

113.4 Administrative Fees Policy

- I Special Meeting of the Town Board
- II Driveway, Field Road and Trail Permit Applications
- III Zoning Change Applications
- IV Liquor Licenses
- V Dog Licenses
- VI Document Copies and Searches

SECTION I – SPECIAL MEETING OF THE TOWN BOARD

The Town may engage the services of an engineer, attorney, planner or other expert to advise the Town on the merits of a petition or request, and the petitioner shall reimburse the Town for all such expenses incurred. If a special meeting of the Town Board is requested by a petitioner to meet a deadline, the petitioner shall pay a base fee.

Fee	Base
	\$250

SECTION II – DRIVEWAY, FIELD ROAD AND TRAIL ACCESS PERMIT APPLICATIONS

	Base Fee
Driveway Permit	\$300
Field Road Access Permit	\$25
Trail Access Permit – When modifying right-of-way	\$25
Fee for each subsequent inspection for non-complying driveways when more than 3 inspections are required	\$200

SECTION III – ZONING CHANGE APPLICATIONS

	Base Fee
Pre Application Concept Review by Plan Commission	No Charge
Pre Application Site Visit	\$100/Nonrefundable*
*Credited against subsequent petition to amend	
Petition to amend Zoning Maps in Industrial and Commercial	\$800
Petition to amend Zoning Maps in All Other Districts	\$650
Request to Rezone from the Exclusive Agriculture District (EA)	Base Fee plus \$100
Application involving Shoreland-Wetland or Inland-Wetland Districts	Base Fee plus \$125
Farmland Preservation Zoning Conversion Fee for Exclusive Agriculture Zoning District (EA) or A-3 (AG)	Base Fee plus \$55/Acre
Petition to amend Exclusive Ag (EA) to Single Family Residential (SFR) or Agricultural (AG)	\$265
Conditional Use for primary farm in Exclusive Ag District (EA)	\$265
Residential Conditional Use	\$550 plus \$36 Digital Mapping Maintenance Fee
Communication Tower Conditional Use	\$3,200 plus \$36 Digital Mapping Maintenance Fee
Mineral Extraction Conditional Use	\$1,200 plus \$36 Digital

Variance	Mapping Maintenance Fee
Appeal to the Board of Adjustments	\$450
Zoning Certificate under Wisconsin Farmland Preservation Act	\$350
Administrative Determination of navigability of any Lake, Pond Flowage, River or Stream	\$30/Each
Administrative Determination of Flood Plain Status	\$125
Preliminary Density Study	\$125
General Development Plan (GDP)	\$100
Amend previously approved GDP or for review of Specific SIP	\$400 plus \$5/Acre
Rural Planned Unit Development District	\$1,000
	\$500 Initial GDP
	\$500 Amendment or SIP
Additional fees to correct application errors or unusual application requests will be assessed to the application based on actual cost for the administrative services	Actual Cost

SECTION IV – LIQUOR LICENSES

	Base Fee
Class B Retailer's Fermented Malt Beverage (beer)	\$100
Class B Intoxicating Liquor	\$200
Operator's License	\$5
Cigarette & Tobacco Products Retail License	\$5

SECTION V – DOG LICENSES

	Base Fee
Multiple Dog License	\$42
Neutered or Spayed Dog	\$12.50
Not Neutered or Spayed Dog	\$17.50
Delinquent Fee	\$5

SECTION VI – DOCUMENT COPIES AND SEARCHES

	Base Fee
Photo Copies 8 1/2 x 11, 8 1/2 x 14, or 11 x 17	\$0.25/Sheet
Larger Sizes	Actual Printing Cost
Audios	Actual Cost plus Device
Postage	Actual Cost
Computer Records	\$0.25/Sheet
Research Time	First \$50 is Free, \$19/Hour thereafter
Title Searches	\$25/Parcel Number

Dated this 18th day of December, 2017

Posted: December 19, 2017

Brenda Kahl, Clerk/Treasurer
Jeff Davis, Supervisor
Joe Kruchten, Supervisor

Anthony Varda, Chair
Michael Statz, Supervisor
Duane Haag, Supervisor