

## 113.4 Administrative Fees Policy

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- III Zoning Change Applications
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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

	<b>Base Fee</b>
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

	<b>Base Fee</b>
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**

	<b>Base Fee</b>
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**

	<b>Base Fee</b>
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**

	<b>Base Fee</b>
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 17<sup>th</sup> 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