

STATE OF WISCONSIN - VILLAGE OF PEWAUKEE - WAUKESHA COUNTY

ORDINANCE NO.2025-16

**VILLAGE OF PEWAUKEE
TO AMEND THE CURRENT FEE SCHEDULE FOR CLERK AND POLICE DEPARTMENT
LICENSES, PERMITS, AND SERVICES**

The Village Board of the Village of Pewaukee does ordain as follows:

WHEREAS, Wisconsin State Statute 61.34 provides that the Village Board shall have management authority and control over the finances of the Village, and

WHEREAS, the Village Board desires to establish and maintain a fee schedule to assist in covering the cost of issuing permits and licenses and providing certain services related to the Clerk Department activities so these costs do not become the burden of the general Village taxpayer;

NOW, THEREFORE, BE IT ORDAINED, the following fees shall take effect January 1, 2026 upon posting as required by law:

2026 Schedule of Village Fees

Alcohol Licenses (Annually)

a. Class "A" Beer License	\$100
b. "Class A" Liquor License	\$500
c. Class "B" Beer License	\$100
d. "Class B" Liquor License	\$500
e. Class "C" Wine License	\$100
f. (License through State) "Class B" Reserve License	\$10,000 (year one)
g. Publication Fee	Actual Cost of Publication
h. Operator/Bartender License (ord. 6.121)	\$50 Annually
i. Provisional Operator License (valid 60 days)	\$15
j. Temporary Alcohol License (Picnic) (Class "B" Beer /"Class B" Wine)	\$10/day or consecutive days
k. Change of Agent	\$10

Village Fees

a. Cigarette/Tobacco & Vaping License (ord. 7.102)	\$100 Annually
b. Coin Operated License (ord. 18.111(c))	\$35/device Annually
c. Distributor/Amusement Licenses (ord.18.111(a))	\$75 Annually
d. Transient Merchant Permit (ord. 18.122)	\$50
e. Food Vendor License (if separate from special event) (ord.18.112)	\$40

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| f. Yard Waste Permit (per calendar year) (vb mtg 12.21.22) | \$35 |
| i. Mailing Fee | \$1 |
| g. Dog License (ord. 10.117) | |
| i. Spayed/Neutered | \$15 |
| ii. Unspayed/Unneutered | \$20 |
| iii. Late Fee (After March 31 st) | \$5 |
| iv. Kennel License (3 or more dogs) | \$10 |
| v. Mailing fee | \$1 |
| h. Weights and Measures Fee (Ord. 18.140) – Fees are Passed through to businesses as assessed by the State of Wisconsin. | |
| i. Conditional Use Application | \$190 |
| j. Zoning Board of Appeals Application | \$190 |
| k. Re-Zoning Application | \$190 |
| l. Chicken Keeping Permit | \$25 |
| m. Dumpster Permit Application | \$75 Every 30 Days |
| n. Sign Permit Application | \$2.50/sq ft + \$50 base fee |
| o. Special Event Permit Application | \$300 (road closures only) |
| p. Transient/Short Term Lodging Application | \$200 Annually |
| q. Right-of-way Permit (ord. 78.111): | |
| i. Driveway/Sidewalk/other terraces <u>per location</u> less than 1,000 feet | \$150 |
| ii. All Utility/Communications application fee <u>per location</u> over 1,000 feet | \$250 |
| 1. Boring per 1,000 feet | \$250 |
| Minimum | |
| Forfeit deposit of \$1,000 if work is started or completed prior to approval of permit | |
| iii. <i>If all required documents are not received within 30 days of the notice of denial, the application process will start over and a new application and application fee will apply.</i> | |
| r. Street Dining/ Public Space Dining Use (Seasonally) | |
| i. Up to 100 sq. ft. | \$25.00 |
| ii. 101-200 sq. ft. | \$50.00 |
| iii. 201-300 sq. ft. | \$75.00 |
| iv. 301-400 sq. ft. | \$100.00 |
| v. 401-500 sq. ft. | \$150.00 |
| vi. 501 and up | \$225 |
| s. Golf Cart Registration (ord. 86.150) | \$50 Initial fee, \$30 Annual Renewal Fee |
| t. Mobile Home License (ord. 18.161) | \$100 Annually |

Cemetery Fees – See Resolution 2025-14

Utilities

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| a. Water Service Hookup Fees | \$800 |
| b. Sewer Service Hookup Fees | \$1,600 |
| c. Hydrant Meter Rental | |
| i. Non-Refundable Rental Fee | \$50 |
| ii. Refundable Deposit Fee | \$1,000 |
| iii. Refundable Wrench Deposit Fee | \$50 |
| iv. Each Additional Week Charge | \$20 |
| v. Additional Month Charge | \$50 |
| d. Private Well Application | \$50 (5 yrs) |
| e. Sewer Deduct Meter | \$40 per quarter |
| f. Water Service Reconnect Fees | |
| i. \$50 | |
| ii. \$100 Outside office hours/Weekends | |

Village Services

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| a. Special Assessment Letter (5 business days) | \$40 |
| b. Special Assessment Letter (same day - rush) | \$60 |
| c. Copies per page (letter to ledger size) | \$0.25 (includes sales tax) |
| d. Copies larger than ledger size Admin Fee | \$15 + the actual cost from an outside vendor + sales tax |
| e. Copies onto a USB | \$15 |
| f. Notary Service per document/page (\$ 140.02(9)) | \$5 per document |
| g. Weed Cutting – Administration Fee in addition to the actual cost of outside vendor service | \$25 |
| h. Snow Removal/Sidewalk Clearing Administration Fee in addition to the actual cost of outside vendor service | \$25 |
| i. Non-Sufficient Check Return Fee (NSF) in addition to the actual cost of the certified letter mailing fee | \$40 |

Police Services

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| a. Quarterly Parking Permit | \$30 + sales tax |
| b. Semi-Annual Parking Permit | \$60 + sales tax |
| c. Annual Parking Permit | \$108 +sales tax |
| d. Warrant Fee | \$30 |
| e. Vehicle Storage per Day | \$35 |
| f. Fingerprinting (ink or digital) | \$30 |
| g. Preliminary Breath Testing (one-time fee) | \$20 |

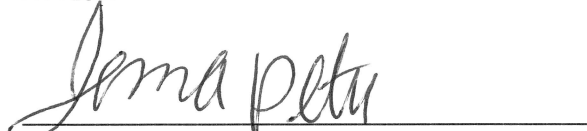
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| h. Collection of Funds upon Execution (max fee = \$60) | 10% on the first \$300
5% on the second \$300
3% over \$600 |
| i. Open Record Requests | |
| i. Copies per Page (letter size) | \$0.25 |
| ii. Copies per Disc | \$5 |
| iii. Colored Photos per Page | \$2 |

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of other portions of the ordinance. This Ordinance shall take effect January 1, 2026, and be in force upon this passage, publication, and posting as required by law. Adopted this 18th day of November 2025.



Jeff Knutson, Village President

ATTEST:



Jenna Peter, Village Clerk