



# Schedule of Permit and Development Application Fees

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 Pleasant Prairie WI 53158  
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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If an application for a permit, certificate, or approval is withdrawn after the review and processing of such application has substantially commenced, the application fee may not be refunded.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>	
<p><b>Effective Date: January 1, 2022</b></p>	

## SINGLE FAMILY AND TWO FAMILY PERMIT FEES

### Building Permit Application Fees

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

### Building Permit Inspection Fees

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

### Zoning Permit Fees

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

### Other Fees

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
Sign Application Permit Fees	See Page 4
Business License 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.



**CALL THE ASSESSING DEPARTMENT AT 262.925.6726 WITH ANY QUESTIONS**

## 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:

Water Meter Size (Inches)	Capacity	Meter Equivalent
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.

Type	Fire and EMS	Police	Public Works	Park & Recreation	Total
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.