use