



VILLAGE OF WAUKESHA

MEMORANDUM OF UNDERSTANDING FOR PROFESSIONAL STAFF SERVICES

Official Use Only:

Project Name:

File Date: _____

Pursuant to the Village of Waukesha Code of Ordinance 2-244, the Village of Waukesha 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 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 Clerk/Treasurer shall charge that service for the fees incurred by the Village. Fees are charged on an hourly basis or portion thereof at a rate that is in effect at the time the professional service is performed. Also, be advised that pursuant to the Village of Waukesha Code, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

PARCEL IDENTIFICATION:

Address/Legal Description

Tax Key Number

I, the undersigned, have been advised that, pursuant to the Village of Waukesha Code, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village pursuant to my activities, or my request, or at the request of the Village, I shall be responsible for the professional service fees incurred by the Village, in addition to the application fee.

<input type="checkbox"/> Village Attorney	John P. Macy	\$199.00/hr
<input type="checkbox"/> Village Engineer	Chris Genellie	\$165.00/hr
<input type="checkbox"/> Village Planner	Shaun Mularkey	\$130.00/hr

Footnote ⁽¹⁾: The above discussed professional service fee estimates have been provided to the Responsible Party and/or Property Owner based on information available to discuss during a scheduled planner appointment. If during the review of said planning activity the professional staff believes the professional service fee estimates will be exceeded based on unexpected legal, engineering, and/or planning circumstances, the professional staff will contact the Responsible Party and/or Property Owner to discuss said circumstances before continuing further with the review of said planning activity. Changes to professional service fee estimates must be authorized by the Responsible Party and/or Property Owner in writing or by electronic media (i.e. email).

RESPONSIBLE PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:

Print Name

Signature

Date

Street

City

State

Zip

Phone

Email

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

Print Name

Signature

Date

Street

City

State

Zip

Phone

Email