

**APPENDIX B
Town of Menasha Fee Schedule**

<u>Code Section</u>	<u>License / Permit</u>	<u>State Statute</u>	<u>Fees</u>
Alcohol Licenses			
9.01(3)(a)	Class A Beer, annual or pro-rated	\$125.25	\$ 150.00
9.01(3)(b)	Class B Beer, annual or pro-rated	\$125.26(4)	100.00
9.01(3)(b)	Six-Month Retailer's (Class B Beer) Jan-Jun or Jul-Dec	\$125.26(5)	½ annual fee
9.01(3)(d)	Class A Liquor, annual or pro-rated	\$125.51(2)	250.00
9.01(3)(e)	Class B Liquor, annual or pro-rated	\$125.51(3)	350.00
9.01(3)(j)	Class C wine, annual or pro-rated	\$125.51(3m)	100.00
9.01(3)(h)	Reserve "Class B" Retailer's (fee in addition to Class B Beer & Liquor Lic.)	\$125.51(4)(1)	10,000.00
9.01(11)	Publication fee	\$125.04(3)(g)	55.00
9.01(3)(l)	Operator's License, 2 Year or pro-rated §125.32(2)	\$125.68(2)	60.00
9.01(3)	Duplicate Operator's License, if lost or stolen		5.00
9.01(3)(m)	Provisional Operator's License, expires in 60 days, one per year		15.00
9.01(3)(i)	Temporary Operators, valid 14 days, one license per year		5.00
9.01(3)(c)	Temporary Retailer's Class "B" (Picnic license)	\$125.51(10)	10.00
9.01(3)(k)	Wholesale Beer	\$125.28	25.00
9.01(3)(l)	Background check by Police Department		5.00
9.01(12)	Agent, successor (Corp. or LLC)		10.00
9.01(10)	Transfer license; from place to place within Town		10.00
Amusements			
9.06(1)	Special Event License (includes the original inspection) Fee every 24 hours thereafter, in addition to fee above Escrow fee shall be required (may be refunded after 30 days) Re-inspections (if required) each, shall be charged an additional fee		First 48 hrs. \$ 150.00 25.00 150.00
9.06(2)	Amusement License, annual (Coin-op. devices, pool table, dartboard, karaoke) Six-month license		25.00 100.00 50.00
Beer Garden			
9.01(15)(f)	Beer Garden Permit		\$ 100.00
Bicycle License			
9.12(1)	Bicycle License & registration required, ID tags shall be affixed		No charge
Business Licenses (Permanent Merchants)			
9.18(2)	Bowling Alley, annual fee		\$ 100.00
9.25(b)	Gun or Weapon Dealer, annual license		200.00
9.13(2)(a)	Hotel and Motel; room tax imposed, percentage of gross receipts	\$66.75,	6%
9.13(3)(a)	Permit and license fee required per each place of business	\$77.52(2)	\$ 2.00
9.13(3)(c)	Upon revocation, fee to issue or renew license		20.00
9.20(3), (5)	Massage Permit, annual Reflexology Permit, annual		\$ 100.00 100.00
9.17(4)	Pawnbrokers License, annual Secondhand Article Dealer License, annual Secondhand Jewelry Dealer License, annual Secondhand Dealer Mall, Flea Market, two-year license	\$134.71	\$ 210.00 27.50 30.00 165.00
9.01(3)(n)	Pharmacist Permit, annual	\$125.57	\$ 10.00
9.05(3)	Salvage Yard Operator, licensed annually Six-month license may be obtained		\$ 100.00 50.00
9.16(2)	Security Guard Permit, two-year		\$ 15.00
4.12(2)	Snowmobile Renter Business License		\$ 25.00
9.26(b)	Tattoo Artistry or Body Piercing Establishment, annual Combined Tattoo and Body Piercing Establishment, annual Artist or Body-piercing Practitioner License, annual		\$ 100.00 150.00 50.00
9.24(2)(c)	Taxicab or Limousine Service, annual Each driver, annual license		\$ 100.00 25.00
9.24(9)(a)	Replacement license, lost or stolen		5.00
9.07(3), (6)	Tracks including any concourse must be licensed, semi-annual Surety bond required		\$ 150.00 1,000.00

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Business Licenses (Temporary Merchants)			
9.02(3)	Auction, daily permit required		\$ 25.00
	Six-month permit		100.00
	One-year permit		150.00
9.02(10)	Closing-Out Sales, 90-day permit, one per calendar year		50.00
	Surety bond required		2,000.00
9.19(3)	Christmas Tree Permit, issued for 60 days		\$ 75.00
9.025(6),(7)	Transient Merchant, 60-day permit & investigation fee		\$ 150.00
9.025(10)	Surety bond required		2,000.00
9.025(12)(b)	Disclosure requirement; buyer's right to cancel if transaction more than stated amount	\$423.203	25.00
Cigarettes/Tobacco Products			
9.03(2)	Cigarette and/or Tobacco Permit	\$134.65	\$ 100.00
Community Antenna Television Franchise			
9.10(4)	CATV, fee plus 5% annual gross during term		\$ 500.00
9.10(6)	Performance bond required		100,000.00
Dances			
9.08(2), (9)	Public Dance Permit (per dance held within 24 hr.)		\$ 50.00
Development Ordinance			
29.03 (3) (f)	Site Plan Review, base fee plus \$3.00 per 1,000 square feet of building area over 10,000 square feet. Drainage Review fee. If Detention pond required, inspection fee. Resubmittal fee (does not apply to 1 st resubmittal)		Base: \$ 100.00 Over 10,000 sq ft: \$3.00/1,000 sq ft. Drainage: \$ 400.00 Inspection: \$ 350.00 Resubmittal fee: \$100.00
29.03 (4)	Amendments, base fee plus \$3.00 per 1,000 square feet of building area over 10,000 square feet.		Base: \$ 100.00 Over 10,000 sq ft: \$3.00/1,000 sq ft.
29.03 (5) (h)	Appeal fee		\$ 250.00
29.06 (5) (b)	Town B-4/B-5 Conditional Use Permit, base fee plus \$3.00 per 1,000 square feet of building area over 10,000 square feet.		Base: \$ 250.00 Over 10,000 sq ft: \$3.00/1,000 sq ft.
29.06 (6)	Amendments, base fee plus \$3.00 per 1,000 square feet of building area over 10,000 square feet.		Base: \$ 100.00 Over 10,000 sq ft: \$3.00/1,000 sq ft.
29.07 (5)	Signs in the B-4/B-5 Zoning District -Submitted with B-4/B-5 Conditional Use Permit -Submitted separately		No Fee \$ 75.00
Dogs and Cats			
9.04(3)	Dog / Cat License, annual (up to four animals, over age of 5 mos.) Spayed or neutered Not spayed or neutered Additional late fee, if after Mar. 31 Duplicate/replacement license	\$174	\$ 7.00 12.00 5.00 2.00
9.04(4)(b)	Kennel License (12 or less dogs and/or cats), annual Fee each additional dog/cat in excess of 12	\$174.053	70.00 5.00
9.04(12)	Possession of impounded dogs/cats may be obtained		20.00
Escort Service			
9.21(3), 6),(7) 9.21(11)	Escort, Escort Service requires a license, annual/renewal Registration fee to P. D. for identification cards		\$ 500.00 25.00
Fire Department Fees			
5.04(1)	Outside investigation agencies requesting copies, per page		\$ 3.00

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	Agencies requesting photographs, each photograph		0.25
5.23(3)	Installation Permits Fees Automatic sprinkler systems and fire alarm and detection system, related equipment based upon square footage < 5,000 sq. ft.		\$ 50.00
	5,001-10,000 sq. ft.		66.00
	10,001-20,000 sq. ft.		80.00
	20,001-30,000 sq. ft.		100.00
	30,001-40,000 sq. ft.		125.00
	40,001-50,000 sq. ft.		155.00
	50,001-60,000 sq. ft.		200.00
	60,001-70,000 sq. ft.		240.00
	70,001-80,000 sq. ft.		300.00
	80,001-90,000 sq. ft.		375.00
	90,001-100,000 sq. ft.		465.00
	100,001-200,000 sq. ft.		585.00
	200,001-300,000 sq. ft.		730.00
	300,001-400,000 sq. ft.		925.00
	400,001-500,000 sq. ft.		1,155.00
5.23(4)1.	Automatic fire extinguishing systems, not sprinkler systems		\$ 75.00
5.23(4)2.	Fire pumps and related equipment		75.00
5.23(4)3.	Private fire hydrants		75.00
5.23(4)4.	Standpipe systems		75.00
5.23(4)5.	Spraying or dipping		75.00
5.23(5)	Fees in association with Local Program Operation Tank Program		
5.23(5)1.	Plan Review Fees (in accordance with DoC ERS Chapter 10, Form ERS-9):		
	Farm tanks < 1,100 gal. w/inspections 5 days or less		\$ 0
	Farm tanks < 1,100 gal. w/inspections 2 days or less		\$ 0
	Aggregate capacity tanks <1,100 gal		60.00
	Aggregate capacity tanks 1,101-48,000 gal		125.00
	Aggregate capacity tanks 48,001-80,000 gal		150.00
	Aggregate capacity tanks 80,001-120,000 gal		180.00
	Aggregate capacity tanks > 120,001 gal		360.00
	Addition of corrosion protection to an existing system		35.00
	Conversion of existing system to a point of sale type of dispensing sys.		35.00
	Upgrade, exchange or conversion of existing leak detection		Aggregate as above
	UST pre-lining inspection		Aggregate as above
	Upgrade or install State II vapor recovery on existing system		
5.23(5)2.	New Installation Inspections Fees:		
	Farm tanks < 1,100 gal. w/inspections 5 days or less		\$ 75.00
	Farm tanks < 1,100 gal. w/inspections 2 days or less		100.00
	Aggregate capacity tanks <1,100 gal		100.00
	Aggregate capacity tanks 1,101-48,000 gal		250.00
	Aggregate capacity tanks 48,001-80,000 gal		300.00
	Aggregate capacity tanks 80,001-120,000 gal		450.00
	Aggregate capacity tanks > 120,001 gal		600.00
	Addition of corrosion protection to an existing system		100.00
	Conversion of existing system to a point of sale type of dispensing sys.		100.00
	Upgrade, exchange or conversion of existing leak detection		50.00/tank
	UST pre-lining inspection		Aggregate as above
	Upgrade or install State II vapor recovery on existing system		
5.23(5)3.	Revision of Previously Approved Plans:		\$ 22.00
	Farm tanks < 1,100 gal. w/inspections 5 days or less		0
	Farm tanks < 1,100 gal. w/inspections 2 days or less		0
	Aggregate capacity tanks <1,100 gal		100.00
	Aggregate capacity tanks 1,101-48,000 gal		100.00
	Aggregate capacity tanks 48,001-80,000 gal		100.00
	Aggregate capacity tanks 80,001-120,000 gal		120.00
	Aggregate capacity tanks > 120,001 gal		150.00
	Addition of corrosion protection to an existing system		100.00
	Conversion of existing system to a point of sale type of dispensing sys.		100.00
	Upgrade, exchange or conversion of existing leak detection		100.00

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	UST pre-lining inspection		100.00
	Upgrade or install State II vapor recovery on existing system		
	Re-inspection of Revised Plans:		
	Farm tanks < 1,100 gal. w/inspections 5 days or less		\$ 0
	Farm tanks < 1,100 gal. w/inspections 2 days or less		0
	Aggregate capacity tanks <1,100 gal		100.00
	Aggregate capacity tanks 1,101-48,000 gal		100.00
	Aggregate capacity tanks 48,001-80,000 gal		100.00
	Aggregate capacity tanks 80,001-120,000 gal		150.00
	Aggregate capacity tanks > 120,001 gal		200.00
	Addition of corrosion protection to an existing system		100.00
	Conversion of existing system to a point of sale type of dispensing sys.		100.00
	Upgrade, exchange or conversion of existing leak detection		100.00
	UST pre-lining inspection		100.00
5.23(5)4.	Upgrade or install State II vapor recovery on existing system		60.00
	Underground storage tank removals, per tank		
5.23(7)1.	Motor vehicle crash response per apparatus, not to exceed 2 apparatus		\$ 100.00
5.23(7)2.	Jaws equipment – multiple vehicles billed individually		250.00
5.23(7)3.	Oil dry per 5 gallon container		25.00
5.23(7)4.	Firefighter payroll based upon prevailing wage per call. Multiple vehicles will be based upon number of vehicles divided into payroll.		
5.23(8)	Repeat fire prevention visits		
5.23(8)1.	Routine semi-annual or annual visit		\$ 0
5.23(8)2.	Revisit from semi-annual or annual visit - warning letter issued		25.00
5.23(8)3.	Revisit from warning letter		50.00
5.23(8)4.	Revisit from warning letter – citation issued		100.00
Fireworks Display			
5.18(c)	Bond required		\$ 2,000.00
5.23(6) 1. 2.	Fireworks Display Permit fee		\$ 25.00
	Firefighters for apparatus , plus FF hourly payroll rate		45.00
Land Division Control			
6.05(1)(c)	Preliminary Plat – Base fee, plus per unit fee		Base: \$ 150.00 Per Unit: 25.00
6.05(1)(d)	Drainage Plan Review		2,500.00
6.06(1)(c)	Final Plat		150.00
6.07(1)(c)	Minor Land Division (CSM) - Base fee, plus per lot fee		Base: \$ 150.00 Per Lot: 10.00
6.07(1)(d)	Minor Land Division Drainage Plan Review (if required)		400.00
6.09(3)(a)	Condominium Plat – Base fee, plus per unit fee, plus final plat fee		Base: \$ 150.00 Per Unit: 25.00 Final Plat: 150.00
	Drainage Plan Review		2,500.00
6.10(2)(n)(2)	Street Trees		\$ 380.00
	-Adjusted Dec. 31 ea. year & effective Jan. 1 of ea. year		
	-Percentage annually or Sept. C.P.I., whichever is greater		3% Annually or CPI
6.12(1)(a)	Parkland Dedication, square footage per unit		927 sq. ft./unit
	- Adjusted Dec. 31 ea. year & effective Jan. 1 of ea. year		
	- Percentage annual or Sept. C.P.I., whichever is greater		3% Annually or CPI
6.12(1)(b)	Fees in lieu of parkland dedication, per unit (if parkland dedic. not req.)		\$ 579.00/unit
	-Adjusted Dec. 31 ea. year & effective Jan. 1 of ea. year		
	-Percentage annually or Sept. C.P.I., whichever is greater		3% Annually or CPI
6.12(2)(a)(1)	Park Improvement Fee, per Unit		\$499/unit
	-Adjusted Dec. 31 each year & effective Jan. 1 of each year		
	-Percentage annually or Sept. C.P.I., whichever is greater		3% Annually or CPI
Mobile Home Parks, Mobile Homes and Recreational Campers			
11.04(2)	Mobile Home Park License, fee per 50 spaces		\$ 100.00
11.04(2)	Surety bond required on file with Clerk		2,000.00
11.04(3)	Transfer of license fee		10.00

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11.14(1)	Monthly parking fee (by values of home) As determined by State Statute:	\$66.0435(3)(c) 1.d	Values, divide by 12
11.21	Camper parking site permit, annual		\$ 10.00
Municipal Judge and Court			
19.01(4)	Municipal Judge shall file a Bond with Winn. County Clerk of Courts, also Town Clerk and State Admin. of Courts	\$757.02, \$755.03	\$2,000.00
Neenah-Menasha Sewerage Commission			
25.09(1)	Industrial dischargers permit or renewal fee		\$ 350.00
Non-Metallic Mining Reclamation			
27.26(1)	Plan review fee, plus \$1/acre in excess of 20 acres		\$ 300.00
27.26(2)	Expedited plan review fee		200.00
27.27(1)(b)(f)	WI Dept. Nat. Res. share of annual fee, sites on which <u>no</u> non-metallic mining has taken place during calendar year, must pay fee		\$ 15.00
Processing Fees, Miscellaneous			
	Interest on delinquent invoices, per annum		18%
	Non-sufficient funds check handling charge		\$ 30.00
Public Parks			
17.03(2)(b)	Pavilion rental permit Groups: 1 - 75 76 - 150 Over 150		\$ 55.00 130.00 210.00
17.03(2)(c)	Refundable reservation/damage deposit		50.00
Public Records Requests			
9.15(1)	Sanitary district annexation, street vacation, street or road name changes; Petitioner shall pay all "actual costs incurred"		Recording fee, mail & postage, publishing
9.15(2)	Records requests; processing fee for research, per hour (or portion of)		\$ 25.00
9.15(2)(a)	Photocopies, per page up to 50 pages		0.25
9.15(2)(a)	Photocopies, per page 51 and over		0.20
9.15(2)(b)	Computer disk, each		15.00
9.15(3)	Residency letter, certified		5.00
9.15(4)	Tax-exempt properties, each parcel shall pay administrative fee		10.00

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<u>Code Section</u>	<u>License / Permit</u>	<u>State Statute</u>	<u>Fees</u>
Public Works Department			
15.01(2)	Culvert Permit fee to install driveway or culvert		\$ 75.00
15.01(3)	Culvert security deposit		150.00
	Ditch line security deposit		350.00
15.01(4)(e)	Failure to repair improper installation of culvert within 30 days		500.00
15.015(2)	Extension Permit fee for existing culverts		\$ 8.00
15.03(1)(a)	Utility service connections fee of services to the utility main		\$ 25.00
15.03(1)(b)	Utility mainline extension fee		75.00
15.03(5)	Construction/excavation security deposit		2,000.00
15.03(6)	Indemnity bond		10,000.00
15.03(8)	Cost of removal / installation of signs, guardrails and other appurtenances within town right-of-ways, deduct from sec. dep.		25.00
15.07(3)	Street Privilege Permit for use of roads, alleys, sidewalks, public ways/places for purpose of moving any bldg. or structure		\$ 10.00
Real Estate Inquiry			
9.14(2)	Real Estate Inquiry Letter		\$ 25.00
	Rush processing fee		50.00
15.08(1)(a)	Road reconstruction special assessment taxes levied, paid by owner, equal annual installments (not-to-exceed 10 yrs) not less than a minimum amt.		\$ 50.00
15.08(1)(b)	Interest on unpaid installments, per annum over borrowed interest rate		1.5%
Stormwater Management and Construction Site Erosion Control		\$60.627	
31.12(2)(b)	Erosion and sediment control plans		\$ 75.00
	Residential		150.00
	Commercial		
31.17(2)	Stormwater management plan fees		\$ 100.00
	One and two-family dwelling stormwater review		360.00
	Multi-family and commercial		1,300.00
	Subdivisions		
Town Building Code		\$101.65	
13.28(3)	WI Uniform Building Permit fee		\$ 75.00
Town Building Permit fees			
Principal Buildings or Garages;			
13.28(3)	New construction and additions		\$30 + \$0.11 per sq. ft.
13.28(4)	One and Two-Family dwellings		Add \$500 escrow
13.28(4)	Multiple family dwellings & commercial / industrial structures		Add \$1,000 escrow up to 10,000 sq. ft., plus \$10 per 1,000 sq. ft. or fraction thereof over 10,000 sq. ft.
13.26(2)(c)	Early Start Permit (Commercial / Industrial only)		\$ 100.00
Residential / Commercial;			
13.28(3)	Alterations and remodeling		\$30 plus \$1 per \$100 of value up to \$10,000
13.28(3)			\$0.50 from \$10,001 to \$50,000 of value
13.28(3)			\$0.25 from \$50,001 and over in value
13.28(4)			Add \$500 escrow for residential over \$10,000 of value
13.28(4)			Add \$1,000 escrow for commercial/industrial over \$10,000 of value

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Code Section

License / Permit

State Statute

Fees

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13.28(3)	New manufactured home		\$ 125.00
13.28(4)			Add \$500.00 escrow
13.28(3)	Removal of manufactured home		\$ 75.00
13.28(3)	Accessory buildings, siding, fences, decks, roofing, foundation repair, and other structures; each		\$ 30.00
13.28(3)	Pools; permanent ; each		\$ 75.00
13.28(3)	Pools; temporary ; each		\$ 30.00
13.28(3)	Solar system / wind generator; each		\$ 50.00
13.28(3)	Wrecking or razing buildings; Per accessory structure		\$ 50.00
	Per principal structure		\$ 100.00
13.28(3)	Signs; new construction, additions, or alterations		\$ 75.00
Public Protection Fund Fee;			
13.29(2)(a)	Buildings less than 100% sprinklered		\$0.04 per sq. ft.
13.29(2)(b)	Buildings 100% sprinklered		\$0.02 per sq. ft.
13.29(2)(c)	Multiple family dwellings; per family unit		Add \$25.00
13.29(2)(d)	Building with floors above 80 feet		Add \$10.00 per ft.
Moving Permits;			
13.51(5)(a)	Accessory structure		\$ 100.00
13.51(5)(a)	Principal structure		\$ 200.00
13.51(5)(b)	Bond required		\$ 2,000.00
13.51(5)(a)	Escrow for Police Department escort <i>*Actual cost to be determined by P.D. If under escrow, difference to be refunded. If costs over, then will be billed to applicant.</i>		* \$ 200.00
Plumbing Permit Fees;			
13.42(3)	New installations, additions, or alterations		\$30 + \$1 ea. \$100 of job value up to \$25,000
13.42(3)			\$0.50 ea. \$100 of job value over \$25,000
HVAC Permit Fees;			
13.38(2)	New installs, additions, or alterations, fireplaces, wood burning stoves		\$30 + \$1 ea. \$100 of job value up to \$25,000
13.38(2)			\$0.50 ea. \$100 of job value over \$25,000
13.33(2)	Commercial Electrical Permit Fees; [See Building Inspector for this Schedule]		
Residential Electrical Permit Fees;			
Town Building Code [Continued]			
13.33(2)	New installations, additions, or alterations		\$30 + \$1 ea. \$100 of job value up to \$25,000
13.33(2)			\$0.50 ea. \$100 of job value over \$25,000
13.28(3)	Re-Inspection Fee;		
13.28(3)	Failure to call for inspection		\$ 75.00