

**Community Development Department**

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**Cost Recovery Form**

SUBJECT PROPERTY: \_\_\_\_\_

In addition to the application fee, costs incurred for third party services and/or costs pertaining to appearances before Village Boards will be billed to the applicant/petitioner and invoiced by the Village as outlined in the attached Ordinance from the Village Code Chapter 208.01-208.04—Cost Recovery.

Failure of the applicant/petitioner to pay as specified shall entitle the Village to: withhold indefinitely issuance of the permit, issuance of the next subsequent permit for the project, or place a lien on that property.

**APPLICATIONS/PETITIONS**

- Commercial Landscaping
- Annexations/Subdivisions/Consolidations/Vacations
- Zoning Amendments
- Variations or Special Uses/Appeals
- Building Permits
- Liquor Licenses or Liquor Control Hearings
- Other Licenses or Permits required by law and issued by the Village
- Planned Unit Developments

**RECOVERABLE COSTS**

- Notice signs
- Legally required public notice expenses
- Court reporter and transcript fees
- Legal documents recordation expenses
- Professional consulting fees: Engineering, Village Legal Attorney, Architect and Plan Review fees
- Filing fee
- Document preparation and/or reproduction expenses
- Administrative Processing fee: The Village shall add an administrative processing fee, in the amount of (10%) of the costs defined above, which shall be considered to be part of said costs

*EXAMPLE:* A property owner has proposed a Plat of Consolidation for Village approval as specified in Section 1244.09 of the Village Code. The Village determines in this case that it is necessary to have a consulting engineer review the location of the easements as shown on the proposed Plat and to have a consulting attorney review the easement language that is shown on the proposed Plat. Then after approval, the Village needs to record the Plat at the County Recorder’s Office. The engineer and attorney charge the Village a fee for their service based on their hourly rates and the recorder charges the Village a fee based on the size of the Plat. These three fees add up, to \$250. The Village adds an administrative fee of 10% which would be \$25 in this example, and invoices the property owner a total of \$275.

I hereby acknowledge that I have read and understand the above and consent to pay any and all applicable costs.

\*This form should be completed with your application.

\_\_\_\_\_  
Applicant’s name (print)

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date