

**TOWN OF OTTAWA**  
W360 S3337 STH 67 Dousman, WI 53118  
Tel: (262) 965-3228 Fax: (262) 965-5131

**TOWN OF OTTAWA PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

**PLEASE READ, UNDERSTAND AND SIGN THE FOLLOWING NOTICE:**

Pursuant to the Town of Ottawa Municipal Code Section 3.11, the Town of Ottawa 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 Clerk shall charge that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. Also, pursuant to the Town of Ottawa Municipal Code Section 3.11, 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 Ottawa Municipal Code Section 3.11.

I/we, the undersigned, have been advised that, pursuant to the Town of Ottawa Municipal Code Section 3.11, 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 even if my/our request is not approved. In addition, I/we have been advised that pursuant to the Town of Ottawa Municipal Code Section 3.11, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, however, I am not waiving my/our appeal rights that are described in the Town of Ottawa Municipal Code Section 3.11. You will receive your first bill once the charges incurred reach \$500.00 or your issue is closed. Bills will be sent monthly thereafter so you are kept up to date regarding your current charges.

**PLEASE PRINT LEGIBLY**

**Name, Mailing Address, and Email Address of the Property Owner and/or Authorized Agent for the Property Owner for Invoices:**

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**Email** \_\_\_\_\_

**Name of Property Owner, Address of the Property involved in the Request and Email (if different from above):**

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**Email** \_\_\_\_\_

**Tax Key No. of the Property involved in the Request: OTWT** \_\_\_\_\_

**Signature of Property Owner and/or Authorized Agent for the Property Owner and Date:**

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**Signature of Property Owner (required only if there is no Authorized Agent) and Date:**

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**Town Official and also Witness accepting the Form and Date:** \_\_\_\_\_

A copy of this completed form will be provided to the Town Clerk for billing purposes. The email address will be used to provide a copy of the Plan Commission agenda if your item is scheduled on an agenda and no hard copy will be sent.