



**AGREEMENT RELATED TO REIMBURSEMENT
FOR DEVELOPMENT REVIEW SERVICES
VILLAGE OF DEFOREST, WISCONSIN**

The Village of DeForest may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the Village's review of any proposal coming before the Planning & Zoning Commission, Zoning Board of Appeals, Extraterritorial Zoning Committees, and/or Village Board. The submittal of a development proposal application or petition by an applicant/petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may apply the charges for these services to the applicant/petitioner. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Applicant/Petitioner pays such fees. Review fees which are applied to an applicant/petitioner, but which are not paid, may be assigned by the Village as a special assessment to the subject property. The applicant/petitioner shall be required to provide the Village with an executed copy of this form as a prerequisite to the processing of the development review application:

_____, the Applicant/Petitioner for
(Name of Project) _____,

agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the Village, in the judgment of its staff, to obtain additional professional service(s) (e.g., engineering, surveying, planning, legal) to enable the Village to properly address, take appropriate action on, or determine the same, Applicant/Petitioner shall reimburse the Village for the costs thereof.

Dated this _____ day of _____, 20__

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
(Signature of Applicant/Petitioner)

(Printed Name of Applicant/Petitioner)

Business Name

Contact Name

Mailing Address

City, State, Zip

Phone Number

Email Address



Expectations and Tips: Cost Reimbursement for Village Development Review

Village Policy on Development Cost Reimbursement

Village ordinances require reimbursement for development review services outsourced to Village planning, engineering, and legal consultants. Applicants are asked to sign an “Agreement Related to Reimbursement for Development Review Services” to acknowledge this requirement. The Village’s policy is to assign consultant costs to the applicant because the applicant is the one generating the need for the service. This policy reduces the burden on the taxpayer and helps maintain a relatively small permanent Village staff.



Typical Development Review Costs

The development review costs provided on the table attached to this guide represent the Village planning and engineering consultants’ typical range of costs associated with each particular type of development review. This usually involves analysis and preparation of a written recommendation to a Village committee, board, or staff. Costs vary depending on a range of factors, including the type of application, completeness and clarity of the development application, complexity of the proposed development, whether a stormwater management plan is required by code, the degree of cooperation from the applicant, and the level of community interest.

Managing and Minimizing Development Review Costs

Applicants for Village development approvals can help manage and minimize their development review costs and often speed up development review by following these tips:

1. Talk or meet with Village Zoning Administrator before applying. Before you make significant investments in your project, the Zoning Administrator can help you understand

the feasibility of your proposal, which Village plans and ordinances will apply, the type and length of the review process, and how to prepare a complete application. The Zoning Administrator may also bring in the consulting planner to advise. The first hour is generally at no charge to the potential applicant.

2. For more complex projects, submit your project for conceptual review. Conceptual review of preliminary plans almost always saves time, money, stress, and frustration in the long run for everyone involved. Conceptual plans may be submitted to the Zoning Administrator, who may share them with the Village's consultants for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help identify key issues.
3. Submit a complete application. One of the most important things you can do to make your review process less costly is to submit a complete, thorough, and well-organized application that meets Village and State requirements. There are checklists built into the Village development approval applications to help you make sure your application is complete, but it is your or your professional's job to know Village ordinances and State law. To help you prepare an application that has the right level of detail, assume that the people reviewing it have never seen your property before, have no prior understanding of what you are proposing, and don't understand the reason for your request. Public infrastructure must be designed in accordance with State requirements and the attached "Village Design and Construction Guidelines for Public Works Projects." All stormwater management plans shall be designed to State and Village regulations, including WDNR Technical Standards.
4. Consider working with an experienced professional to help prepare your plans and application. Professional engineers, land planners, architects, surveyors, and landscape architects should be familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time for the Village's consultants to review, saving you money in the long run. Any project that includes site grading, stormwater management, or utility work; significant landscaping; or building remodeling or expansion generally requires professionals. For some less complicated proposals, you may prepare plans yourself. However, keep in mind that even though the project may be less complex, the Village's staff and consultants still need to ensure that your proposal meets all requirements, which can be pricier for "do-it-yourself" efforts. All plans must be prepared with care.
5. Hold a neighborhood meeting for larger and potentially more controversial projects. For these types of projects, one way to help the formal development review process go more smoothly is to host a meeting for the neighbors. This usually should happen before you even submit a development review application. A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions, and address issues in an environment that is less formal and potentially less emotional than a public meeting before a Village board or committee. Please notify the Zoning Administrator of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware; and document the outcomes of the meeting to include with your application.

Typical Village Planning and Engineering Consultant Review Costs

Type of Development Review Being Requested	Typical Planning Consultant Review Costs	Typical Engineering Consultant Review Costs
Minor Site/Building Plan (e.g., small building addition, more parking)		
When land use is permitted use in the zoning district	Up to \$700	\$2,500 to \$5,500 (Includes stormwater management plan review where required by code.)
When use also requires a conditional use permit	\$700 to \$1,400	
Major Site/Building Plan (e.g., new gas station, restaurant, apartments, industrial)		
When land use is a permitted use in the zoning district	\$800 to \$2,100	\$5,500 to \$ 15,000 (Includes stormwater management plan review; when public infrastructure is required, costs are typically on the higher end of this scale.)
When land use also requires a conditional use permit	\$1,700 to \$8,000	
Conditional Use Permit with no Site Plan Review	Up to \$700	
Rezoning		
To a standard (not Planned Unit Development) zoning district	\$400 to \$2,000	
To a PUD zoning district, including review of a General Development Plan	\$2,000 to \$5,000	
Land Division		
Certified Survey Map	Up to \$350	\$500 with no public infrastructure; \$500 to \$15,000 with public infrastructure
Preliminary Subdivision Plat	\$1,600 to \$2,800	\$15,000 to \$50,000 depending on size of plat (Full time construction observation is required, which results in a significant portion of the costs.)
Final Subdivision Plat	\$600 to \$1,400	
Annexation	Up to \$350	
Note on Potential Additional Review Costs: The Village also retains a Village Attorney, who gets involved when there are legal issues. Legal costs are not included above but will also be assigned to the development review applicant where required. The consulting planner, engineer, and attorney coordinate reviews to control costs. Consultant costs listed above do not include assistance with preparation or review of a development agreement, which are required for subdivision plats and other projects involving significant public infrastructure construction.		