



VILLAGE OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

AGREEMENT TO REIMBURSE LISBON FOR PROFESSIONAL STAFF SERVICE FEES

Pursuant to the Village of Lisbon Municipal Code, the Village Board has made a determination that whenever the services of the Village’s Planner, Engineer, Attorney, 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 Treasurer shall invoice the Property Owner for those 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 Lisbon Municipal Code, certain other fees, costs, and charges are the responsibility of the Property Owner or Responsible Party **even if the request is not approved**. Imposition of any fees, costs, or charges, however, is subject to the Property Owner’s appeal rights as described in the Village of Lisbon Municipal Code.

PROPERTY INFORMATION:

_____ LSBT _____
Address/Legal Description *Tax Key Number*

PROJECT DESCRIPTION: _____

I/we, the undersigned, have been advised that, pursuant to the Village of Lisbon Code, service fees incurred by the Village as a result of my/our project or activities, whether at my/our request or at the request of the Village, I/we shall be responsible for reimbursing the Village for those charges. Further, I/we have been advised that certain other fees, costs, and charges are my/our responsibility **even if my/our request is not approved**. In addition, I/we understand that failure to pay any balance owed to Lisbon for such services or costs may result in the total outstanding balance being added to the annual tax bill for the subject property. By signing this document, I/we are not waiving any appeal rights that are described in the Village of Lisbon Municipal Code.

Village Attorney	John P. Macy	\$210.00/hr
Village Engineer	Mitch Leisses	Up to \$148.00/hr
Village Planner	Orrin Sumwalt	Up to \$193.00/hr

PROPERTY OWNER:

Name _____ Company/Title _____

Mailing Address _____

Phone _____ Email _____

Owner Signature _____ Date _____

PARTY TO BE INVOICED FOR REIMBURSEMENT OF FEES: *(if different)*

Name _____ Company/Title _____

Mailing Address _____

Phone _____ Email _____

Agent Signature _____ Date _____