



GRAFTON
QUALITY LIFE. NATURALLY.

TOWN OF GRAFTON PERMIT APPLICATION

1102 Bridge Street
P.O. Box 143
Grafton, WI 53024
(p): 262-377-8500
(f): 262-377-0332
Website: www.town.grafton.wi.us

A separate application form must be completed each time the issue appears before the Town Plan Commission or Town Board of Supervisors. A separate application form must also be completed each time Staff review of punchlist items is required. All information is required for each application. *If submitting applications via facsimile, please send copies of the front and back of the application as well as the front and back of the checklist (as applicable). Applications received without signature and all required information are considered incomplete and will not appear on the agenda or be reviewed by Staff.*

Applications for Agendas with attached submittals are due at least 2 weeks prior to each meeting, although some submissions may require further advance application due to requirements of reviewing agencies. See process sheets for specifics on each submittal, as well as thirty (30) copies of all documentation. In addition, an electronic copy of all submittal information is also required. Incomplete applications will not appear on the Town's agenda.

- Planning Commission Agenda Application: Date _____ (1st Wed. of Each Month)
- Board of Supervisors Agenda Application: Date _____ (2nd Wed. of Each Month)
- Staff review of punchlist items

Name of Project: _____

Tax Key No.: _____

Location (lot/block, attach legal): _____

Street Address: _____

Existing Zoning: _____ Proposed Zoning : _____

Landowner of Record: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Applicant: Name: _____

(if different than owner) Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Engineer: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Owner's Name: _____

Project: _____

Application/Agenda Fees:

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing his/her application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll. The applicant will typically be billed for the hourly rates charged by the following staff members:

Engineer	\$94/hour
Planner	\$95/hour

Initial Application

- Town Administration Fee \$150
- Application Fee _____

Additional staff time required to review supplemental information will be billed to the applicant.

****NOTE: The Town of Grafton reserves the right to deny an applicant an appearance at Town meetings due to insufficient funds.****

Subsequent Applications

- Account Balance \$ _____
- Application Fee _____

Subsequent reviews include Staff time required to review the completion of punchlist items generated from an appearance before the Plan Commission or Town Board. Subsequent applications shall be submitted to the Town Clerk with proper payment.

****NOTE: All remaining escrow will be refunded to the applicant upon payment of all invoices.****

TOTAL AMOUNT RECEIVED: _____

Signature of Applicant: _____

Date: _____

Contact Information:

Please direct all correspondence to the Town Clerk. The Clerk shall direct applicants to Town Staff as required.

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Town Clerk
 Jessica Schmidt
 clerk@townofgrafton.org
Deputy Clerk/Administrative Assistant
 Lila Schwan
 deputyclerk@townofgrafton.org