



VILLAGE OF VERNON

Wisconsin

W249S8910 Center Drive • Big Bend, WI 53103 • 262-662-2039

Any individual with questions about a property or the planning process, must fill out this form completely and send the signed form to the Interim Clerk Administrator. Once the form is received, the Clerk/Administrator or his/her designee will email the Village of Vernon's Planner the information. Please note, once there is contact with the Village's Planning and Zoning Administrator, the individual will be charged for the fees they incurred talking with the Planner/Zoning Administrator.

PROFESSIONAL SERVICES FEES REIMBURSEMENT

Pursuant to the Village of Vernon Code of Ordinances, the Village of Vernon Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village staff or agent 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 Clerk shall charge that service for the fees incurred by the Village. Also, be advised that pursuant to the Village of Vernon Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

It will be the responsibility of the property owner or responsible party to attend all pertinent meetings and monitor all potential costs from the Village Attorney, Village Engineer, Village Planner or any other Village staff or agent. In the event the scope of the project changes, the property owner or responsible party needs to communicate said change to the Village Clerk. It is recommended that the property owner or responsible party meet with the Village Clerk's office to monitor any associated additional costs.

I, the undersigned, have been advised that, pursuant to the Village of Vernon Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional 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 by the Village. In addition, I have been advised that pursuant to the Village of Vernon Code of Ordinances, certain other fees, costs, and charges are my responsibility.

PROFESSIONAL SERVICES FEES

<input type="checkbox"/> Village Attorney	John Macy	\$210.00/ per hour
<input type="checkbox"/> Village Engineer	Andy Schultz	\$166.00 / per hour
<input type="checkbox"/> Village Planner	Shaun Mularkey	\$141.00 / per hour plus mileage

PETITIONER NAME & MAILING ADDRESS:

<i>First Name</i>		<i>Last Name</i>	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone (Home)</i>	<i>Phone (Mobile)</i>	<i>Email</i>	
<i>Signature</i>		<i>Date</i>	

PROPERTY OWNER NAME & MAILING ADDRESS (if different then above):

<i>First Name</i>		<i>Last Name</i>	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone (Home)</i>	<i>Phone (Mobile)</i>	<i>Email</i>	
<i>Signature</i>		<i>Date</i>	

TRAVEL TIME AND MILEAGE CHARGEBACK:

Please be advised that a (1) one hour travel time and mileage will be charged to the applicant. This charge will be divided by the number of planner appointments on the date requested. Revised 6-1-2023

