113.4 Administrative Fees Policy

I Special Meeting of the Town Board
II Driveway, Field Road and Trail Permit 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
	$250.00

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

	Base Fee
Driveway Permit	$400.00
Field Road Access Permit	$25.00
Trail Access Permit – When modifying right-of-way	$25.00
Fee for each subsequent inspection for non-complying driveways when more than 3 inspections are required	$200.00

SECTION III – ZONING CHANGE APPLICATIONS

	Base Fee
Pre Application Concept Review by Plan Commission	No Charge
Pre Application Site Visit *Credited against subsequent petition to amend	$100.00/Nonrefundable*
Petition to amend Zoning Maps in Industrial and Commercial	$1,000.00
Petition to amend Zoning Maps in All Other Districts	$950.00
Application involving Shoreland-Wetland or Inland-Wetland Districts	Base Fee plus $125.00
Farmland Preservation Zoning Conversion Fee for Exclusive Agriculture Zoning District (EA) or A-3 (AG)	Base Fee plus $55.00/Acre
Petition to amend Exclusive Ag (EA) to Single Family Residential (SFR) or Agricultural (AG)	$265.00
Conditional Use Permit	$950.00
Communication Tower Conditional Use (Other Eng. Consultant Fee $5,000)	$1,850 plus $36.00 Digital Mapping Maintenance Fee
Mineral Extraction Conditional Use	$1,850 plus $36.00 Digital Mapping Maintenance Fee
Variance or Appeal to the Board of Adjustments	$950.00
Zoning Certificate under Wisconsin Farmland Preservation Act	$30.00/Each

Administrative Determination of navigability of any Lake, Pond Flowage, River or Stream	$125.00
Administrative Determination of Flood Plain Status	$125.00
Preliminary Density Study	$100.00
General Development Plan (GDP)	$600.00 plus $5.00/Acre
Review of Specific SIP	$1,100.00
Rural Planned Unit Development District	$500.00 Initial GDP $500.00 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)	$100.00
Class B Intoxicating Liquor	$200.00
Operator's License	$5.00
Cigarette & Tobacco Products Retail License	$5.00

SECTION V – DOG LICENSES

	Base Fee
Neutered or Spayed Dog	$22.50
Un-Neutered or Un-Spayed Dog	$33.50
Neutered or Spayed Puppy (5 months old by July 1)	$21.00
Un-Neutered or Un-Spayed Puppy (5 months old by July 1)	$29.50
Multiple Dogs (Kennel) License (includes up to 12 dogs)	$60.50
Additional Tags (for dogs over the 12 included in the Multiple Dog License)	$33.50
Delinquent Fee	$5.00

SECTION VI – DOCUMENT COPIES AND SEARCHES

	B**ase 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 $50.00 is Free, $35.00/Hour thereafter
Title Searches	$25.00/Parcel Number

Dated this 15th day of December, 2025

Brenda Kahl, Clerk/Treasurer
David Evert, Supervisor
Nichole Schwoerer, Supervisor

Posted: December 18, 2025

Duane Haag, Chair
Michael Statz, Supervisor
Derek Statz, Supervisor