



PLAN COMMISSION MISCELLANEOUS APPLICATION

No Application Fee for Miscellaneous Services
Application is due 3 weeks prior to the meeting date

235 Hickory St - Pewaukee WI 53072—villagehall@villageofpewaukeewi.gov—262-691-5660

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: _____ Tax Key: PWV _____

Zoning of Property: _____ Property Owner Name: _____

Property Owner Email: _____ Property Owner Phone #: _____

APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Applicant Name: _____ Applicant Phone #: _____

Applicant Address: _____

Applicant Email: _____

TYPE OF REQUEST: CHECK ALL THAT APPLY

- Sign Plan Approval
- Preliminary Plat Approval
- Final Plat Approval
- Developer's Agreement
- Certified Survey Map
- Other (Describe) _____

SIGNATURES

Application will not be processed without a completed Professional Services Agreement.

This signature authorizes the Village of Pewaukee to process the consultation application proposed for my property and further authorizes the Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this application.

Signature of Current Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

DIRECTIONS

Please include the following required items with this application:

1. One paper copy of the submittal, including plans/drawings/applicable attachments. **11 paper copies are only required for documents larger than ledger size (11" X 17").**
2. One digital copy of the submittal, including plans/drawings/applicable attachments. (Jump drive)
3. Completed Professional Services Reimbursement Form.

For Office Use Only Staff Initials: _____ Date/Time Received: _____



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

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PROPERTY INFORMATION

Property Address: _____ Tax Key: PWV _____
Property Owner's Name: _____ Phone Number: _____

RESPONSIBLE PARTY INFORMATION - *All invoices will be mailed to this address.*

Business Name: _____ FEIN: _____
Person Responsible for Payment / Business Contact Name: _____
Mailing Address: _____
Responsible Party / Contact Phone Number: _____
Responsible Party / Contact Email Address: _____

AGREEMENT / SIGNATURES - *Property Owner signature is required.*

Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff or other expert consultants are retained by the Village in order to complete a proper project review results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

By signing this form, I, the undersigned, have been advised that pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner, or any other Village professional staff or other expert consultants retained by the Village in order to complete a proper project review provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.

Property Owner Signature: _____ Printed Name: _____ Date: _____

Applicant Signature: _____ Printed Name: _____ Date: _____

For Office Use Only Staff Initials: _____ Date Received: _____