

**Village of Hales Corners  
Plan Commission  
414-529-6161  
5635 S. New Berlin Rd., Hales Corners, WI. 53130**

**AGREEMENT FOR CHARGE BACK OF PLANNING AND DEVELOPMENT  
CONSULTING FEES**

Village of Hales Corners Resolution 16-57, A Resolution Authorizing Certain Officials to Execute an Agreement for Ongoing Planning and Development Services with Graef-USA, Inc., was adopted on September 12, 2016. The Resolution authorizes on-going planning and development services with Graef-USA, Inc., a professional engineering consulting company. Professional charges incurred with Graef-USA, Inc. on behalf of a **Plan Commission applicant's application or proposal** (to be submitted at time of Charge Back form submittal) to the Village of Hales Corners will be the responsibility of the applicant and/or property owner(s) for the cost of the services, in addition to the stated Plan Commission application fee.

**A signed Charge Back Agreement form by the property owner or applicant is required prior to being placed on a Plan Commission meeting agenda.** Graef-USA, Inc. will invoice the Village of Hales Corners, and subsequently the charges will be invoiced to you as the applicant. Failure to pay for charges incurred and invoiced to you per this agreement, may result in delays or no action regarding your application or proposal. The Village may follow any other legal means to collect the amount owed. The application fee is non-refundable.

**(A) Professional Fees Charge Back**

Whenever the Village incurs professional fees in considering certified survey map(s), subdivision plat(s), re-zoning petition(s), conditional use permit petition(s), site development applications(s), and/or other petition(s) related to the development of land in the Village, the Village shall charge the professional charges incurred by the Village to such applicant/property owner(s) pursuant to Wis. Stat. S 66.0627(4).

**(B) Time to Pay.** The Village shall give the applicant/property owner(s) billed for current services as provided for herein notice that they shall have a specified period of time not more than thirty (30) days to pay. Said notice shall include an itemized statement of the professional services fees being charged. Any disputed charges shall be submitted in writing to the Village Administrator. The Village may follow any other legal means to collect the amount owed. Additionally, the Village may charge all delinquent amounts, together with any interest and penalties, against the property on the tax roll as provided by law.

I, the undersigned, hereby acknowledge that I have read this agreement and I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village can assess them against my property as a special charge together with any accrued interest.

**Property Owner Signature \*Required:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Applicant's Signature (If not Property Owner):** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Footnote: Wisconsin Statute 66.0628  
Fees imposed by a political subdivision.

(1) In this section:

(a) "Political subdivision" means a city, village, town, or county.

(b) "Reasonable relationship" means that the cost charged by a political subdivision for a service provided to a person may not exceed the political subdivision's reasonable direct costs that are associated with any activity undertaken by the political subdivision that is related to the fee.

(2) Any fee that is imposed by a political subdivision shall bear a reasonable relationship to the service for which the fee is imposed.

(3) If a political subdivision enters into a contract to purchase engineering, legal, or other professional services from another person and the political subdivision passes along the cost for such professional services to another person under a separate contract between the political subdivision and that person, the rate charged that other person for the professional services may not exceed the rate customarily paid for similar services by the political subdivision.