

Waiver for Special Contract Fees

In accordance with Elm Grove Code of Ordinance §30-3, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §30-3 and will be subject to all appeal rights as stated in §30-3. These services include, but are not limited, work of the Village Attorney and Village Engineer.

I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §30-3.

Project _____

Owner _____

Owner Signature _____

Print Name _____

Date _____

Property Address and (current mailing address):

Chapter 30. FINANCIAL PROCEDURES

§ 30-3. Charge for Village professionals' contract fees.

[Added 12-17-2002]

A. Charges authorized.

- (1) Whenever the offices of the Village Attorney, Village Engineer or any other of the Village's contract professional staff are contacted for current services regarding a specific person's property, development or other special matter in the Village of Elm Grove by the Village President, Village Board member, Village Board Committee member, or Village Commission member or any representative, agent or designee of the same, or a property owner or any person or entity or a respective representative, if said contact results in a charge to the Village of Elm Grove for that professional's time and services and said service is not a service provided to the Village of Elm Grove as a whole, then the Village Manager shall be authorized to charge said person or entity for the current service provided and/or pursuant to the provision of § 66.0627, Wis. Stats., to impose a special charge for that current service to the benefited property owner for the fees incurred by the Village.
- (2) This section shall be enforced on the basis of the policy as established by the Village upon a recommendation of the Village Board Finance and Licensing Committee, by resolution enacted by the Village Board and revised from time to time that shall include schedules for cash deposits and other means of securing payment to the Village.

B. The Village Manager is authorized to invoice each person or entity for special charges, allowing a period of time, not more than 30 days, to pay for provided current services. The invoice shall include an itemized statement of the professional service fees provided.

C. The Village Clerk shall give each property owner, invoiced for current services, notice that a hearing may be requested before the Village Board Finance and Licensing Committee regarding the charges against the property. If a hearing is timely requested in writing within 20 calendar days of the mailing of the invoice for current services, the matter shall be heard in accordance with the provisions of this § 30-3 on the issue of the cost of professional fees incurred to benefit a specific land owner.

D. If any amount remains unpaid after the 30 days allowed for payment where no hearing has been timely requested, the Village Clerk shall automatically charge that delinquent amount, plus any applicable penalty and/or interest, against the current or next tax roll as a delinquent tax against the property pursuant to § 66.0627, Wis. Stats. In the event the invoice rendered to a property owner or the time allowing for payment precludes placement on the current year's tax roll, any such delinquent charge shall be extended to the following year's tax roll.

E. Upon receipt of a timely request for a hearing on the invoice for special charges, the Village Board Finance and Licensing Committee shall hold a hearing regarding same at its next regular meeting or, at its discretion, at a special meeting. Such hearing shall be preceded by posted public notice and written notice to the property owner.

F. When a timely hearing has been requested, no current charges for special services shall be placed on the tax roll until a hearing has been held and a decision has been rendered and reduced to writing. A copy shall be sent via first class mail, postage prepaid, to the property owner. Only that part of the charges for special services approved by the Village Board Finance and Licensing Committee may be placed on the tax roll after the property owner has been given 30 days to pay from the date of the Village Board Finance and Licensing Committee decision.

G. The Village, in addition or instead of the above, may follow any other legal means to collect the amounts due