

ORDINANCE OF THE TOWN OF COTTAGE GROVE, WISCONSIN  
Adopted pursuant to Sec. 25.01 of the Town of Cottage Grove Code

Title: Fees and Bonds

Code Section(s) created, amended, or repealed	<u>Chapter 07</u>
Presented to Board by	<u>Town Clerk</u>
Committee Review by	<u>None</u>
Date(s) Public Hearing(s) held (if required)	<u>January 19, 2009</u>
Date adopted	<u>January 19, 2009</u>
Vote	<u>5-0</u>
Date of posting of adoption of ordinance	<u>January 23, 2009</u>
Date of publication of adoption of ordinance	<u>Not Required</u>

The Town Board of the Town of Cottage Grove does ordain as follows:

TCG Ord. Chapter 07 entitled "Fees and Bonds" is hereby amended to read as follows:

**CHAPTER 07 - FEES AND BONDS**

**07.01 SCOPE**

(1) FEES

(a) All fees established throughout the code of ordinances of the Town shall be submitted to the Town clerk's office along with a completed application as specified in the appropriate ordinance section. No application will be processed until all fees are received by the treasurer.

(b) The fees established throughout the code of ordinances of the Town are in addition to any fees specified elsewhere, and shall be paid to the Town treasurer in US currency, money order or check payable to: the Town of Cottage Grove. An itemized receipt shall be provided for all currency received.

(c) Any fee established by the Town board which is in effect at the time of application for a license or permit shall remain in effect for the entire term of the license or permit, provided the application is approved. In the event a re-application is made, the established fee which is in effect at the time of the re-application shall be considered the appropriate fee.

(2) BONDS

[Text to be developed.]

(3) FEE REVIEW

(a) All fee and bond schedules specified in the code of ordinances of the Town shall be reviewed annually by the Town board during the budget development process. Any changes deemed to be necessary during this process shall be presented in detail at the annual budget hearing specified in s. TCG 03.02(3)(a) and adopted along with the annual budget without the need for further action by the board. Any changes in such fees adopted as part of the annual budget shall not require ordinance amendment.

(b) All fees set forth in TCG 7.02 below are current as of December 31, 2008 and may be changed under sub (a) above or by resolution of the Town board without amendment of this ordinance. Any fee or bond schedule specified in the code of ordinances of the Town may be reviewed and amended by the Town board at any time outside the annual budget review process.

(c) Any fee specified in the code of ordinances of the Town which is dependent upon a fee established by another authority having jurisdiction may be amended by resolution of the Town board within 60 days of the Town clerk receiving official notice that the basic fee has been revised.

(4) FEE REFUNDS

The Town board may refund any fee specified in the code of ordinances of the Town which was received with an application provided the applicant requests the refund in writing prior to the start of processing of the application and the activity applied for is abandoned.

(5) EFFECTIVE DATE

This section shall take effect upon passage and publication.

**07.02 FEE SCHEDULES**

(1) HANDLING FEES

The Town may charge a handling fee, determined at \$5.00 per hour, with a minimum fee of \$5.00, in addition to any other fee specified in the code of ordinances of the Town to offset any extraordinary administrative costs.

(2) PHOTOCOPYING FEES

Unless otherwise specified in the code of ordinances of the Town, a photocopy fee of \$0.25 per page may be charged.

(3) PLAN REPRODUCTION FEES

A fee of \$5.00 per plan page may be charged for all sheets sized in excess of the capacity of the Town copy machine. Plan sheets sized for use on the Town copy machine may be charged the normal photocopying fee.

(4) COMPUTER INFORMATION FEES

Unless otherwise specified in the code of ordinances of the Town, information from computer files is available for the costs incurred in generating the data requested.

(5) MAILING LIST AND POLL LIST FEES

Unless otherwise specified in the code of ordinances of the Town, the fee for mailing lists or poll lists shall be \$25.00 for the first 1,000 names and \$5.00 for each 1,000 names thereafter. This fee shall be doubled if gummed labels are requested.

(6) SPECIALIZED PLOWING OPERATIONS FEES

Unless otherwise specified in the code of ordinances of the Town, the fee for specialized plowing services shall be \$50.00 per hour, with a minimum fee of \$50.00.

(7) OVERWEIGHT PERMIT FEES

Unless otherwise specified in the code of ordinances of the Town, a fee of \$20.00 per power unit shall be paid to the Town in addition to any fee specified in s. 348.25, Stats., which is paid to the Wisconsin Department of Transportation.

(8) TOWN HALL AND FLYNN HALL USE PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the Town, a "user" fee of \$125.00 shall accompany the permit application for use of the Town hall or Flynn hall facilities by other than recognized civic organizations.

(b) In addition to the fee specified in (a), a refundable "clean-up" deposit of \$50.00 shall accompany all permit applications. This deposit may be returned provided the facilities are cleaned to the satisfaction of the Town clerk or designee, following the function.

(9) CHANGE OF LAND USE FEES

(a) The fee for a change of land use, other than a request for a variance from a Town ordinance, shall be \$250.00.

(b) There is NO FEE for a request for a variance from a Town ordinance.

(10) ALCOHOL BEVERAGE LICENSE FEES

(a) Unless otherwise specified in the code of ordinances of the Town, the fee for an alcohol beverage license shall be determined in accordance with Table 07-05. The fee for each license category shall be specified on the application, and the total amount due shall be submitted with the application.

(b) Failure to submit the total fee due will delay processing of the application and may be considered grounds for refusal to issue or re-issue a license to the applicant.

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**TABLE 07-05**

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Reserve "Class B"[Intoxicating Beverage]	[\$10,000.00]
Class "A" [Beer]	[\$500.00]
Class "B" [Beer]	[\$100.00]
"Class A" [Liquor]	[\$500.00]
"Class B" [Liquor]	[\$500.00]
"Class B" [Winery]	[\$100.00]

“Class C” [Wine]	[\$100.00]
Operator	[\$25.00]
Manager	[\$25.00]
Temporary Class "B" [Picnic/Beer]	[\$10.00/day]
Temporary "Class B" [Picnic/Wine]	[\$10.00/day]

(11) EMERGENCY RESPONSE REIMBURSEMENT FEES

Unless otherwise specified in the code of ordinances of the Town, the fees for emergency services provided in accordance with the provisions of s. TCG 11.02(6)(b), and ss. 60.557 and 166.22, Stats., by the Cottage Grove Volunteer Fire Department, or on their behalf in accordance with a signed mutual aid agreement, shall be determined in accordance with Table 07-06.

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**TABLE 07 – 06**

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Fire Department Pumper	\$ 35.00 / Hour
Fire Department Tanker	\$ 25.00 / Hour
Fire Department Rescue Squad Truck	\$ 20.00 / Hour
Fire Department Utility Van	\$ 20.00 / Run
Fire Department Brush Truck	\$ 15.00 / Hour
"Jaws of Life"	\$ 20.00 / Run
Fire Suppressant Foam	\$ 16.00 / Gallon
Emergency Response Personnel – Each	\$ 5.25 / Hour

(12) DOG LICENSE FEES

Unless otherwise specified in the code of ordinances of the Town, a fee of \$4.25 per license, shall be paid to the Town in addition to the amount imposed by Dane county.

(13) NONMETALLIC MINING PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the Town, a permit fee of \$250.00, in addition to any fee specified in 07.02(9) if the application requires a change of land use, shall be paid to the Town for a nonmetallic mining permit.

(b) Failure to submit the total of all Town fees due at the time of application will delay processing of the application and may be considered grounds for refusal to issue or re-issue the nonmetallic mining permit.

(14) BLASTING PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the Town, the fee for a blasting permit shall be \$20.00 for a short term permit and \$100.00 for a long term permit, in addition to any fee specified in 07.02(9) if the application requires a change of land use. The fee for each permit category shall be specified on the application and the total amount due shall be

submitted with the application.

(b) Failure to submit the total fee due will delay processing of the application and may be considered grounds for refusal to issue or re-issue the nonmetallic mining permit.

(15) FIREWORKS USE PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the Town, the fee for a fireworks use permit shall be \$20.00.

(b) Failure to submit the total fee due will delay processing of the application and may be considered grounds for refusal to issue the permit.

(16) IMPACT FEES

[Fees to be developed.]

(17) EQUIPMENT RENTAL

The fee to be determined at the (going rate) at the time of rental by the appropriate Town official in consultation with the Town Board.

(18) EFFECTIVE DATE

This section shall take effect upon passage and publication.

Adopted this 19<sup>th</sup> day of January, 2009, by a vote of 5 for, 0 against, and 0 abstain.

*(Signed copy available in the Clerk's office)*

**TOWN OF COTTAGE GROVE**

\_\_\_\_\_  
Kris Hampton, Town Chair

**ATTEST:**

\_\_\_\_\_  
Kim Banigan, Town Clerk

Approved as to form as of this  
\_\_\_\_\_ day of \_\_\_\_\_, 2009.

**ANDERSON & KENT, S.C.**

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Constance L. Anderson  
Cottage Grove Town Attorney