



Town of WAUKESHA

APPLICATION FOR TOWN MEETINGS

PARCEL IDENTIFICATION:

Address/Legal Description

Tax Key Number

I, the undersigned, have emailed to clerk@townofwaukesha.us one (1) electronic copy (PDF) and provided eleven (11) paper copies of this application, required drawings, maps and supporting documents to the Town Clerk-Treasurer at the Waukesha Town Hall on or before the second Thursday the month.

RESPONSIBLE PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:

Print Name

Signature

Date

Street

City

State

Zip

Phone

Email

Planning Activity	Application Fee ⁽¹⁾
<input type="checkbox"/> Conceptual Development Review	\$50.00
<input type="checkbox"/> Site Plan/Plan of Operation	Original: \$200.00 Amendment: \$100.00
<input type="checkbox"/> Conditional Use	Original: \$300.00 Amendment: \$200.00
<input type="checkbox"/> Rezone	\$225.00
<input type="checkbox"/> Certified Survey Map	Conceptual: \$150.00 + \$15/lot Final: \$200 + \$15/lot
<input type="checkbox"/> Preliminary Plat	\$500.00 + \$30/lot
<input type="checkbox"/> Developer's Agreement	\$50.00
<input type="checkbox"/> Declaration of Restrictions	\$50.00
<input type="checkbox"/> Preliminary Plat (Re-Submittal)	\$400.00
<input type="checkbox"/> Final Plat	\$400.00 + \$30/lot
<input type="checkbox"/> Final Plat (Re-Submittal)	\$400.00
<input type="checkbox"/> Accessory Buildings (Requiring PC Review)	\$65.00
<input type="checkbox"/> Sign	\$70.00 + \$0.50 per square foot of sign face
<input type="checkbox"/> Smart Growth Plan Amendment	\$200.00
<input type="checkbox"/> Board of Appeals Review	\$300.00
<input type="checkbox"/> Other (Specify) _____	\$50.00
<input type="checkbox"/> After-the-Fact Review	Application Fee Doubles

Footnote ⁽¹⁾: The above stated application fee does not include professional service fees provided by the Town Attorney, Town Engineer, Town Planner or any other of the Town's professional staff required to review said planning activity.



Town of WAUKESHA

Official Use Only:

Project Name:

File Date: _____

MEMORANDUM OF UNDERSTANDING FOR PROFESSIONAL STAFF SERVICES

Pursuant to the Town of Waukesha Code of Ordinance 3-1-24, the Town of Waukesha Town Board has determined that whenever the services of the Town Attorney, Town Engineer, Town Planner or any other of the Town's professional staff results in a charge to the Town for that professional's time and services and such service is not a service supplied to the Town as a whole, the Town Clerk-Treasurer shall charge that service for the fees incurred by the Town. Fees are charged on an hourly basis or portion thereof at a rate that is in effect at the time the professional service is performed. Also, be advised that pursuant to the Town of Waukesha Code, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

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I, the undersigned, have been advised that, pursuant to the Town of Waukesha Code, if the Town Attorney, Town Engineer, Town Planner or any other Town professional provides services to the Town pursuant to my activities, or my request, or at the request of the Town, I shall be responsible for the professional service fees incurred by the Town, in addition to the application fee.

<input type="checkbox"/> Town Attorney	John P. Macy	\$199.00/hr
<input type="checkbox"/> Town Engineer	Chris Genellie	\$157.00/hr
<input type="checkbox"/> Town Planner	Jamie Rybarczyk	\$115.00/hr

Footnote ⁽¹⁾: The above discussed professional service fee estimates have been provided to the Responsible Party and/or Property Owner based on information available to discuss during a scheduled planner appointment. If during the review of said planning activity the professional staff believes the professional service fee estimates will be exceeded based on unexpected legal, engineering, and/or planning circumstances, the professional staff will contact the Responsible Party and/or Property Owner to discuss said circumstances before continuing further with the review of said planning activity. Changes to professional service fee estimates must be authorized by the Responsible Party and/or Property Owner in writing or by electronic media (i.e. email).

RESPONSIBLE PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:

*Print Name**Signature**Date*

*Street**City**State**Zip*

*Phone**Email***PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

*Print Name**Signature**Date*

*Street**City**State**Zip*

*Phone**Email*