



## PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukeewi.gov—262-691-5660

### PROPERTY INFORMATION

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Property Address: \_\_\_\_\_ Tax Key: PWV \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### RESPONSIBLE PARTY INFORMATION - All invoices will be mailed to this address.

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Business Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Person Responsible for Payment / Business Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Responsible Party / Contact Phone Number: \_\_\_\_\_

Responsible Party / Contact Email Address: \_\_\_\_\_

### AGREEMENT / SIGNATURES - Property Owner signature is required.

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Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff or other expert consultants are retained by the Village in order to complete a proper project review results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

By signing this form, I, the undersigned, have been advised that pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner, or any other Village professional staff or other expert consultants retained by the Village in order to complete a proper project review provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

**The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.**

Property Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Staff Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_