



Grading Permit Application

- Minor Grading Permit (Less than 60 cubic yards and/or less than 6000 sq. ft. land disturbance)
 Major Grading Permit (Requires Plan Commission Approval)

Please type or print legibly.

Project Name _____

PROPERTY INFORMATION

Tax Key Number(s) _____

Property Address or Section & 1/4 Section _____

Current Zoning _____ Proposed Zoning (*if applicable*) _____

Present Use _____ Intended Use _____

PROPERTY OWNER(s) (Use separate sheet to list multiple owners, such as all owners of limited partnership or land trusts)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

APPLICANT If the applicant is not the owner of record, the legal owner/owners' signature must be on the application OR a letter of authorization from the owner must accompany the application.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

CONTACT PERSON FOR PROJECT (Surveyor/Engineer)

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email Address _____

Applicant agrees that any approval issued on representations made in this submittal, and any subsequently issued permits may be revoked without notice if there is a breach of representations or conditions of approval. Applicant/owner by signature understands and accepts responsibility for completion of all required on-site and off-site improvements as shown and approved on final plan (including landscaping) prior to acceptance by the Town of Lisbon.

By the execution of this Application, Applicant authorizes the Town of Lisbon or its agents to enter upon the property between 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection. Applicant grants this authorization even if Applicant has posted this property against trespassing pursuant to Section 943.13 Wis. Stats.

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of Applicant's knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.

Minor grading permit fee 200.00
Major grading permit fee 300.00 plus any additional engineering/town fees

Checks to be made out to The Town of Lisbon

Applicant Signature: _____ **Date:** _____
Owner's Signature: _____ **Date:** _____
Owner's Signature: _____ **Date:** _____



PROFESSIONAL SERVICE REIMBURSEMENT FEES:

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner 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 Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

PROJECT NAME _____



SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

COMMENTS:

Town Official Accepting Form

Date