

NEW BUSINESS APPLICATION

information packet



City of Delafield Clerk's Office
500 Genesee Street
Delafield, WI 53018
262.646.6220

created
4/2014



Michele DeYoe
Mayor



Jeff Stoll
Chamber President
Owner-Stolley's Hogg Alley

On behalf of the City of Delafield and the Delafield Area Chamber of Commerce, we're excited you're considering a business venture here.

Delafield combines a friendly community feel, outstanding natural resources, a unique downtown shopping & business district, major thoroughfares and great proximity to metro areas. More than 400 businesses call Delafield home. With a blend of early American charm and highly-traveled streets, Delafield has a unique feel. Situated along I-94 with easy on/off access, the interstate is a "super highway" in the transportation industry for moving product around the Midwest with ease.

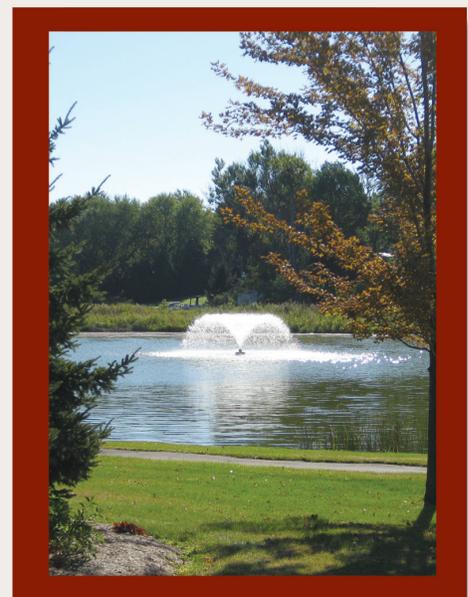
The City and the Delafield Chamber work closely together to promote business in Delafield. You are welcome to contact the Chamber to learn more about our area including housing, schools and any other questions you have. Also available through the Chamber are a number of guides, brochures, maps, etc. that will provide even greater insight to the city where more than 7,000 call the City of Delafield home.

The Delafield Chamber of Commerce is one of the strongest and most active service groups in the Lake Country area. Host to more than 12 community events, and 10 business member only networking events, the

Chamber and its members are active, visible and pioneering in their efforts to promote its membership, business, economic development, and the community.

The steps to opening a business in Delafield are thorough to ensure the city's unique qualities are upheld. Attached are the required forms that will help guide you through the process of relocating, building, or opening a business within an existing property in the City of Delafield. Feel free to reach out to City Hall (262) 646-6220 at any point during the new business plan of operation steps, to have questions answered or to seek more clarity.

On behalf of both the City of Delafield and the Delafield Area Chamber of Commerce, thank you for considering Delafield as your new business home. We look forward to meeting with you soon!



LOOKING TO START A NEW BUSINESS IN THE CITY OF DELAFIELD?

INTRODUCTION

The City of Delafield Plan Commission considers and acts on many types of permits including Business Plans of Operation, Conditional Uses, Certified Survey Maps and subdivision plats, etc... When completing this application, please complete and return only those sections that relate to what you are applying for.

BUSINESS PLAN OF OPERATION REQUIRED

All businesses in the City of Delafield must have Business Plan of Operation (BPO) approved by the City Plan Commission to conduct business. Use the following steps to apply for a Business Plan of Operation.

- Call Planner Roger Dupler at 414-949-8914 to set up a Wednesday morning appointment with the City Planner.
 - The City Planner reviews all Plan Commission agenda applications in person with the applicant to be sure they have everything they need to present to the Plan Commission for review and determination.
- Download from the City's website the Plan Commission Agenda Application or use the forms attached in this packet.
 - <http://www.cityofdelafield.com/forms.html>
- Complete page 1 which is contact information.
 - If you are the property owner and applicant, only the property owner section needs to be complete.
- Pages 2 and 3 have all of the items you could apply to the Plan Commission for.
 - Please use only Page 2, which refers to Business Plans of Operation.
- Check the first box for "New Business"
- Complete all of the information in the white box including your tax key (parcel id) number. You can find this information by going to Waukesha County's website: http://dwprd.waukeshacounty.gov/applications/production/ROD_TAX_LISTING/
- Bring your completed application and the \$50 application fee with you to your City Planner appointment.
- Once the City Planner determines your application is complete, your request will be placed on the next available Plan Commission meeting agenda.
- Deadlines for Business Plan of Operation applications are due 15 days prior to the next regularly scheduled Plan Commission meeting.
 - Plan Commission meetings are held the last Wednesday of the month at 7PM at City Hall in the Council Chambers unless otherwise noted.
 - Applicants MUST be in attendance at the meeting or action WILL NOT be taken by the Plan Commission.

SIGNAGE

Since you want to open a business, you'll probably need/want signage. All signs must be approved before installation. You can submit your signage application at the same time you submit the Plan Commission agenda application for a Business Plan of Operation.

- Download from the City's website the Permanent Sign Permit Application.
 - o <http://www.cityofdelafield.com/forms.html>
- Complete page 1 which is contact information.
 - o If you are the property owner and applicant, only the property owner section needs to be completed.
- Submit the following documents with the application:
 - o Site plan showing the location of the new signs on the property and pictures of the sign on the building.
 - o Color rendering showing the dimensions, color and text of each sign.
 - o \$175 application fee, made payable to the City of Delafield.
- Bring your completed submittal and the application fee to the Clerk's Office
- Complete submittals are forwarded to the City Planner via email for review.
- Once reviewed, the Clerk's Office will email you the Planner's findings and determination.
- If the sign is denied, the applicant may appeal to the Plan Commission by submitting a written request to the City Planner.

For more information on the City's signage requirements, [please click here](#) to be taken to the City's sign regulations in the Municipal Code.

If your business will be located Downtown, proposed signage may be subject to special regulations to maintain Delafield's historic character. If you schedule a meeting with the City Planner, he will let you know if your business is in this district. If it is, there will be sign size and lighting limitations and must conform to the approved Historic Color Palette. This palette may be referenced in the Clerk's Office.

WILL THERE BE ANY INTERIOR REMODELING?

If the space your business will be in requires any interior remodeling, please call the Building Inspector at 262-490-8222 or see him during office hours to see if any permits are required. Office hours are Monday through Thursday, 10:30 am to 12:30 pm.

WILL THERE BE ANY EXTERIOR REMODELING?

If your proposed business plans include modifications to the exterior of the building (including color changes) or changes to the parking or site plan, approval is required by the Plan Commission. Contact the City Planner at 414-949-8914 for assistance in preparing your application.

IF YOU ARE PROPOSING TO OPEN A BAR OR RESTAURANT

If you are proposing to open a bar or restaurant, please be aware that the City has a limited number of Combination “Class B Beer & Liquor” Licenses available. ****As of April 16, 2015, the City is out of Regular Combination Class B Liquor Licenses and has one Reserve Combination Class B Liquor License**.** Regular Licenses are \$600 for a period of one year. Reserve Licenses are \$600 for a period of one year and requires a one-time payment of \$10,000. There are no limits on the number of Class “B” (beer only) licenses the City can issue.

If a license is available, please follow the above steps to obtain a Business Plan of Operation and Signage. Also, follow the steps below to apply for a liquor license.

- Please contact the Clerk-Treasurer at 1-262-646-6220 to see if there are any available liquor licenses. If there are, make an appointment to review the application process and to obtain the required forms.
 - o State Statutes require a specific timeline for publishing and approving licenses. The Common Council approval process requires a minimum of seven (7) weeks advance notice.

- Combination “Class B Beer & Liquor” Licenses will not be granted by the Common Council until the following entities are complied with:
 - o Business Plan of Operation approval from the City Plan Commission.
 - o Lake Country Fire Department inspection.
 - o City Building Inspector inspection.
 - o Waukesha County Parks & Land Use Environmental Health Division inspection and license(s).

- Once approved by the Common Council, the Clerk’s Office will sign and release the licenses when all of the following outstanding fees have been paid to the City of Delafield:
 - o Plan Commission review fees
 - o Property Taxes (Real and Personal)
 - o Liquor License related fees
 - o Delinquent Special Assessments

NAMES & PHONE NUMBERS:

NAME	COMPANY	PH # / EMAIL
Gina C. Gresch, Clerk-Treasurer	City of Delafield	262-646-6220 ggresch@ci.delafield.wi.us
Roger Dupler, City Planner	SEH Inc.	414-949-8914 rdupler@sehinc.com
Scott Hussinger, Building Inspector	City of Delafield	262-490-8222
Kevin Keith, Interim Fire Chief	Lake Country Fire & Rescue Department	262-646-6235
Ilesha Speaks, Health Inspector	Waukesha County Parks & Land Use Environmental Health Division	262-896-8300



PLAN COMMISSION AGENDA APPLICATION

DEADLINES - Applications are to be submitted to the Clerk's Office by the following deadlines:

- * Regular applications are due **15 days prior** to the next regularly scheduled Plan Commission meeting.
- * Public Hearing applications are due **28 days prior** to the next regularly scheduled Plan Commission meeting

A complete submittal includes one set of the following documents:

- Completed and signed Plan Commission Agenda Application and Professional Services Reimbursement Form.
- Completed New Business Occupancy Form for the Police Department. (New Businesses only)
- Completed Lake Country Fire and Rescue Department Occupancy Inspection Statement & Invoice (New Businesses only)
- Application fee with check made payable to the City of Delafield.
- Any other documents as requested by the City Planner. **NOTE: If submitting plans larger than 11" x 17", please submit one (1) set of full-size plans which shall be folded as well as one reduced size copy.*

Plan Commission meetings are held the last Wednesday of the month at 7PM at City Hall in the Council Chambers unless otherwise noted. Applicants **MUST** be in attendance at the meeting or action **WILL NOT** be taken by the Plan Commission. Please contact City Planner Roger Dupler with any questions regarding this application at 414-949-8914, rdupler@sehinc.com.

~ INCOMPLETE SUBMITTALS WILL NOT BE POSTED TO THE AGENDA ~

PROPERTY OWNER INFORMATION

Name: _____

Signature: _____

Mailing Address: _____
Suite/Unit City State Zip

Phone - Day: _____ Phone - Evening: _____

E-Mail Address: _____

APPLICANT INFORMATION

(Skip if it is the same as above)

Name: _____

Mailing Address: _____
Suite/Unit City State Zip

Phone - Day: _____ Phone - Evening: _____

E-Mail Address: _____

**FOR OFFICE USE ONLY:
DATE SUBMITTED**

<u>TYPE OF REVIEW APPLICANT IS REQUESTING</u>		<u>FEE</u>
<u>Please check the box by the item you are applying for.</u>		
<input type="checkbox"/>	<p>BUSINESS PLAN OF OPERATION – NEW BUSINESS – Zoning Code Section 17.33</p> <p>Tax Key: DELC _____ <i>(must be filled in by the applicant)</i></p> <p>Business Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Suite/Unit City Zip </div></p> <p>Business Type: _____</p> <p>Business Name: _____</p> <p>Number of Employees: # _____ Part-Time # _____ Full-Time</p> <p>Proposed Hours of Operation: Weekdays: _____ a.m. to _____ p.m. Saturday: _____ a.m. to _____ p.m. Sunday: _____ a.m. to _____ p.m.</p> <p>Prior Tenant: _____ Signage Applied For: YES NO</p>	\$50
<input type="checkbox"/>	<p>BUSINESS PLAN OF OPERATION – AMENDMENT – Zoning Code Section 17.33</p> <p>Tax Key: DELC _____ <i>(must be filled in by the applicant)</i></p> <p>Business Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Suite/Unit City Zip </div></p> <p>Business Name: _____</p> <p>Amending: <input type="checkbox"/> Owner <input type="checkbox"/> Location <input type="checkbox"/> Hours <input type="checkbox"/> Employees <input type="checkbox"/> Use</p> <p>Amending From: _____</p> <p>Amending To: _____</p>	\$50
<input type="checkbox"/>	<p>BUSINESS PLAN OF OPERATION – TEMPORARY – Zoning Code Section 17.33</p> <p>Tax Key: DELC _____ <i>(must be filled in by the applicant)</i></p> <p>Business Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Suite/Unit City Zip </div></p> <p>Business Name: _____</p> <p>Reason for Temporary Business Plan of Operation: _____</p> <p>Date(s) of Operation: _____</p>	\$50



Lake Country Fire & Rescue

115 Main Street, Delafield, WI 53018

Dear Business Owner:

Welcome to the City of Delafield! We hope your preparation goes smoothly as you prepare to open your business. As representatives of the Lake Country Fire & Rescue, we would like to request that you contact our department to schedule an occupancy inspection prior to the opening of your business.

Lake Country Fire & Rescue is responsible for performing fire inspections twice a year. Beginning in 2015 we have instituted an occupancy inspection program for new business owners to ensure that your new business meets all the fire safety requirements of the City of Delafield and the State of Wisconsin prior to your opening. Our purpose is to ensure you, your staff and customers have a safe place to conduct business. The inspection should not take long and we will make every effort to schedule the inspection at your convenience. Please contact us at 262-646-6235 at least one week prior to the opening of your business to schedule your inspection.

There is a \$50 fee for this inspection payable to Lake Country Fire & Rescue. Please send a check to Lake Country Fire & Rescue, 115 Main Street, Delafield, WI 53018 or payment by check may be made at the time of inspection.

Thank you for your cooperation in this matter. Again, we welcome you and wish you much success in your business!

Sincerely,
The Staff of Lake Country Fire & Rescue

Business Owner: _____ Alt. Contact: _____

Phone: _____ Alt. Phone: _____

Email Address: _____

Name of Business: _____

Location: _____

Anticipated Date of Opening: _____ Check# _____

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- Application fee with check made payable to the City of Delafield.
- Any other documents as requested by the City Planner. **NOTE: If submitting plans larger than 11" x 17", please submit one (1) set of full-size plans which shall be folded as well as one reduced size copy.*

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PROPERTY OWNER INFORMATION

Name: _____

Signature: _____

Mailing Address: _____
Suite/Unit
City
State
Zip

Phone - Day: _____ Phone - Evening: _____

E-Mail Address: _____

APPLICANT INFORMATION

(Skip if it is the same as above)

Name: _____

Mailing Address: _____
Suite/Unit
City
State
Zip

Phone - Day: _____ Phone - Evening: _____

E-Mail Address: _____

**FOR OFFICE USE ONLY:
DATE SUBMITTED**

TYPE OF REVIEW APPLICANT IS REQUESTING		FEE
Please check the box by the item you are applying for.		
TAX KEY: DELC		<i>(must be filled in by the applicant)</i>
<input type="checkbox"/>	Conceptual Project Presentation SUBMITTAL DOCUMENTS <ul style="list-style-type: none"> • Written explanation of project • Scaled site plan (1" - 100 or larger scale) 	\$0
<input type="checkbox"/>	Certified Survey Map (CSM) SUBMITTAL DOCUMENTS – Zoning Code Section 18.31 <ul style="list-style-type: none"> • Certified Survey Map • Title Report 	\$200
<input type="checkbox"/>	Conditional Use Public Hearing / Permit SUBMITTAL DOCUMENTS – Zoning Code Section 17.40-42 <ul style="list-style-type: none"> • Scaled site plan (1" - 100 or larger scale) showing: <ul style="list-style-type: none"> • Property boundaries and dimensions, yard setbacks and easements • Existing building and proposed buildings elevations and floor plan • Existing and proposed driveways and off-street parking areas • Existing and proposed vegetation • Any additional information requested 	\$250
<input type="checkbox"/>	Conditional Use Public Hearing / Permit for Planned Developments General Development Plan (GDP) SUBMITTAL DOCUMENTS – Zoning Code Section 17.75-76 <ul style="list-style-type: none"> • Title Report • General site plan • General landscape plan • Building elevation plans (if available) • General grading and storm water management plan • Any additional information requested 	\$250
<input type="checkbox"/>	Conditional Use Public Hearing / Permit for Planned Developments Specific Implementation Plan (SIP) SUBMITTAL DOCUMENTS – Zoning Code Section 17.75-76 <ul style="list-style-type: none"> • Detailed site plan • Detailed landscape plan • Building elevation plans • Sign plans and colored rendering • Colored rendering of the building • Lighting plan (if required) • Construction site erosion control plan (if required) • Grading and storm water management plan (if required) • Any additional information requested 	\$300

Please check the box by the item you are applying for.

<input type="checkbox"/>	<p>Site Plan and Appearance Review SUBMITTAL DOCUMENTS – Zoning Code Section 17.28-29</p> <ul style="list-style-type: none"> • Detailed site plan • Sign plans and colored rendering • Colored rendering of the building • Lighting plan (if required) • Construction site erosion control plan (if required) • Grading and storm water management plan (if required) • Scaled site plan (1" - 100 or larger scale) showing: <ul style="list-style-type: none"> • Property boundaries and dimensions, yard setbacks and easements • Existing building and proposed buildings elevations and floor plan • Existing and proposed driveways and off-street parking areas • Existing and proposed vegetation • Any additional information requested 	<p>\$150</p>
<input type="checkbox"/>	<p>Extraterritorial Certified Survey Map – Zoning Code Section 18.31</p> <ul style="list-style-type: none"> • Certified Survey Map 	<p>\$75</p>
<input type="checkbox"/>	<p>Final Plat – Less than 20 acres – Zoning Code Section 18.27-28 SUBMITTAL DOCUMENTS</p> <ul style="list-style-type: none"> • Approved Preliminary Plat 	<p>\$190</p>
<input type="checkbox"/>	<p>Final Plat – More than 20 acres – Zoning Code Section 18.27-28 SUBMITTAL DOCUMENTS</p> <ul style="list-style-type: none"> • Approved Preliminary Plat 	<p>\$190 + \$2 per acre</p>
<input type="checkbox"/>	<p>Preliminary Plat – Less than 20 acres – Zoning Code Section 18.25-26 SUBMITTAL DOCUMENTS</p> <ul style="list-style-type: none"> • Preliminary Plat • Title Report 	<p>\$250</p>
<input type="checkbox"/>	<p>Preliminary Plat – More than 20 acres – Zoning Code Section 18.25-26 SUBMITTAL DOCUMENTS</p> <ul style="list-style-type: none"> • Preliminary Plat • Title Report 	<p>\$250 + \$2 per acre</p>
<input type="checkbox"/>	<p>Zoning / Comprehensive Plan Amendment</p> <p>From: _____ to _____</p> <p>SUBMITTAL DOCUMENTS – Zoning Code Section 17.87-88</p> <ul style="list-style-type: none"> • Plat of Survey with legal description • Concurrent approval requested by (please check one): <ul style="list-style-type: none"> <input type="checkbox"/> Certified Survey Map <input type="checkbox"/> General Development Plan (GDP) <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Conditional Use • If applying for a Comprehensive Plan Amendment also include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Written justification sighting Comprehensive Plan Goals and Objectives to support requested action 	<p>\$250</p>

ORDINANCE NO. 604

AN ORDINANCE REPEALING SECTION 2.12, AND CREATING SECTION 3.15 OF THE MUNICIPAL CODE OF THE CITY OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN RELATING TO CHARGE BACK OF ENGINEERING, LEGAL AND OTHER FEES TO PROPERTY OWNERS

THE COMMON COUNCIL OF THE CITY OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN, DOES ORDAIN AS FOLLOWS:

SECTION 1: Section 2.12 of the Municipal Code is repealed.

SECTION 2: 3.15 is created to read as follows:

3.15 CHARGE BACK OF ENGINEERING, LEGAL AND OTHER FEES TO PROPERTY OWNERS.

- (1) FEES OF CITY PROFESSIONALS CHARGED BACK. Whenever either the City Council, City Administrator, City Clerk or other City official has authorized an individual and/or a property owner in the City to contact or consult with the City Attorney, Engineer, Planner, Economic Development Consultant, or whenever the City Council, City Administrator, City Clerk or other City official, in the performance of their official duties and responsibilities, contacts or consults with the City Attorney, Engineer, Planner, Economic Development Consultant, or any other of City's Professional Staff, then the costs, fees and expenses associated with that contact or consultation shall be charged to the individual and/or property owner requesting or receiving the benefit of that contact or consultation, provided that the costs, fees and expenses do not result from a service provided to the residents of the City as a whole.
- (2) SIGNED REIMBURSEMENT NOTICE. Any individual and/or property owner who is subject to charges for fees or other professional services as provided in this section, shall be required to sign a written notice acknowledging the obligation to reimburse the City for professional fees and charges as provided herein. The failure of the applicant and/or property owner to sign the reimbursement notice shall not relieve the individual or property owner of their responsibility for reimbursement to the City for professional fees and expenses incurred as provided in this section.
- (3) PAYMENT AND OBJECTIONS. The City Clerk shall invoice each individual and/or property owner for professional charges as provided for herein, and the individual and/or property owner shall be responsible for payment of the invoice within thirty (30) days of the date of the invoice, or, in the event of an appeal as provided in this section, within thirty (30) days of the date of the Council's decision resolving the appeal.

Any property owner receiving an invoice as provided in this section, may, during the thirty (30) day period of time provided for payment, file with the City Clerk a written notice objecting to all or a portion of the invoice. Any written objection shall be submitted to the City Administrator, who shall attempt to resolve the objection with the individual and/or property owner. If the objection cannot be resolved within a reasonable period of time, the City Administrator shall notify the City Council and a hearing shall be scheduled as provided in subsection (6), below.

If a hearing is conducted as provided in subsection (6) below, the determination of the City Council as to the objection shall be final. The individual and/or property owner may, within thirty (30) days following issuance of the written decision, seek a judicial review of that decision. If a judicial review is not initiated within the thirty (30) day period of time allowed in this section, all further judicial reviews shall be barred. It is a condition to the maintenance of an appeal seeking a judicial review that any invoice issued under this section shall be paid when the invoice

becomes due. If there is a default in the making of any payment, the appeal seeking judicial review shall be dismissed.

- (4) **INTEREST ON SPECIAL ASSESSMENTS OR SPECIAL CHARGES.** In order to recover the entire cost of any work or improvement to be paid pursuant to this section the City shall charge interest at the rate of 1.5% per month for any amounts not paid within thirty (30) days of the date that the City Clerk invoices the individual and/or property owner.
- (5) **APPEAL TO CITY COUNCIL.** Upon receipt of an objection to any invoice issued to an individual or property owner for professional charges as provided in this section, and upon notice to the City Council that the objection has not been resolved administratively, the City Council shall hold a hearing regarding the objection at its next scheduled meeting or as soon as possible thereafter.

The property owner shall receive notice of the hearing, and shall be afforded an opportunity to appear in person, and/or by counsel. The City Council shall, after conducting a hearing on the objection, act on the objection. Written notice of the City Council's decision as to the objection shall be provided to the property owner.

- (7) **PLACEMENT ON TAX ROLL.** In the event payment of any invoice which is due, remains unpaid as of October 30 of each year, the amount of the invoice together with any accrued interest thereon shall be placed by the City Clerk on the tax roll of the benefitted property, as a charge for current services provided the property owner in accordance with the provisions of Wis. Stat. § 66.0627.

SECTION 3: All ordinances or parts of this ordinance conflicting or contravening the provisions of this ordinance are hereby repealed.

SECTION 4: This Ordinance shall become effective upon passage and publication as required by law.

Dated this 6th day of July, 2010.

CITY OF DELAFIELD

Ed McAleer, Mayor

ATTEST:

Gina C. Gresch, MMC/ WCPC
City of Delafield Clerk-Treasurer
Waukesha County

Date Adopted: July 6, 2010
Date Published: July 13, 2010
Effective Date: July 14, 2010



PERMANENT SIGN PERMIT APPLICATION

DEADLINES - Applications are to be submitted to the Clerk's Office 15 days prior to the next regularly scheduled Plan Commission meeting. Applications will be placed on the Consent Agenda for Plan Commission approval.

A complete submittal includes the following:

- **\$175 Application Fee**
- **Completed and signed application**
- **Site plan showing the location of the new signs on the property and/or building**
- **Color rendering showing the dimensions, color and text of each sign**
- **Photograph of existing building with indication of where sign is to be placed**
- ****Downtown properties are subject to the approved historic color pallet, which is on file at City Hall****

Following the Plan Commission meeting, if the Business Plan of Operation is approved, sign permit will be issued by the City Planner.

PROPERTY INFORMATION

Subject Property Address: _____ TAX KEY NUMBER: DELC
Number / Street / Suite

Subject Property Business Name: _____

APPLICANT INFORMATION

Applicant: _____ Phone: _____

Contact: _____ E-Mail Address: _____

Mailing Address: _____
Number / Street / Suite City State Zip

PROPERTY OWNER INFORMATION

Owner: _____ Phone: _____

Contact: _____ E-Mail Address: _____

Signature: _____

FOR OFFICE USE ONLY:

PRIOR TENANT: _____

B.P.O. APPLIED FOR/APPROVED: YES NO

FOR OFFICE USE ONLY: DATE SUBMITTED

ORDINANCE NO. 604

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- (2) SIGNED REIMBURSEMENT NOTICE. Any individual and/or property owner who is subject to charges for fees or other professional services as provided in this section, shall be required to sign a written notice acknowledging the obligation to reimburse the City for professional fees and charges as provided herein. The failure of the applicant and/or property owner to sign the reimbursement notice shall not relieve the individual or property owner of their responsibility for reimbursement to the City for professional fees and expenses incurred as provided in this section.
- (3) PAYMENT AND OBJECTIONS. The City Clerk shall invoice each individual and/or property owner for professional charges as provided for herein, and the individual and/or property owner shall be responsible for payment of the invoice within thirty (30) days of the date of the invoice, or, in the event of an appeal as provided in this section, within thirty (30) days of the date of the Council's decision resolving the appeal.

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becomes due. If there is a default in the making of any payment, the appeal seeking judicial review shall be dismissed.

- (4) **INTEREST ON SPECIAL ASSESSMENTS OR SPECIAL CHARGES.** In order to recover the entire cost of any work or improvement to be paid pursuant to this section the City shall charge interest at the rate of 1.5% per month for any amounts not paid within thirty (30) days of the date that the City Clerk invoices the individual and/or property owner.
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The property owner shall receive notice of the hearing, and shall be afforded an opportunity to appear in person, and/or by counsel. The City Council shall, after conducting a hearing on the objection, act on the objection. Written notice of the City Council's decision as to the objection shall be provided to the property owner.

- (7) **PLACEMENT ON TAX ROLL.** In the event payment of any invoice which is due, remains unpaid as of October 30 of each year, the amount of the invoice together with any accrued interest thereon shall be placed by the City Clerk on the tax roll of the benefitted property, as a charge for current services provided the property owner in accordance with the provisions of Wis. Stat. § 66.0627.

SECTION 3: All ordinances or parts of this ordinance conflicting or contravening the provisions of this ordinance are hereby repealed.

SECTION 4: This Ordinance shall become effective upon passage and publication as required by law.

Dated this 6th day of July, 2010.

CITY OF DELAFIELD

Ed McAleer, Mayor

ATTEST:

Gina C. Gresch, MMC/ WCPC
City of Delafield Clerk-Treasurer
Waukesha County

Date Adopted: July 6, 2010
Date Published: July 13, 2010
Effective Date: July 14, 2010



Lake Country Fire & Rescue

115 Main Street, Delafield, WI 53018

Dear Business Owner:

Welcome to the City of Delafield! We hope your preparation goes smoothly as you prepare to open your business. As representatives of the Lake Country Fire & Rescue, we would like to request that you contact our department to schedule an occupancy inspection prior to the opening of your business.

Lake Country Fire & Rescue is responsible for performing fire inspections twice a year. Beginning in 2015 we have instituted an occupancy inspection program for new business owners to ensure that your new business meets all the fire safety requirements of the City of Delafield and the State of Wisconsin prior to your opening. Our purpose is to ensure you, your staff and customers have a safe place to conduct business. The inspection should not take long and we will make every effort to schedule the inspection at your convenience. Please contact us at 262-646-6235 at least one week prior to the opening of your business to schedule your inspection.

There is a \$50 fee for this inspection payable to Lake Country Fire & Rescue. Please send a check to Lake Country Fire & Rescue, 115 Main Street, Delafield, WI 53018 or payment by check may be made at the time of inspection.

Thank you for your cooperation in this matter. Again, we welcome you and wish you much success in your business!

Sincerely,
The Staff of Lake Country Fire & Rescue

Business Owner: _____ Alt. Contact: _____

Phone: _____ Alt. Phone: _____

Email Address: _____

Name of Business: _____

Location: _____

Anticipated Date of Opening: _____ Check# _____

City of Delafield Police and Fire Departments Occupancy Listing

Business Name: _____

Address: _____

Telephone Number: _____ Knox Box: Yes No

Alarm System* Yes No Alarm Company: _____

Type of Alarm: _____ Alarm Co. Telephone: _____

Hazardous Materials/Conditions: Yes No If yes, attach additional information.

Building Owner:

Name: _____

Address: _____

Daytime Telephone: _____ After Hours Telephone: _____

Cell Telephone: _____ Pager: _____

Occupant Owner/Manager:

Name: _____

Address: _____

Daytime Telephone: _____ After Hours Telephone: _____

Cell Telephone: _____ Pager: _____

Key-holders in call order: 1) Telephone 2) Pager 3) Cell

Name: _____

1) _____ 2) _____ 3) _____

Name: _____

1) _____ 2) _____ 3) _____

Name: _____

1) _____ 2) _____ 3) _____

If building is maintained by a Management Company provide their contact information:

Company Name: _____

Contact Person: _____

Daytime Telephone: _____ After Hours Telephone: _____

Any change in information should be reported to the City of Delafield Police Department (262.646.6240 fax 262.646.6242) and the Fire Department (262.646.6235 fax: 262.646.6236).

* The City of Delafield has adopted an ordinance regulating false alarms. The ordinance is found in Chapter 9 Section 28 of the Municipal Code.