

TITLE 1

General Provisions for Use of Code of Ordinances

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Title 1 – Chapter 1

Use and Construction of Code of Ordinances

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Sec. 1-1-1 Title of Code; Citation.

These collected Ordinances shall be known and referred to as the "Code of Ordinances, City of Westby, Wisconsin." References to the Code of Ordinances, City of Westby, Wisconsin, shall be cited as follows: "Section 2-1-1, Code of Ordinances, City of Westby, Wisconsin."

Sec. 1-1-2 Principles of Construction.

The following rules or meanings shall be applied in the construction and interpretation of ordinances codified in this Code of Ordinances unless such application would be clearly inconsistent with the plain meaning or intent of the ordinances:

- (a) **Acts by Agents.** When an ordinance requires an act be done by a person which may be legally performed by an authorized agent of that principal person, the requirement shall be construed to include all acts performed by such agents.
- (b) **City.** "City" shall refer to the City of Westby, Vernon County, Wisconsin.
- (c) **Code and Code of Ordinances.** The words "Codes," "Municipal Code" and "Code of Ordinances" when used in any section of this Code shall refer to this Code of Ordinances of the City of Westby unless the context of the section clearly indicates otherwise.
- (d) **Computation of Time.** In computing any period of time prescribed or allowed by these Ordinances, the day of the act or event from which the period of time begins to run shall not be included, but the last day of the period shall be included, unless it is a Saturday, a Sunday or a legal holiday. If the period of time prescribed or allowed is less than seven (7) days, Saturdays, Sundays and legal holidays shall be excluded in the computation. As used in this Section, "legal holiday" means any statewide legal holiday specified by state law and any other City holiday designated by the Common Council.
- (e) **Fine.** The term "fine" shall be the equivalent of the word "forfeiture," and vice versa.
- (f) **Gender.** Every word in these Ordinances referring to the masculine gender shall also be construed to apply to females, and vice versa; the masculine gender is used solely in the interest of brevity.
- (g) **General Rule.** All words, phrases and ordinances shall be construed according to their plain meaning in common usage and shall be liberally construed in favor of the Municipality. However, words or phrases with a technical or special meaning shall be understood and construed according to that technical or special meaning if such is the

intent of the Ordinances. Unless specifically defined below, words and phrases used in this Code of Ordinances shall have the same meaning as they have at common law and to give this Code of Ordinances its most reasonable application. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

- (h) **Joint Authority.** All words purporting to give a joint authority to three (3) or more City officers or employees shall be construed as giving such authority to a majority of such officers or other persons.
- (i) **Officers.** The term "officers" shall refer solely to local offices created by state statute.
- (j) **Officials.** The term "officials" shall mean all City officers and employees.
- (k) **Person.** The word "person" shall mean any of the following entities: natural persons, corporations, partnerships, associations, limited liability companies, firms, bodies politic, joint venture, joint stock company, association, public or private corporation, the United States, the State of Wisconsin, including any unit or division thereof, any county, city, village, town, municipal utility, municipal power district or other governmental unit, cooperative, estate, trust, receiver, executor, administrator, any other fiduciary, any representative appointed by order of any court or otherwise acting on behalf of others, or any other entity of any kind which is capable of being sued (includes singular as well as plural).
- (l) **Repeal.** When any ordinance having the effect of repealing a prior ordinance is itself repealed, such repeal shall not be construed to revive the prior ordinance or any part thereof, unless expressly so provided.
- (m) **Singular and Plural.** Every word in these Ordinances referring to the singular number only shall also be construed to apply to several persons or things, and every word in these Ordinances referred to a plural number shall also be construed to apply to one (1) person or thing.
- (n) **Tense.** The use of any verb in the present tense shall not preclude the interpretation of the verb in the future tense where appropriate.
- (o) **Wisconsin Statutes.** The term "Wisconsin Statutes" and its abbreviation as "Wis. Stats." shall mean, in this Code of Ordinances, the Wisconsin Statutes 2009-2010 edition as from time to time amended; future amendments shall be incorporated by reference.
- (p) **Wisconsin Administrative Code.** The term "Wisconsin Administrative Code" and its abbreviation as "Wis. Adm. Code" shall mean the Wisconsin Administrative Code as of the adoption of this Code, as amended or renumbered from time to time.

State Law Reference: Legal holidays, Sec. 256.17, Wis. Stats.

Sec. 1-1-3 Conflict of Provisions.

- (a) If the provisions of different chapters conflict with each other, the provisions of each individual chapter shall control all issues arising out of the events and persons intended to be governed by that chapter.
- (b) If the provisions of different sections of the same chapter conflict with each other, the provision which is more specific in its application to the events or persons raising the conflict shall control over the more general provision.

Sec. 1-1-4 Separability of Provisions.

If any provision of this Code of Ordinances is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other provisions of these ordinances.

Sec. 1-1-5 Effective Date of Ordinances.

- (a) **Code.** The Code of Ordinances, City of Westby, Wisconsin, shall take effect from and after passage and publication as provided by state law.
- (b) **Subsequent Ordinances.** All Ordinances passed by the Common Council subsequent to the adoption of the Code of Ordinances, except when otherwise specifically provided, shall take effect from and after their publication.

State Law Reference: Municipal Code, Sec. 66.0103, Wis. Stats.

Sec. 1-1-6 Repeal of General Ordinances.

- (a) **Ordinances Repealed.** All general Ordinances heretofore adopted by the Common Council are hereby repealed. This shall not include any Ordinances or parts of Ordinances or resolutions relating to the following subjects and not conflicting with the provisions of this Code, except that some of the following provisions may be amended by this Code of Ordinances:
 - (1) Any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance;
 - (2) Any ordinance or resolution promising or guaranteeing the payment of money for the City, or any contract or obligations assumed by the City;
 - (3) The administrative Ordinances or resolutions of the City not in conflict or inconsistent with the provisions of the Code;
 - (4) Any appropriation ordinance or resolution;
 - (5) Any right or franchise granted by the Common Council to any person, firm or corporation;
 - (6) Any ordinance or resolution dedicating, naming, establishing, locating, relocating, opening, closing, paving, widening, vacating, etc., any street or public way in the City;
 - (7) Any ordinance or resolution establishing or prescribing the street grades of any streets in the City;
 - (8) Any ordinance or resolution providing for local improvements or assessing taxes or special assessments therefor;
 - (9) Any ordinance or resolution dedicating or accepting any plat or subdivision in the City;
 - (10) Any ordinance annexing property to the City;
 - (11) Any ordinance or resolution regulating the erection, alteration, repair, maintenance, demolition, moving or removal of buildings or other structures;
 - (12) Zoning ordinances; dwelling building code; and other building code ordinances.
 - (13) Charter ordinances.
 - (14) The issuance of corporate bonds and notes of the City of whatever name or description.
 - (15) Water, electric and sewer rates, rules and regulations and sewer and water main

construction.

- (b) **Effect of Repeals.** The repeal or amendment of any provision of this code or of any other ordinance or resolution of the Common council shall not:
- (1) Affect any rights, privileges, obligations or liabilities which were acquired or incurred or which had accrued under the repealed or amended provision, unless the City has expressly reserved the right to revoke such right, privilege, obligation or liability.
 - (2) Affect any offense, penalty or forfeiture, or prosecution for any offense, or levy of any penalty or forfeiture which has arisen prior to the repeal or amendment of the relevant provision of any ordinance or resolution. The preceding sentence shall not preclude the application of a lesser penalty or forfeiture if the new amending or repealing provision contains such a lesser penalty or forfeiture. The procedure for prosecution of any violations of Ordinances repealed or amended shall be conducted according to the procedure set forth in the new amending or repealing provision or other procedure currently in effect.

Sec. 1-1-7 General Penalty.

- (a) **General Penalty.** Except where a penalty is provided elsewhere in this code, any person over the age of eighteen (18) years who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:
- (1) **First Offense-Penalty.** Any person over the age of eighteen (18) years who shall violate any provision of this Code shall, upon conviction thereof, forfeit not less than Twenty-five Dollars (\$25.00) nor more than One Thousand Five Hundred Dollars (\$1,500.00), together with all costs, surcharges, penalty assessments, and any other taxable item of cost as provided for by the laws of the State of Wisconsin as applicable to forfeiture actions that are in effect at the time of the offense, and any other taxable costs as imposed by any other provision of this Code.
 - (2) **Second and Subsequent Offenses-Penalty.** Any person over the age of eighteen (18) years who is found guilty of violating any ordinance or part of an ordinance of this code who has previously been convicted of a violation of the same ordinance or part of an ordinance within three (3) years from the date of the last offense to the date of the current offense shall, upon conviction thereof, forfeit not less than Fifty Dollars (\$50.00) nor more than Two Thousand Five Hundred Dollars (\$2,500.00) for each such offense together with all costs, surcharges, penalty assessments, and any other taxable item of cost as provided for by the laws of the State of Wisconsin as applicable to forfeiture actions that are in effect at the time of the offense, and any other taxable costs as imposed by any other provision of this Code.
- (b) **Continued Violations.** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this code shall preclude the city from maintaining any appropriate action to prevent or remove a violation of any provision of this Code.
- (c) **Other Remedies.**
- (1) The City shall have any and all other remedies afforded by the Wisconsin Statutes in addition to the forfeitures and costs of prosecution above.
 - (2) Execution or assessment against defendant's property. Whenever any person fails to pay a forfeiture and costs of prosecution upon the order of any court for violation of any ordinance of the city, the court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for said forfeiture and costs. In the alternative, upon authorization of the court imposing any such forfeiture and costs, such sum as remains

unpaid shall be assessed against any real property owned by the defendant within the City and shall be added to the city's portion of the property tax liability.

(3) In addition to any forfeiture imposed under this Section or any other penalty section of the code of Ordinances of the City of Westby, the City may institute an action or proceeding to enjoin any violation; and such violation or any nonpayment of any forfeiture and costs shall constitute the basis for revocation or denial of any and all licenses and permits wherein the City is the issuing authority.

(4) Upon stipulation of the parties, and subject to the approval of the court upon a finding that such stipulation is in the public interest and serves the interests of justice, the court may impose terms not to exceed Two Hundred Fifty Dollars (\$250.00) against a defendant upon dismissal of the action. The Clerk of Municipal Court shall, within seven (7) days of receipt thereof, transfer such sum to the City Clerk-Treasurer for deposit in the General Fund.

(d) **Time to Pay.** Any forfeiture and costs imposed as a penalty pursuant to this Section or any penalty provisions of this code shall be payable forthwith if so ordered by the court; however, the court may, in its discretion, allow reasonable time for payment, or reasonable payment plans, considering the defendant's ability to pay, and the court shall allow any time for payment or payment plan as provided for by any state law applicable at the time of imposition of the forfeiture.

(e) **Disposition of Children Twelve (12) through Seventeen (17) Years of Age Adjudged to Have Violated an Ordinance.**

(1) If the court finds a child twelve (12) through seventeen (17) years of age violated an ordinance adopted by this code, other than an ordinance enacted under Sec. 118.163, Wis. Stats., or Subsections 11-4-4(a) or (b), or 11-4-7 of this Code of Ordinances, it shall enter an order making one (1) or more of the dispositional orders permitted under Sec. 48.343(1), (2), (4), (5), (6), (7), or (8), Wis. Stats.

(2) Upon stipulation of the parties and subject to the approval of the court upon a finding that such stipulation is in the public interest and serves the interests of justice, the court may impose terms not to exceed One Hundred Dollars (\$100.00) against the defendant upon dismissal of the action. The Clerk of Municipal Court shall, within seven (7) days of receipt thereof, transfer such sum to the City Treasurer for deposit in the General Fund.

(f) **Court Authority to Impose alternative Juvenile Dispositions and Sanctions.**

(1) For a juvenile adjudged to have violated an ordinance, a court is authorized to impose any of the dispositions listed in Secs. 938.343 and 938.344, Wis. Stats., in accordance with the provisions of those statutes.

(2) For a juvenile adjudged to have violated an ordinance who violates a condition of a dispositional order of the court under Secs. 938.343 or 938.343, Wis. Stats., the municipal court is authorized to impose any of the sanctions listed in Sec. 938.355(6)(d), Wisc. Stats., in accordance with the provisions of those statutes.

(3) This Subsection is enacted under the authority of Sec. 938.17(2)(cm), Wis. Stats.

(g) **Juvenile Disposition Alternatives for Alcohol/Drug Offenses.**

(1) If a juvenile is found to have engaged in underage drinking of alcohol, drinking alcohol on school premises or at a school sponsored activity, falsifying proof of age, possessing drug paraphernalia, delivery of drug paraphernalia to a minor in violation of City ordinances, the Court may order any of the following:

- a.
 1. A forfeiture;
 2. Suspension or revocation of the juvenile's driver's license;
 3. Participation in a supervised work program;
- b. After ordering any of the above penalties, the Court may, with the juvenile's

agreement, enter an additional order staying the execution of the penalty order and suspending or modifying the penalty imposed and may require the juvenile to do any of the following:

1. Submit to an Alcohol or Other Drug Abuse (AODA) assessment;
2. Participate in an outpatient AODA treatment program if an AODA assessment recommends treatment;
3. Participate in an AODA education program.

(2) In addition to the dispositions listed above, the Court may order a juvenile to participate in a teen court program if the following conditions are satisfied:

- a. The chief judge of the judicial administrative district has approved a teen court program established in juvenile's county of residence and the judge determines that participation in the court program will likely benefit the juvenile and the community;
- b. The juvenile admits or pleads no contest to the allegations that the juvenile was truant in open court with the juvenile's parent, guardian or legal custodian present;
- c. The juvenile has not successfully completed participation in a teen court program during the two (2) years before the date of the alleged violation.

(3) If the court finds that a juvenile's parent or guardian is unable to provide or refuses to provide a court-ordered AODA services for the juvenile through his or her health insurance or other third (3rd) party payments, the Court may order the parent or health insurer to pay.

(4) If payment is not attainable as described in Subsection (g)(3) above, the Court may order the municipality to pay for any AODA services so ordered.

(h) **Dispositional Alternatives for Other Ordinance Violations.** The Court may impose one (1) or more of the following dispositional alternatives against a juvenile found to have violated a municipal ordinance, for which no penalty is otherwise provided, as follows:

- (1) Counseling for the juvenile and/or the parent or guardian;
- (2) A forfeiture not to exceed the maximum forfeiture that may be imposed on an adult for committing the same violation;
- (3) If the forfeiture is for a violation that is only applicable to a juvenile, the maximum forfeiture amount is Fifty Dollars (\$50.00) plus costs;
- (4) Suspend a fishing, hunting or driving license from ninety (90) days to five (5) years for failure to pay the forfeiture.
- (5) Order the juvenile to participate in a supervised work program or other community service work;
- (6) Order participation in an AODA assessment, an outpatient AODA treatment or an AODA education program;
- (7) Order participation in a pupil assistance program provided by the juvenile's school provided the juvenile's school agrees;
- (8) In addition to the dispositions listed above, the court may order a juvenile to participate in a teen court program if the following conditions are satisfied:
 - a. The chief judge of the judicial administrative district has approved a teen court program established in juvenile's county of residence and the judge determines that participation in the court program will likely benefit the juvenile and the community;
 - b. The juvenile admits or pleads no contest to the allegations that the juvenile was truant in open court with the juvenile's parent, guardian or legal custodian present;
 - c. The juvenile has not successfully completed participation in a teen court program

during the two (2) years before the date of the alleged violation.

- (i) **Violation of Juvenile Dispositional Orders.** The Court may impose the following sanctions on a juvenile who has violated a City ordinance and who has violated a condition of his or her dispositional order:
 - (1) Suspend the juvenile's operating privilege for a period not more than ninety (90) days;
 - (2) Detain the juvenile in his or her home or current residence for not more than thirty (30) days without electronic monitoring;
 - (3) Order no more than twenty-five (25) hours of community service work in a supervised work program.
- (j) **Municipal Court Costs.** Pursuant to Sec. 814.65(1), Wis. Stats., as amended, the City of Westby authorizes the Municipal Judge to collect a minimum fee of each separate matter, whether it is on default of appearance, a plea of guilty or no contest, on issuance of a warrant or summons, or the action is tried as a contested matter.

State law Reference: Sec. 66.0109, Wis. Stats.

Sec. 1-1-8 Warrant Service Fee.

Pursuant to the provisions of Secs. 814.70, 814.705 and 814.71, Wis. Stats., if the Police Department serves a warrant or a commitment order upon an individual, a for the service of said warrant shall be established in the amount prescribed in Section 1-3-1, upon the payment of which shall be deposited in to the City's general fund.

Sec. 1-1-9 City Clerk-Treasurer to Maintain Copies of Documents Incorporated by Reference

Whenever any standard code, rule, regulation, statute or other written or printed matter is adopted by reference, it shall be deemed incorporated in this Code as if fully set forth herein and the City Clerk-Treasurer shall maintain in his/her office a copy of any such material as adopted and as amended from time to time. Materials on file at the City Clerk-Treasurer's office shall be considered public records open to reasonable examination by any person during the office hours of the City Clerk-Treasurer subject to such restrictions on examination as the City Clerk-Treasurer imposes for the preservation of the material.

Title 1 – Chapter 2

Enforcement of Ordinances; Issuance of Citations

1-2-1	Method of Enforcement
1-2-2	Form of Citations
1-2-3	Schedule of Deposits
1-2-4	Issuance of Citation
1-2-5	Procedure
1-2-6	Non-exclusivity

Sec. 1-2-1 Method of Enforcement.

The City of Westby hereby elects to use the citation method of enforcement of ordinances. All City law enforcement officers and other City personnel charged with the responsibility of enforcing the provisions of this Code of Ordinances are hereby authorized pursuant to Sec. 66.0113, Wis. Stats., to issue citations for violations of this Code of Ordinances, including ordinances for which a statutory counterpart exists.

Sec. 1-2-2 Form of Citation.

Each citation shall contain the information required to State law and may contain additional information. The form of the citation is hereby prescribed as found in Sec. 66.0113, Wis. Stats., as amended, which is incorporated herein by reference.

Sec. 1-2-3 Schedule of Deposits.

- (a) The schedule of cash deposits for the various ordinances for which a citation may be issued are as established according to the penalty provisions of Section 1-1-7 on the deposit schedule established by the Municipal Judge and approved by the Common Council, a copy of which is on file with the City Clerk-Treasurer. In addition to any deposit listed, the deposit must include a penalty assessment imposed by Sec. 165.87, Wis. Stats., and court costs as imposed by Sec. 800.10, Wis. Stats.
- (b) The State of Wisconsin Revised Uniform State Traffic Deposit Schedule, and Alcohol Beverages, Harassment and Safety Violations Deposit Schedule, and Uniform Misdemeanor Bail Schedule, and Trespass to Land Deposit Schedule, including future amendments, revisions or modifications, is adopted for all violations of state statutes adopted by this Code, and statutory counterpart ordinances adopted by this Code.
- (c) Deposits shall be made in cash, money order or certified check to the Clerk of Municipal Court who shall provide a receipt therefor.

Sec. 1-2-4 Issuance of Citations.

- (a) **Law Enforcement Officer.** Any law enforcement officer may issue citations authorized under this Chapter.
- (b) **City Officials.** The following City officials may issue citations with respect to those specified ordinances which are directly related to their official responsibilities:

- (1) Any law enforcement officer;
 - (2) Fire Chief or Fire Inspector;
 - (3) Zoning Administrator;
 - (4) Building Inspector; Plumbing Inspector; Electrical Inspector; HVAC Inspector.
- (c) **Procedures and Policies Specific to the Hidden Valleys Municipal Court.**
- (1) ***Municipal Ordinance Citations.***
 - a. The Wisconsin Uniform Municipal Court Citation and Complaint shall be used by officers, and must be properly completed for non-traffic Code of Ordinances violations as required by Section 800.02(2), Wis. Stats.
 - b. The manner of service shall be indicated on the citation. (Note: The Municipal Court cannot enter a Default Judgment on the non-appearance of a defendant if the citation has been served by mail and the required deposit has not been made).
 - (2) ***Current Addresses.*** The current address of all defendants should be verified by officers to avoid having a Default Judgment returned to the Municipal Court due to utilizing an outdated address.
 - (3) ***Traffic Citations.*** The Wisconsin Uniform Citation shall be used in all traffic matters. Officers should take care to verify that he/she has cited the correct statute set forth in the citation. (Note: Operating while suspended citations must be cited as a violation of Section 343.44(1)(a), Wis. Stats., rather than simply Section 343.44(1), Wis. Stats., because municipal courts are empowered to hear offenses of Operating After Revocation under Section 343.44(1)(b), Wis. Stats., if this is a civil rather than criminal matter.
 - (4) ***Delivery of Citations to the Court.***
 - a. Because the Municipal Court Clerk is engaged in an on-going process of posting citations each month and updating the next Court calendar, citations shall be delivered or mailed to the Hidden Valleys Municipal Court office on the next business day following issuance rather than being accumulated and delivered to the Court office all at one time. (Note: This is to avoid citations being delivered to the Court office after the citation filing deadline set forth on the Municipal Court's calendar has passed).
 - b. Once a citation is issued and has been filed with the Municipal Court Clerk, the case is deemed to have been officially commenced under the law. An officer cannot contact the Court office and request, for any reason, that the citation be held or not entered; the proper procedure in such instances is for to request a dismissal at the initial appearance before the Municipal Court.
 - (5) ***Worthless Check Cases.***
 - a. Worthless check charges coming to the Municipal Court require a mandatory appearance; the amount of restitution shall be set forth on the citation in order to provide the defendant with an opportunity to contest the amount of restitution if he/she so desires without the necessity for scheduling another hearing for that purpose later.
 - b. Efforts should be made to serve worthless check citations personally rather than by mail because another hearing shall be required in the event the defendant does not appear in response to the mailed citation.
 - (6) ***Deposits; Restitution Money.***
 - a. All deposits and restitution money shall be transmitted to the Municipal Court Clerk without exception, for the Municipal Court Clerk is responsible for accounting for such funds.
 - b. After being cited, defendants should not be instructed to send all or part of the

amount of a worthless check to the merchant and then pay the forfeiture to the Municipal Court. State law requires that monies received on a worthless check charge are to be paid first to restitution and then to the forfeiture amount due; the Municipal Court Clerk is responsible ensuring that monies received are properly applied in that manner and are recorded.

Cross-Reference: Section 2-6-1, Joint Municipal Court; Municipal Judge; Clerk of Courts

Sec. 1-2-5 Procedure.

State laws which describe the procedures to be followed before, during, and after a citation is written and State laws which cities have the option of adopting with respect to procedures to be followed before, during, and after a citation is written, including provisions which relate to an alleged violator's options and procedure on default, are hereby adopted and incorporated herein by reference.

Sec. 1-2-6 Non-exclusivity.

- (a) **Other Ordinance.** Adoption of this Chapter does not preclude the Common Council from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or other matter.
- (b) **Other Remedies.** The issuance of a citation hereunder shall not preclude the City or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.

Title 1 – Chapter 3

Schedule of Fees

1-3-1 Fee Schedule

Sec. 1-3-1 Fee Schedule.

The following fees shall be applicable for licenses and permits under this Code of Ordinances:

<u>Section</u>	<u>Licenses/Fee Type</u>	<u>Fee</u>
1-1-8	Warrant Service Fee	\$20.00
3-1-1	Insufficient Funds Check	\$25.00 per check
3-1-12	Statement of Real Property Status	\$20.00 per parcel
3-3-4(c)	Public Records	\$.25 per page
5-4-9	Police/Fire False Alarm (Annual):	
	1 st -2 nd false alarm per location	No Charge
	3 rd false alarm per location	\$200.00
	4 th false alarm per location	\$300.00
6-1-4	Alteration of Grade Permit	\$25.00 per application
6-2-2(d)	Sidewalk Permit	\$10.00 per application
6-2-2(e)(12)	Sidewalk Materials Variance	\$10.00 per application
6-2-3	Curb and Gutter Permit	\$25.00
6-2-4(a)(2)	Street Opening Permit	\$25.00 each plus \$300.00 expenses deposit; \$75.00 if work commenced without permit
6-2-4(a)(3)	Emergency (Late) Street Opening Permit	\$75.00
6-2-4(e)	Street Opening Permit Renewal	\$25.00
6-2-7(c)	Street Privilege Permit	\$20.00 per application
6-2-8	City Snow Removal	\$50.00 minimum charge plus actual removal costs
6-3-1(c)	Driveway Permit	\$25.00 per application
6-3-2(f)(2)	Culvert Permit	\$25.00 per application

6-4-7(a)(6)	Public Tree Planting Permit	No Fee
7-1-3(a)	Spayed Female or Neutered Dogs	\$3.00 annually
7-1-3(a)	Un-spayed Female or Neutered Dogs	\$8.00 annually
7-1-3(b)	Multiple Dog (Kennel) License	\$36.50 plus \$4.00 for each dog over twelve
7-1-7(d)(3)	Appeals Regarding Potentially Dangerous Dogs	\$50.00 annually
7-1-7(d)(6)	Potentially Dangerous Dog License	\$25.00 annually
7-1-10(b)(5)	Regulated Dog Registration	\$25.00 annually
7-1-11(k)	Wolf/Dog Hybrid Registration	\$10.00 annually
7-1-12(d)(4)	Exotic Animal Permit	\$50.00 annually
7-1-25 (b)	Potbellied Pigs	\$10.00 annually
7-2-5	Retail "Class A" Intoxicating Liquor	\$500.00 annually
	Retail "Class B" Intoxicating Liquor	\$500.00 annually
	Reserve Retail "Class B" Intoxicating Liquor	\$10,000.00 initial issuance; thereafter \$500.00
	Class "A" Fermented Malt Beverage	\$100.00 annually
	Class "B" Fermented Malt Beverage	\$100.00 annually
	Temporary Class "B" Fermented Malt Beverage (Picnic) & Temporary "Class B" Wine	\$10.00 per event
	Wholesaler's License	\$25.00
	"Class C" Wine License	\$50.00 annually
7-2-19	Beer garden / outdoor sports	\$25.00 annually
7-2-33(a)	Operator's License	\$10.00 annually
7-2-33(b)	Provisional Operator's License	\$10.00 annually
7-3-1	Cigarette License	\$50.00 annually
7-4-4(d)	Transient Merchant Registration	\$20.00 weekly (not prorated), inc. CIB fee
7-4-9(a)	Special Event Vending	\$10.00 per event
7-5-1	Temporary Public Entertainments (inc. carnivals)	\$20.00 per event

7-6-1(c)	Fireworks Use Permit (may be waived for civic events)	\$25.00 per event
7-7-1(b)	Street Use Permit	\$25.00 per event, plus municipal costs for erecting signage
7-8-1(o)	Large Assemblies	1000-2500 people: \$50.00 Over 2500 people: \$250.00
7-9-1	Pawnbrokers; Second Hand Article and Jewelry Dealers	\$25.00 annually
7-11-5	Nonmetallic Mining Permit	\$50.00 annually
7-11-7(f)(1)	Temporary Blasting Permit	\$50.00 per 30 days
7-11-7(f)(2)	Gravel Crushing Permit	\$100.00 annually
7-12-2	Amusement Arcade License	\$25.00 annually
7-13-4	Tattoo/Body Piercing Establishment	\$25.00 annually
	Tattoo Artist Permit	\$25.00 annually
	Temporary Facility Permit	\$25.00 for 3 months
	Body Piercer Permit	\$10.00 annually
	Combined Tattoo/Body Piercing Permit	\$30.00 annually
	New Facility Inspection	\$20.00 per inspection
7-14-1	Flea Market Permit	\$20.00 per event
7-15-1	Coin Operated Devices Permit	\$10.00 annually per device
7-16-1	Parade/Race/Marathon Permit	\$25.00 per event
8-1-5(c)	Natural Lawn/Landscape Application	\$25.00
8-1-6(f)	Weed/Grass Cutting Hearing Deposit	\$35.00
9-1-53(e)	Private Well Operation Permit	\$50.00 per 5 years
9-4-13	Cable Television Pole Attachment Fee	\$14.42 single attachment, \$9.98 joint attachment
10-2-7(b)	Bicycle Registration	\$2.00 per 2 years
11-7-44	Adult Oriented Establishment Application	\$500.00
11-7-46	Adult Oriented Establishment License/ Renewal	\$500.00 annually

11-7-48	Adult Oriented Establishment License Transfer	\$100.00
11-7-51	Adult Establishment Employee Registration	\$25.00
12-1-5(1)	Rental of City Park Shelters	\$20.00 per day per shelter
13-1-22	Site Permit	\$100.00
13-1-67	PUD Review Fee	\$150.00
13-1-83	Conditional Use Permit Application	\$75.00
13-1-95(c)	Junk and Salvage Yards	\$200.00 annually
13-1-142	Sign Permits	\$50.00
13-1-180	Signal Receiving Antenna (Limited)	\$30.00
13-1-181	Wind Energy Systems	\$30.00
13-1-182(b)	Wireless Telecommunications Structure Location Permit Application	\$50.00 per site
13-1-200	Accessory Building Permit	See Building Fees
13-1-202	Fence Permit	\$50.00
13-1-203	Swimming Pool/Hot Tub Permit	See Building Fees
13-1-204	Retaining Walls	\$50.00
13-1-223	Zoning/Land Use Permit	\$25.00
13-1-224	Certificate of Compliance	\$25.00
13-1-242	Re-zoning Requests; Hearing	\$75.00 and actual publication costs; plus an additional \$250.00 if special council meeting is requested
13-1-260	Appeals to Board of Appeals	\$75.00 and actual publication costs; plus an additional \$250.00 if special council meeting is requested

13-1-263	Variance Requests	\$75.00 and actual publication costs; plus an additional \$250.00 if special council meeting is requested
13-3-2(b)(6) and 13-3-4(b)	Mobile Home Park Application	\$100.00
13-3-5	Mobile Home Park License	\$50.00 annually
14-1-81(e)	Fee in Lieu of Parkland Dedication	\$200.00 per residential unit
14-1-90(e)	Preliminary Plat	\$150.00 plus \$10.00 for every lot of six
14-1-90(f)	Final Plat	\$150.00 plus \$10.00 for every lot over six
14-1-90(g)	Certified Survey Map	\$75.00
15-1-18	Building Code Permits: (Note: inspections are required for structural changes; plumbing and electric work)	
	1. Accessory buildings & structures including sheds, small utility buildings, porches, decks, alterations or additions to existing detached garages under \$2,000.00 in value	\$50.00 permit fee plus inspection fees
	2. Residential interior/exterior alterations (over \$2600.00 in value) inspection fees, if applicable	\$100.00 site permit + UDC permit and inspection
	3. Residential additions, garages (attached or detached), carports, inspection fees, pools, three-season rooms	\$100.00 site permit + UDC permit and inspection
	4. Residential new construction single-family and 2-family homes	\$100.00 site permit + UDC permit and inspection, and WI seal
	5. Manufactured homes	\$100.00 site permit + UDC permit and inspection
	6. Commercial buildings additions and alterations	\$100.00 site permit + \$75.00 building permit

