

ESCROW FORM

Date: _____

Applicant Name: _____

Address: _____

Email: _____ Phone: _____

RE: APPLICANT CHARGES FOR TOWN PLANNING, ENGINEERING, AND RELATED SERVICES

You requested the Town of Port Washington take action regarding real estate owned by you or in which you have an interest. Your request **may** require that the Town of Port Washington engage the services of land use planners, engineers, attorneys, and/or other professional consultants to research, review and advise the Town regarding your request. Chapter 183 Article I of the Town Code requires you to pay the reasonable and necessary charges associated with the professional services.

To cover anticipated costs upfront, the Town of Port Washington requires that each applicant submit a fee to be placed in an escrow account in accordance with the attached schedule. A \$250 application fee and the proper escrow payment to the Town is required for each separate application and re-submittal of plans. The professional charges are billed at the range of rates shown below. **These charges are your responsibility, and are in addition to any other fees or costs payable by you for your requested actions. Your charges will be taken from your escrow account. If the charges exceed the upfront escrow payment, you will be billed monthly for all accrued costs, or asked to increase the escrow account. If the charges are less than the submitted escrow, you will be reimbursed the difference by the Town after final action regarding your request.**

Clarification of the estimate of charges for professional planning and engineering services provided to the Town for your application may be obtained in advance by contacting the Port Washington Town Clerk 262-284-5235, or Town Building Inspector, Roger Kison 414-333-4511, or Zoning Administrator Christy DeMaster 414-470-2277.

You are recommended to have a pre-application consultation with the Town Building Inspector/Zoning Administrator and/or Town Planner. The first 30 minutes of time for the consultation is paid for by the Town. Subsequent charges are billed by Town Building Inspector, Zoning Administrator and/or Town Planner to the Town, and then billed by the Town to the applicant or reduces the escrow. Examples of charges by the Town Building Inspector, Zoning Administrator, Town Planner or Town Engineer includes: site visits (including travel to and from the property), reviewing the application and accompanying materials, writing the report for Plan Commission meetings, and time spent on considering the application at Plan Commission meetings. **To expedite the review process and keep fees to a minimum, applicants are recommended to submit complete applications in accordance with Chapter 340 of the Town Code.**

You have the right to engage consultants of your own choosing, at *your* own expense, to assist you in presenting your application(s) and/or request(s) to the Town of Port Washington. However, the Town, per Chapter 183 Article 1 of the Town Code, still retains the right to engage professional services to review the work of your consultants and to bill you for their services.

SCHEDULE OF CHARGES FOR TOWN PLANNING AND RELATED SERVICES

Consultant	Rates	Other Charges
Town Planner	\$100/hour	<ul style="list-style-type: none"> • Travel time at hourly rate • Copies
Town Engineer	\$220/hour	<ul style="list-style-type: none"> • Travel time at hourly rate
Asst. Town Engineer	\$84 - \$165 / hour	<ul style="list-style-type: none"> • Copies
Town Attorney	\$160 to \$185/hour	<ul style="list-style-type: none"> • Long distance phone charges • Copies
Town Building Inspector/ Zoning Administrator	\$50-\$100 / hour	<ul style="list-style-type: none"> • Travel time at hourly rate
rate	* Rates subject to change without notice	

Applicant Signature: _____

(Applicant acknowledges they have read and understand all information presented in this document).