

**TOWN OF GENEVA**  
**COST RECOVERY AGREEMENT**

FOR RESIDENTIAL CONSTRUCTION

**Notice to Applicant: This document is an Official Town of Geneva document.**

The undersigned Applicant hereby acknowledges and agrees the Town may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the Town's review of an application for residential building permit as well as to confirm compliance with all requirements of the building permit and other Ordinances of the Town. (Issuance of an Occupancy Permit does not terminate this agreement to pay). The submittal of an application by an Applicant shall be construed as an agreement to pay for such professional review services applicable to the proposal including any finance charges that may accrue. The Town may apply the charges for these services to the Applicant. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Applicant pays such fees. Review fees which are applied to an Applicant and which are not paid, may be assigned by the Town as a special assessment to the subject property. Applicant hereby expressly waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. Petitioner further authorizes the Town Treasurer or Town Clerk to levy and collect review fees and additional fees upon the affidavit of the Building Inspector stating that such fees are reasonable, and that payment is overdue. **At the time of Final Occupancy, 70% of erosion control and stormwater measures must be completed.** The Applicant shall be required to provide the Town with an executed copy of the following form as a prerequisite to the processing of the building permit application:

Purpose of Application:  New Single-Family Dwelling  Addition  Other: \_\_\_\_\_

Physical Project Address: \_\_\_\_\_

Tax Key #: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Applicant Email Address (required for email drainage submissions): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Name/Address (if different from Applicant): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

**\*\*Applicant agrees to provide a copy of the approved stormwater drainage report to owner (or new owner at applicant's sale of property) no later than owner's occupancy of property.**

APPLICANT: \_\_\_\_\_  
(Printed Name) (Signature)

**Project #:** \_\_\_\_\_

Note to Applicant: The Town Engineer, Town Attorney and other Town professionals and Town staff, if requested by the Town to review your request, will bill for their time at an hourly rate which is adjusted from time to time by agreement with the Town. Please inquire as to the current hourly rate you can expect for this work. In addition to these rates, you will be asked to reimburse the Town for those additional costs set forth in the Town Ordinances.

Original: Town Records  
Copy: Applicant / Town Attorney

## Instructions for the Cost Recovery Agreement

1. Please carefully read and complete the form at the beginning of your building process. Refer to the Wisconsin Dept of Safety and Professional Services SPS320.08-320.11 (Subchapter IV) for questions regarding inspections.
2. Applicant is **required** to contact Baxter & Woodman for final grading / drainage approval before Final Occupancy can be issued. If a refund from initial stormwater deposit is due, this will take place after this approval.

David Hemmerich, P.E.  
Senior Project Manager  
main: 262-763-7834 | direct: 815.444.3207  
email: [dhemmerich@baxterwoodman.com](mailto:dhemmerich@baxterwoodman.com)

3. Applicant is **required** to contact the Town of Geneva Building Inspector for Final Occupancy approval:

Joe Mesler  
Building Inspector  
262-215-3711  
[pbipermit@icloud.com](mailto:pbipermit@icloud.com)

4. If you are requesting to initiate garbage and recycle service from the Town, please provide us with a copy of the Final Occupancy document.
  - Snap a picture of it and email to: [clerk@townofgeneva.wi.gov](mailto:clerk@townofgeneva.wi.gov)
  - Drop a copy off at the Town Hall (drop box is fine as well)
  - Stop into the Town Hall with document to request service