

113.4 Administrative Fees Policy

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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.

Base Fee
\$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 Mapping Maintenance Fee

Variance	\$450
Appeal to the Board of Adjustments	\$350
Zoning Certificate under Wisconsin Farmland Preservation Act	\$30/Each
Administrative Determination of navigability of any Lake, Pond Flowage, River or Stream	\$125
Administrative Determination of Flood Plain Status	\$125
Preliminary Density Study	\$100
General Development Plan (GDP)	\$400 plus \$5/Acre
Amend previously approved GDP or for review of Specific SIP	\$1,000
Rural Planned Unit Development District	\$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
Hard Copies: 8 ½ x 11, 8 ½ x 14, or 11 x 17	
Per Page (black and white)	\$0.19
Per Page (color)	\$0.24
Hard Copies: Larger than 11 x 17	Actual Printing Cost
Electronic Copies: DVD or Flash Drive	Actual Cost of Device
Audios	Actual Cost plus Device
Postage	Actual Cost
Research Time	First \$50 is Free, \$20.32/Hour thereafter
Title Searches	\$25/Parcel Number

Dated this 17th day of December, 2018

Posted: December 19, 2018

Brenda Kahl, Clerk/Treasurer
Jeff Davis, Supervisor

Anthony Varda, Chair
Michael Statz, Supervisor

Joe Kruchten, Supervisor

Duane Haag, Supervisor