

**ORDINANCE NO. 2023-16**

**VILLAGE OF YORKVILLE  
RACINE COUNTY, WISCONSIN**

**AN ORDINANCE TO AMEND MULTIPLE SECTIONS OF THE CODE OF ORDINANCES FOR THE VILLAGE OF YORKVILLE, RACINE COUNTY, WISCONSIN, RELATED TO THE DUTIES OF THE VILLAGE ADMINISTRATOR, VILLAGE CLERK, VILLAGE TREASURER/FINANCE DIRECTOR, VILLAGE DEPUTY CLERK AND VILLAGE DEPUTY TREASURER**

**WHEREAS**, the Village Board for the Village of Yorkville, by Charter Ordinance 2023-01, elected to (1) separate the previously consolidated office of Village Administrator/Clerk, and create the separate appointed offices of Village Administrator and Village Clerk, (2) create the office of the Village Finance Director, (3) consolidate the appointed offices of Village Treasurer and Village Finance Director into the office of the Village Treasurer/Finance Director, and (4) separate the previously consolidated office of Village Deputy Clerk-Treasurer, and create the separate appointed offices of Village Deputy Clerk and Village Deputy Treasurer; and

**WHEREAS**, the municipal code requires amendment to designate the duties of each separate office.

**NOW, THEREFORE**, the Village Board of the Village of Yorkville, Racine County, Wisconsin, does hereby ordain as follows:

1. That the Sections listed on Exhibit A, which is attached and incorporated herein by reference, are amended as noted to designate the duties of the Village Administrator, Village Clerk, Village Treasurer/Finance Director, Village Deputy Clerk and Village Deputy Treasurer.
2. That this ordinance shall become effective upon Charter Ordinance No. 2023-01 becoming effective.

Adopted by the Village Board of the Village of Yorkville, Racine County, Wisconsin, this 13<sup>th</sup> day of November, 2023.

**VILLAGE OF YORKVILLE**

Ayes: 5

By: /s/ Douglas Nelson  
Douglas Nelson, President

Nays: 0

Attest: /s/ Michael McKinney  
Michael McKinney, Administrator/Clerk

Abstentions: 0

Absences: 0

**Exhibit A**

Title	Section	Page	Language	Change Bolded Language To:
<b>Ch. 1. General Provisions</b>				
Certain ordinances not affected by Code	1-9(b)	1:4	All such ordinances are recognized as continuing in full force and effect to the same extent as if published at length in this Code. All ordinances are on file in the <b>administrator/clerk</b> office.	Clerk's
Clerk to file documents incorporated by reference	1-13	1:8	Whenever in this Code any standard, code, rule, regulation 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 <b>administrator/clerk</b> shall file, deposit and keep in his office a copy of the code, standard, rule, regulation or other written or printed matter as adopted. Materials so filed, deposited and kept shall be public records open for examination with proper care by any person, during the <b>administrator/clerk's</b> office hours, subject to such orders or regulations, which the <b>administrator/clerk</b> may prescribe for their preservation.	Clerk's and Clerk
Penalty provisions	1-14(d)(3)	1:8	Form of citation. The form of the citation to be used by the village is on file in the <b>administrator/clerk's</b> office and is adopted by reference as though fully set forth in this section.	Clerk's
<b>Art II. Village Board; Meetings</b>				
Special meetings	2-53	2:6	Special meetings of the village board may be called by the village president or by any two village trustees by filing a written request with the <b>administrator/clerk</b> at least 24 hours prior to the time specified for such meeting. The <b>administrator/clerk</b> shall immediately notify each trustee of the time and purpose of such meeting. The notice shall be delivered to each trustee personally or left at his/her usual place of abode. The <b>administrator/clerk</b> shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meeting. Special meetings may be scheduled without notice when all members of the village board are present or consent in writing to the holding of such special meeting. Unless all trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.	Clerk
Presiding officer	2-59(b)	2:8	Absence of village president. If the village president is absent at any meeting, the <b>administrator/clerk</b> shall call the meeting to order and preside until the village board selects a trustee to preside for that meeting. The <b>administrator/clerk</b> shall not vote on any issue before the village board.	Clerk
<b>Art III. Officers and Employees</b>				
Duties - Village President	2-122	2:14	The village president shall sign all ordinances, resolutions, bylaws, orders, regulations, contracts, commissions, licenses and permits adopted or authorized by the village board; provided, however, in the absence of the village president, another trustee designated by the village board may sign in the place of the village president. Licenses and permits adopted or authorized by the village board may be signed by the <b>administrator/clerk</b> in lieu of the village president.	Clerk

**Exhibit A**

	2-203(4)	2:15	A written record shall be kept showing all actions taken, resolutions, findings, determinations, transactions and recommendations made, and a copy shall be filed with the <b>administrator/clerk</b> as a public record	Clerk
Board of Review; Membership	2-231	2:17	The board of review of the village shall consist of the village president, village <b>administrator/clerk</b> , village trustees, a resident of the village to be appointed by the village board for a term of three years, and one or more alternate members who are residents of the village. Alternate members shall serve on the board of review when standing members are removed from individual cases. Alternate members of the board of review are to be appointed by the village board, and shall serve for a term of three years. The village assessor shall not be a member of the board of review.	Clerk
Art V. Elections				
Registry of Electors	2-301(a)	2:20	The <b>administrator/clerk</b> shall prepare, continue and revise a registry of electors and shall have control of such registry for the village under Wis. Stat. §§ 6.27—6.57.	Clerk
	2-301(b)	2:20	The <b>administrator/clerk</b> shall procure the necessary registration affidavit forms as set forth in Wis. Stat. § 6.33	Clerk
Voting	2-302	2:20	All the provisions of Wis. Stat. ch. 6 as such provisions pertain to any and all village elections or any elections held within the village are hereby incorporated by reference. The <b>administrator/clerk</b> upon notifying each inspector and clerk as provided in section 2-324, shall instruct each officer as to his duties and responsibilities.	Clerk
Election officials; appointment, duties and powers	2-321(b)	2:21	The <b>administrator/clerk</b> is authorized to select alternate officials or two sets of officials to work at different times on election day.	Clerk
	2-321(c)	2:21	The <b>administrator/clerk</b> may reduce the number of election officials for any given election to not less than three.	
	2-321(d)	2:21	Tabulators, if required, may be appointed by the <b>administrator/clerk</b> .	Clerk
Notice; compensation; tenure.	2-324(a)	2:22	Notice of appointment and confirmation. The <b>administrator/clerk</b> shall notify the election inspectors and clerks of their appointment and the confirmation thereof by the village board informing each that they shall file an oath of office within ten days after the mailing of such notice.	Clerk
Art IV. Public Records				
Duty to maintain records	2-352(b)	2:23	Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his successor all records then in his custody and the successor shall receipt therefor to the officer or employee, who shall file such receipt with the <b>clerk-treasurer</b> . If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the <b>administrator/clerk</b> , on behalf of the successor, to be delivered to such successor upon the latter's receipt.	Clerk
Legal Custodian	2-353(b)	2:24	Unless otherwise prohibited by law, the <b>administrator/clerk</b> or the <b>administrator/clerk's</b> designee shall act as legal custodian for the village board and any committees, commissions, boards or other authorities created by ordinance or resolution of the board.	Clerk and Clerk's

**Exhibit A**

Retention of public records	2-359(a)	2:28	General Records Schedule Adopted. The Village hereby adopts, by reference, the Wisconsin Municipal Records Schedule, pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board on August 27, 2018. A copy of the Wisconsin Municipal Records Schedule (attached as Exhibit A) will be kept on file in the Village <b>Administrator/Clerk's</b> office, located at 925 15th Avenue, Union Grove, Wisconsin 53182, and made available for public viewing during regular office hours, 8:00 a.m. to 4:30 p.m., Monday through Friday.	Clerk's
Destruction of obsolete public records	2-360(a)	2:28	Destruction. The <b>administrator/clerk</b> may destroy records of which he is the legal custodian, and which are considered obsolete, pursuant to the Wisconsin Municipal Records Schedule approved by the State of Wisconsin Public Records Board on August 27, 2018, applicable statute, state administrative regulation, or Section 2-359(b) of this Code.	Clerk
	2-360(c)	2:29	Notice required. The <b>administrator/clerk</b> shall give at least 60 days' notice to the Wisconsin Historical Society prior to the destruction of any public record for which notification is required pursuant to the Wisconsin Municipal Records Schedule approved by the State of Wisconsin Public Records Board on August 27, 2018, applicable statute, or state administrative regulation.	Clerk
Administrative appeal	2-399(c)	2:29	How appeal may be taken. An appeal under this section may be taken by filing with or mailing to the <b>administrator/clerk</b> a written notice of appeal.	Clerk
Ch 6. Animals				
Humane officer	6-2(c)	6:3	Appointment of the Humane Officer. The Village Board shall appoint the Humane officer. The Humane Officer shall serve at the pleasure of the Village Board. The Village <b>Administrator/Clerk</b> shall report the appointment and termination of the Humane Officer to the Department of Agriculture, Trade and Consumer Protection ("Department"). The Humane Officer shall have proper certification as defined by Wis. Stat. § 173.05. Failure of a Humane Officer to obtain proper certification within the time periods required by the Department shall be grounds for termination of the appointment.	Clerk
Art II. Dogs				
Dog licenses	6-51(a)(1)	6:5	A person who owns a dog, which is or will become five months of age or older during any license year, shall obtain a license for each such dog every license year by making application to the <b>administrator/clerk</b> under the terms and conditions contained in this section.	Clerk
	6-51(a)(2)	6:6	The dog license tax shall be paid according to the schedule of fees on file in the village <b>administrator/clerk's</b> office and may be revised by village board resolution.	Clerk's
	6-51(c)	6:6	Late fee. The <b>administrator/clerk</b> shall, in addition to the license tax provided for in this section, assess and collect a late fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution for every application for a license for a dog more than five months of age, unless such application is made prior to April 1 of any calendar year or unless such application is made within 30 days of acquiring ownership or a licensable dog, or if the owner failed to obtain a license on or before the dog reached a licensable age.	Treasurer/Finance Director and Clerk's

**Exhibit A**

Kennel license required	6-52(a)	6:6	No person shall maintain or operate a dog kennel in the village without obtaining a license as provided in this section. For the purpose of Article II, the term "kennel" means any location where more than three dogs over five months of age are kept. The application for a dog kennel license shall be filed in writing with the <b>administrator/clerk</b> disclosing the name and address of the applicant, the location at which the proposed kennel is to be kept, the number of dogs proposed to be kept, a description of various facilities of the dog kennel, and such other information as the village board may require.	Clerk
	6-52(b)	6:6	The application for a kennel license shall be accompanied by an application/license fee paid according to the schedule of fees on file in the village <b>administrator/clerk's</b> office and as may be revised by village board resolution. Any person obtaining a kennel license must reapply for the kennel license on an annual basis.	Clerk's
	6-52(c)	6:6	By the filing of such application, the applicant shall be deemed to have consented to an inspection, prior to the issuance of such license, by the village board, plan commission, a code enforcement officer or any other village officer for the purpose of determining whether or not such license should be granted. Prior to the issuance of a kennel license for premises not previously licensed by the village, the application shall be considered at a regular meeting of the village board and plan commission. Notice of the kennel license application and applicable village board and plan commission meeting shall be provided by the <b>administrator/clerk</b> by first class mail or hand-delivery to owners of properties adjacent to or within 300 feet of the property upon which the proposed kennel will be located. The village board may issue or deny a license in the exercise of its discretion, having regard to the effect of the establishment of such dog kennel upon the public health, safety and welfare. The village board may require proof of adequate insurance, and may impose additional conditions on the issuance of a permit related to the exercise of its powers under Wis. Stat. § 61.34.	Clerk
Art. V. Care and Control				
Reporting of biting incidents	6-112(a)	6:12	Anyone having knowledge or reason to believe that any animal in the village has bitten a person shall report within 24 hours, so far as is known, the name and address of the owner of the animal and circumstances of such bite. Such report shall be made to the <b>administrator/clerk</b> , who shall communicate this information to the sheriff's department or other applicable agency	Clerk
Art. IV. Potbellied Pigs				
License	6-142	6:12	Any person who owns, harbors or keeps a potbellied pig in the village, which pig is five months of age or older, shall obtain a license for such pig by applying therefor to the <b>administrator/clerk</b> .	Clerk
License fee	6-143	6:12	Any applicant for a license for a potbellied pig shall pay an annual license fee as set forth in the schedule of fees on file in the <b>administrator/clerk's</b> office and which may be revised by village board resolution	Clerk's
Ch. 10. Building and Building Regulations				

**Exhibit A**

Appeals	10-124(b)	10:11	Such written notice shall be accompanied with the sum of as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution payable to the building inspector. If the appeal is denied, such fees shall be retained by the village. Otherwise, the fee shall be returned to the appellant.	Clerk's
Bond	10-143(a)	10:11	Prior to the granting of any building permit for any new residential, commercial, industrial or institutional facilities or structures or for the remodeling of any such existing facilities or structures which in the judgment of the building inspector will require substantial equipment or materials, the applicant shall furnish a bond in the sum as provided in this section and as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution. Such bond shall be in the form of cash or a letter of credit from an institution and in a form acceptable to the village.	Clerk's
Fees	10-144	10:14	At the time the application for a building permit, or heating-ventilating-air-conditioning permit, or electrical permit or plumbing permit is filed, the applicant shall pay fees as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and may be revised by village board resolution.	Clerk's
Street or road occupancy permit	10-145(j)	10:16	Before a permit is granted, the applicant shall execute to the village and deliver to the building inspector a bond of undertaking in a sum as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution with surety or sureties to be approved by the village board conditioned to save the village harmless from all liability which may be incurred by the deposit or maintenance of such material, machinery or other things connected with building purposes in the street, road, alley or public ground by the applicant or by his contractors, servants, agents or employees, whether such material, machinery or other thing shall be placed within or beyond the limit specified by this chapter.	Clerk's
State uniform dwelling code adopted	10-182	10:18	The Wisconsin Administrative Code provisions describing and defining regulations with respect to one-family and two-family dwellings in Wis. Admin. Code chs. SPS 320-325 are hereby adopted and by reference made a part of this article as if fully set forth herein. The Wisconsin Administrative Code provisions describing and defining regulations with respect to camping units in Wis. Admin. Code ch. SPS 327 are hereby adopted and by reference made a part of this article as if fully set forth herein. Any act required to be performed or prohibited by a Wisconsin Administrative Code provision incorporated herein by reference is required or prohibited by this article. Any further amendments, revisions or modifications of the Wisconsin Administrative Code provisions incorporated herein are intended to be made part of this article to secure uniform statewide regulation of one-family and two-family dwellings and camping units. A copy of these Wisconsin Administrative Code provisions and any future amendments shall be kept on file in the <b>administrator/clerk's</b> office.	Clerk's
Plumbing				

### Exhibit A

State regulations adopted	10-251	10:22	Wis. Stats. ch. 281, the State Plumbing Code, Wis. Admin. Code chs. Comm 81-86 are adopted and by reference made a part of this chapter with the same force and effect as though set out in full. Failure to comply with any of the provisions of such regulations shall constitute a violation of this chapter, punishable according to the penalties provided herein. A copy of the state plumbing code shall be on file in the offices of the plumbing inspector and the <b>administrator/clerk</b> .	Clerk
Plumbing inspector	10-253(c)	10:23	Permits. The plumbing inspector or his authorized agent shall prepare suitable forms for permit applications and permits, shall take applications and issue to qualified applicants permits as required for all work contemplated by this chapter and shall maintain suitable records of the permits issued. The plumbing inspector shall weekly submit permit fees collected by his office to the <b>administrator/clerk</b> .	Clerk
Moving Buildings; bond requirement	10-291	10:25	Before a permit to move any building is granted by the building inspector, the party applying for the permit shall give a bond in a sum as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution with good and sufficient securities to be approved by the village board, conditioned among other things that such party shall save and indemnify judgments, costs and expenses which may in any way accrue against the village and keep the village harmless against all liabilities, judgments, costs and expenses in consequence of the granting of such permits.	Clerk
Architectural Control				
Procedure	10-323	10:27	Whenever the building inspector makes a request for a determination, the plan commission shall set a time and place for a hearing on the application giving notice of such hearing, as it may deem sufficient. The plan commission may, if it desires, hear the applicant for the building permit in question or the owner of the lot on which it is proposed to erect or move the structure in question together with any other persons, whether residents or property owners, desiring to be heard. Such hearing may be adjourned from time to time but not for more than 48 hours, and within 48 hours after the close of the hearing the plan commission shall in writing make or refuse to make the finding required by section 10-332. Such finding and determination shall be in writing and signed on behalf of the plan commission by the chairperson and secretary. The secretary shall thereupon file a copy of the findings and determination in the office of the <b>administrator/clerk</b> and shall mail a copy of the findings by registered mail to each applicant for such permit on which the plan commission has acted. Thereupon the building inspector shall issue or refuse to issue a building permit in accordance with the determination of the plan commission.	Clerk

### Exhibit A

Appeals	10-324	10:27	Any person feeling himself aggrieved by the determination of the plan commission may appeal from such determination to the village board within ten days after written notice shall have been delivered to him, such appeal to be in writing setting forth the basis of the appeal and to be filed with the <b>administrator/clerk</b> . Such appeal shall thereupon be heard at the next regular meeting of the village board. On the appeal, in the absence of proof to the contrary adduced before the village board, a refusal to grant the building permit shall be deemed to be based upon facts and supporting the conclusion that the exterior architectural appeal and functional plan erected or moved, will be so at variance with or so similar to the exterior architectural appeal and functional plan of structures already constructed or in the course of construction in the immediate neighborhood, or the character of the applicable district, as to cause a substantial depreciation in the property values of such neighborhood within the applicable district	Clerk
Erosion Control				
Findings and purpose	10-362(c)	10:28	The village board hereby designates the village engineer and those village officials and consultants designated by the <b>administrator/clerk</b> to administer and enforce the provisions of this article.	Administrator
Definitions	10-365	10:29	Administering Authority means the village engineer, and those village officials and consultants designated by the <b>administrator/clerk</b> to administer and enforce the provisions of this article.	Administrator
Permitting requirements, procedures, and fees	10-371(b)	10:35	Permit Application and Fees. The responsible party that will undertake a land disturbing construction activity subject to this ordinance shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of section 10-372, and shall pay an application fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office, which may be revised from time-to-time by resolution of the village board. By submitting an application, the applicant is authorizing the village engineer or designee to enter the site to obtain information required for the review of the erosion and sediment control plan. The village reserves the right to require an additional fee to reimburse the village for engineering-related costs, including costs of inspection not covered by the application fee.	Clerk's
	10-371(c)(3)	10:35	After the completion of the pre-permit reimbursement agreement, the <b>administrator/clerk</b> shall issue the permit.	Clerk
	10-371(e)(1)	10:35	Notify the <b>administrator/clerk</b> within 48 hours of commencing any land disturbing construction activity.	Administrator
	10-371(e)(2)	10:35	Notify the <b>administrator/clerk</b> of completion of any BMPs within 14 days after their installation.	Administrator
Erosion and sediment control plan				



**Exhibit A**

Statement and amendments	10-372(a)	10:37	Erosion and sediment control plan statement. For each construction site identified under section 10-370(b) an erosion and sediment control plan statement shall be prepared. This statement shall be submitted to the <b>administrator/clerk</b> . The erosion and sediment control plan statement shall briefly describe the site, the development schedule, and the BMPs that will be used to meet the requirements of the ordinance. A site map shall also accompany the erosion and sediment control plan statement.	Clerk
	10-372(b)(1)	10:37	An erosion and sediment control plan shall be prepared and submitted to the <b>administrator/clerk</b> .	Clerk
Enforcement	10-374(e)	10:40	After posting a stop work order under subsection (a) of this section, the village board may issue a notice of intent to the landowner of its intent to perform work necessary to comply with this article. The village may go on the land and commence the work after issuing the notice of intent. The costs of the work performed by the village, plus interest at the rate authorized by the village shall be billed to the landowner. If a landowner fails to pay the amount due, the <b>administrator/clerk</b> shall enter the amount due on the tax rolls and collect as a special charge against the property pursuant to Wis. Stat. § 66.0627.	Clerk
Licenses Generally				
Application	14-33	14:9	Application for a license required by this chapter shall be made to the <b>administrator/clerk</b> on a form furnished by the village and shall contain such information as may be required by the provisions of this chapter or as may be otherwise required by the village board.	Clerk
License fees	14-34(a)	14:9	Fees to accompany application. License fees imposed under section 14-35 shall accompany the license application. If a license is granted, the <b>administrator/clerk</b> shall issue the applicant a receipt for his license fee.	Clerk
Enumerated businesses and fees	14-35	14:10	A license shall be required for each of the following businesses or activities, which shall be for one year unless otherwise indicated. The annual fee for such licenses shall be on file in the village <b>administrator/clerk</b> 's office and may be revised by village board resolution.	Clerk's
Granting of licenses	14-36	14:11	Unless otherwise designated, licenses required by this chapter shall be issued by the <b>administrator/clerk</b> only with the approval of the village board; except the <b>administrator/clerk</b> may issue the following licenses subject to the standards established by this chapter without prior approval of the village board:	Clerk
Form of license	14-38	14:12	All licenses issued under this chapter shall show the dates of issue and expiration and the activity licensed and shall be signed by the <b>administrator/clerk</b> .	Clerk
Records of licenses	14-39	14:12	The <b>administrator/clerk</b> shall keep a record of all licenses issued.	Clerk
Renewal of licenses	14-44	14:13	All applications for renewal of licenses, which expire June 30 shall be made to the <b>administrator/clerk</b> by April 15.	Clerk
Alcoholic Beverages				

**Exhibit A**

Required fees	14-101(3)(a)	14:15	Qualifications. The Village <b>administrator/clerk</b> shall, without prior Village Board approval, issue a provisional retail license to a person who has applied for a Class "A", Class "B", "Class A", "Class B", or "Class C" license, as those terms are defined in the state statutes, provided that, based upon the information contained in the application, the person meets the general qualifications contained in this chapter of the Code and Wis. Stat. Ch. 125, for the issuance of a license relating to alcohol beverages, as well as any additional qualifications for the issuance of the specific retail license for which the applicant has applied. The Village <b>administrator/clerk</b> may not issue a provisional "Class B" license if the Village's quota under Wis. Stat. § 125.51(4), prohibits the Village from issuing a "Class B" license. No person may hold more than one provisional retail license per type of license per year.	Clerk
	14-101(3)(b)	14:15	Application fee. The fee for a provisional retail license shall be as set forth in the schedule of fees on file in the Village <b>administrator/clerk's</b> office and which may be revised by Village Board resolution, which shall be nonrefundable and shall not apply toward the retail license for which the applicant has applied.	Clerk's
	14-101(3)(c)	14:15	Duration. A provisional retail license expires 60 days after its issuance or when the applicant's application for the Class "A", Class "B", "Class A", "Class B" or "Class C" license is issued or denied, whichever is sooner. The Village <b>administrator/clerk</b> shall revoke the provisional retail license if it is discovered that the holder of the license made a false statement on the application	Clerk
Operator's license	14-102(4)	14:19	All applicants must file a written application for an operator's license with the Village <b>administrator/clerk</b> , stating the name, residence, age and sex of the applicant, together with such pertinent information as to the fitness of a candidate as the Village <b>administrator/clerk</b> shall require. All such applicants shall list any convictions for crimes or ordinance violations, which bear a relationship to the responsibilities of licensees. Upon approval of the application by the majority vote of the Village Board, the Village <b>administrator/clerk</b> shall, upon payment or proof of payment of the license fee, issue to the applicant a license that is valid for no more than one year and shall expire on June 30th.	Clerk
	14-102(7)(a)	14:19	Qualifications. The Village <b>administrator/clerk</b> shall, without prior Village Board approval, issue a provisional operator's license to any person who has also applied with the Village for an operator's license provided that, based upon the information contained in the application, the person meets the general qualifications contained in this chapter of the Code and Wis. Stat. Ch. 125, for the issuance of an operator's license, and further provided, however, that the Village <b>administrator/clerk</b> shall issue a provisional operator's license to anyone filing with the Village a certified copy of a valid operator's license issued by another municipality. In no event, however, shall a provisional operator's license be issued to anyone who has been denied an operator's license by the Village.	Clerk

**Exhibit A**

	14-102(7)(b)	14:19	Application fee. The fee for a provisional retail license shall be as set forth in the schedule of fees on file in the Village <b>administrator/clerk's</b> office and which may be revised by Village Board resolution, which shall be nonrefundable and shall not apply toward the operator's license for which the applicant has applied	Clerk's
	14-102(7)(c)	14:19	Duration. A provisional retail license shall expire (1) 60 days after its issuance, or (2) upon issuance or denial of the operator's license that was applied for with the Village, or (3) upon expiration or termination of an operator's license from another municipality that was filed with the Village under paragraph a., whichever event occurs sooner. The Village <b>administrator/clerk</b> shall revoke the provisional retail license if it is discovered that the holder of the license made a false statement on the application or upon discovery that an operator's license issued by another municipality and filed with the Village under paragraph a. is invalid.	Clerk
Application	14-104(a)	14:20	Each applicant for any license shall file a written application for the license on the form prescribed by the state department of revenue with the Village <b>administrator/clerk</b> not less than 15 days prior to any meeting to consider the granting of such license.	Clerk
Investigation and consideration of applications	14-105(a)	14:20	Whenever any applicant for a license shall have complied with all of the conditions and regulations contained in this article relative to the filing of his application, it shall be the duty of the Village <b>administrator/clerk</b> to forward the application to the Village Board for consideration at any regular or special meeting thereof occurring no earlier than 15 days from the date of the application	Clerk
	14-105(b)	14:21	The Village Board shall give an opportunity to any person to be heard for or against the granting of any application and issuance of a license. In determining the suitability of an applicant, consideration shall be given to applicant's financial responsibility, the appropriateness of the location and the premises proposed for licensing, and generally, the applicant's fitness for the trust to be reposed. The Village <b>administrator/clerk</b> shall issue no license until there has been favorable action by the Village Board upon the application except that the Village <b>administrator/clerk</b> is authorized to issue temporary "Class B" (picnic wine) and Class "B" (picnic) licenses upon receipt of a completed application by a qualified applicant. Upon approval, the Village <b>administrator/clerk</b> shall forward a duplicate copy of the application to the state department of revenue.	Clerk
Issuance and posting of licenses	14-106(a)	14:21	Upon approval of any application and receipt of all fees fixed by the statute, the Village <b>administrator/clerk</b> shall issue the applicant a license under this article, serially numbered and describing specifically the name of the licensee and premises for which it is issued.	Clerk

**Exhibit A**

<p>Revocation, suspension, refusals to issue or renew.</p>	<p>14-107</p>	<p>14:21</p>	<p>Upon complaint made in writing under oath by any Village resident and filed with the Village <b>administrator/clerk</b>, that any person licensed under this article or state statutes, has violated any provision of this article or any section of the state statutes regulating the sale of intoxicating liquor or fermented malt beverages; keeps or maintains a disorderly or riotous, indecent or improper house; has sold or given away any alcohol beverages to a known habitual drunkard; or does not possess the qualifications required under Wis. Stat. ch. 125 to hold the license, the Village Board shall proceed as provided in Wis. Stat. § 125.12 to consider and act on the suspension, revocation, refusal to issue or renew the license. The provisions in Wis. Stat. § 125.12 relating to renewing or granting a new license shall be applicable to any applicant or licensee under this article.</p>	<p>Clerk</p>
<p>Temporary extension of licensed premises for special events</p>	<p>14-111(b)</p>	<p>14:23</p>	<p>Eligibility. Any person holding a valid "Class B" retail liquor license, Class "B" fermented malt beverage retailer's license or "Class C" retail wine license may apply for temporary extension of such licensed premises for a special event. The area which the licensee wishes to include in any temporary extension of the licensed premises must be contiguous to the licensed premises and owned by or under the control of the licensee. If the applicant seeks a temporary extension of the licensed premises, such that the extended licensed premises would extend into or encroach upon public property or public thoroughfares, then the applicant shall also be required to obtain the applicable special privilege or street festival permit before the document authorizing the temporary extension of the licensed premises is issued by the Village <b>administrator/clerk</b>. The applicant shall also comply with all other applicable statutes, ordinances and resolutions.</p>	<p>Clerk</p>
	<p>14-111(d)</p>	<p>14:23</p>	<p>Application. An application for the temporary extension of licensed premises shall be filed on or before the deadline established by the Village <b>administrator/clerk</b> on forms provided by the Village <b>administrator/clerk</b>. The application shall be signed and sworn to by the applicant, if an individual; by one partner, if a partnership; or by a duly authorized agent, officer or member, if a corporation or limited liability company or other entity. The application shall include:</p>	<p>Clerk</p>
	<p>14-111(d)(5)</p>	<p>14:23</p>	<p>Such other reasonable and pertinent information as the Village Board or Village <b>administrator/clerk</b> may require.</p>	<p>Clerk</p>
	<p>14-111(f)</p>	<p>14:24</p>	<p>Issuance. In the event the Village Board grants the application for a temporary extension of licensed premises for special events, the Village <b>administrator/clerk</b> shall issue an appropriate document to the applicant confirming that fact and specifying the date, period of time and specific location for which the extended licensed premises shall be in effect. Such document shall also contain any restrictions or conditions which the Village Board may place on such approvals. The Village <b>administrator/clerk</b> shall inform the Code Enforcement Officer and the Racine County Sheriff's Department of the date, place and event for which the temporary extension of licensed premises was issued.</p>	<p>Clerk</p>
<p>Peddlers, Canvassers, Solicitors and Transient Merchants</p>				

**Exhibit A**

Investigaton	14-175	14:30	The <b>administrator/clerk</b> may cause the applicant and the facts stated in the application to be investigated and may request assistance to the code enforcement officer in such investigation. The <b>administrator/clerk</b> shall approve or disapprove the application within 72 hours after its submission.	Clerk
Bond	14-176(a)	14:30	When required. Every applicant who is not a resident of the county or who represents a firm the principal place of business of which is located outside of the state shall file with the <b>administrator/clerk</b> a surety bond in an amount as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution, approved by the village president, conditioned that the applicant shall comply with all provisions of the village ordinances and state laws and guaranteeing to any person doing business with the licensee that all money paid as a down payment will be accounted for and applied according to the representations of the licensee, and further guaranteeing	Clerk and Clerk's
Message establishments				
Permit application	14-242(a)	14:33	The application for a permit under this article shall be upon a form provided by the <b>administrator/clerk</b> and shall set forth the exact nature of the services to be provided and the proposed place of business and facilities therefor, and the name and address of each applicant and such other information as the <b>administrator/clerk</b> may require. If the applicant is a corporation, the names and residence addresses of each of the officers and directors of such corporation and of each stockholder owning more than ten percent of the stock of the corporation shall be set forth. If the applicant is a partnership, the names and residence addresses of each of the partners including limited partners shall be set forth	Clerk
Permit investigations and fees	14-244	14:35	An investigation fee, in the amount specified in section 14-35, no part of which shall be refundable, shall accompany all applications for a massage establishment permit. Upon receipt of such application, the <b>administrator/clerk</b> shall refer the application to the building inspector, plumbing inspector, electrical inspector, the fire department and the health officer, each of whom within a period of 30 days from the date of application shall review records or make an inspection of the premises proposed to be devoted as a massage establishment and shall make a written recommendation to the village board concerning compliance with the respective requirements.	Clerk
Transfer of massage establishment permit	14-249	14:36	No massage establishment permit shall be transferable except with the written approval of the village board. Any application for such a transfer shall be in writing and shall be accompanied by a filing and investigation fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution, no part of which shall be refundable. The application for such transfer shall contain the same information as required for an initial application for such permit. If the transfer is denied, notification and reasons for denial shall be set forth in writing and shall be sent to the applicant by means of registered and certified mail or hand delivery.	Clerk's
Mobile homes and mobile home parks				

**Exhibit A**

Application for license	14-323	14:39	Application for a license to operate a mobile home park shall be filed with the <b>administrator/clerk</b> on a form prescribed by the village board. Such application shall be in writing, signed by the applicant and shall contain the following information:	Clerk
	14-323(7)	14:40	The village board may approve or deny an application in the exercise of its discretion, having regard to the effect of the establishment of such mobile home park upon the public health, safety and welfare. The <b>administrator/clerk</b> , after approval of the application and upon completion of the work according to the plans shall issue the license.	Clerk
Revocation and suspension	14-324(a)	14:40	Any license granted under the provisions of this article shall be subject to revocation or suspension for cause by the village board upon complaint filed with the <b>administrator/clerk</b> , signed by any code enforcement officer, health officer or building inspector, after a public hearing upon such complaint; provided, however, that the holder of such license shall be given ten days' notice in writing of such hearing and shall be entitled to appear and be heard as to why such license should not be revoked.	Clerk
	14-324(c)	14:41	Any holder of a license which is revoked or suspended by the village board may, within 20 days of the date of such revocation or suspension, appeal therefrom to the circuit court by filing a written notice of appeal with the <b>administrator/clerk</b> , together with a bond executed to the village in a sum as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution with two sureties or a bonding company approved by the <b>administrator/clerk</b> , conditioned for the faithful prosecution of such appeal and the payment of costs adjudged against the licensee, all as provided for by Wis. Stat. § 66.0435.	Clerk, Clerk's, and Administrator
State license and inspection	14-352(b)	14:44	Inspection. Prior to the issuance of a license under this division and at least one other time during the license year, the village health officer shall conduct a sanitary inspection of each mobile home park, complete a report of such inspection and submit copies of such report to the <b>administrator/clerk</b> and the state department of health and family services. Such reports shall be on forms provided by the state department of health and family services.	Clerk
License and monthly mobile home fee	14-353(a)	14:45	Each licensee shall pay an annual fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution to the <b>administrator/clerk</b> in advance for each calendar year or fraction within each mobile home park within the village limits, except where the park is in more than one municipality, the fee shall be in such fraction as the number of spaces in the mobile home park within the village bears to the entire number of spaces in the mobile home park.	Clerk and Clerk's
	14-353(b)	14:45	Each transferee of a mobile home park license shall pay a fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution in advance to the <b>administrator/clerk</b> for transfer of any such license.	Clerk's and Clerk

**Exhibit A**

	14-353(c)	14:45	<p>...The mobile home park operator shall furnish information to the <b>administrator/clerk</b> and the village assessor on occupied mobile homes added to his mobile home park within five days after their arrival, on a form prescribed by the state department of revenue. As soon as the village assessor receives the notice of an addition of an occupied home to a mobile home park, he shall determine its fair market value and notify the <b>administrator/clerk</b> of his determination. The <b>administrator/clerk</b> shall equalize the fair market value established by the village assessor and shall apply the tax rate for that year, divide the annual parking permit fee thus determined by 12 and notify the mobile homeowner of the monthly fee to be collected from the mobile homeowner. Liability for payment of the fee shall begin on the first day of the next succeeding month and shall remain on the mobile home only for such months as the occupied mobile home remains in the village. A new fee rate and evaluation shall be established each January and shall continue for that calendar year. The valuation established shall be subject to review as are other values established under Wis. Stat. ch. 70. If the board of review reduces a valuation on which previous monthly payments have been made, the village shall refund past excess fee payments. The monthly parking permit fee for mobile homeowners within a mobile home park shall be paid by the mobile homeowner to the <b>administrator/clerk</b> on or before the tenth of the month following the month for which such parking permit fee is due. No such fee shall be imposed for any space occupied by a mobile home accompanied by an automobile, if the mobile home and automobile bear license plates issued by any other state than Wisconsin, for an accumulating period not to exceed 60 days in any 12 months, or if the occupants of the mobile home are nonresident tourists or vacationists. Exemption certificates in duplicate shall be accepted by the <b>treasurer</b> of the licensing authority from qualified nonresident tourists or vacationists in lieu of monthly mobile home permit fees. ...</p>	Clerk x 4 and <u>Treasurer/Finance</u> <u>Director</u>
	14-353(d)	14:46	<p>The monthly parking permit fee shall be collected by the licensee (mobile home park operator) from each mobile homeowner in the mobile home park of the licensee, required to pay such permit fee hereunder and remit such fees to the <b>administrator/clerk</b>.</p>	Clerk
	14-353(e)	14:46	<p>The fee for a mobile home located outside of a licensed mobile home park shall be paid by the owner of the mobile home, the occupant thereof or the owner of land on which it stands, the same as and in the manner provided for mobile homes located in a mobile home park, and the owner of such land shall be required to comply with the reporting requirements of subsection (c) of this section, provided that the fee shall be paid directly to the <b>administrator/clerk</b> on or before the tenth day of the month following the month for which such parking permit is due</p>	Clerk
Nonintoxicating beverages				

**Exhibit A**

License; required	14-401	14:47	No person shall operate, conduct or maintain within the limits of the village any business or selling of nonintoxicating beverages as defined in Wis. Stat. § 66.0433(1), whether at retail or wholesale, without first procuring a license to do so as provided in this division. The licenses shall be issued by the <b>administrator/clerk</b> under the authority of the village board.	Clerk
Application	14-402(a)	14:47	Applications for licenses under this division shall be filed with the <b>administrator/clerk</b> for presentation to the village board at any regular or special meeting thereof. A license fee, as specified by section 14-35, shall accompany all applications. If the license under this article is denied, the fee shall be returned upon demand. The premises to be licensed shall be described in the application.	Clerk
Fireworks				
Sale and use	14-432(c)	14:49	Application. All permit applications shall be filed with the <b>administrator/clerk</b> , or designee, in writing upon payment of an application fee in an amount set from time-to-time by the village board. All applications shall be on a form prepared by the village <b>administrator/clerk</b> and shall include at a minimum the following:	Clerk
	14-432(d)	14:49	Referral and Approval. The village <b>administrator/clerk</b> or designee shall have the authority to issue a permit for the use of fireworks containing Division 1.4 explosives, as defined in 49 CFR 173.50 (“consumer grade fireworks”). The <b>administrator/clerk</b> shall refer complete applications for the use of other types of fireworks, including those containing Division 1.3 explosives as defined in 49 CFR 173.50 (“commercial grade fireworks”) to the village board for review and approval following review and recommendation by the chief of the fire department and the code enforcement officer. A user’s permit may be issued by the village president or designee to a person listed under subsection (e)(1) through (e)(7) of this section upon receiving approval by the <b>administrator/clerk</b> or designee for consumer grade fireworks and by the village board for commercial grade fireworks. The issuance of any such permit shall not be deemed a guarantee by the village or any of its officers or designees that the use of any fireworks shall be safe. Permits issued shall contain all of the following information:	Clerk
	14-432(f)(7)	14:50	A user’s permit may be cancelled and rescheduled by the <b>administrator/clerk</b> or designee, or fire chief or designee, if the weather or other situations make it unsafe for the use to be conducted or if it is determined by the village board that the user permit was issued based upon fraud or misrepresentation.	Clerk



**Exhibit A**

Liability insurance required	14-433	14:51	The person issuing a permit under this article for commercial grade fireworks shall require a surety bond or policy of liability insurance showing evidence of fireworks liability, for the payment of all claims that may arise by reason of injuries to person or property from the handling, use or discharge of fireworks under the permit granted under this article, in the amount of no less than \$1,000,000, with the Village of Yorkville named as an additional insured. Any person injured thereby may bring an action on the policy in the person's own name to recover the damage the person has sustained, but the aggregate liability of the insurer to all persons shall not exceed the amount of the bond or policy. The policy and documentation showing the village as an additional insured shall be filed in the office of the <b>administrator/clerk</b> prior to permit issuance.	Clerk
Cigarettes and Tobacco Products				
License; required	14-481	14-52	No person shall in any manner, directly or indirectly, manufacture, sell, exchange, dispose of or give away or keep for sale any cigarettes or tobacco products without first applying for and obtaining a license therefor from the <b>administrator/clerk</b> in the manner provided in Wis. Stat. §134.65. This division shall not apply to jobbers or manufacturers doing interstate business with customers outside the state.	Clerk
General requirements	14-482	14-52	The fee for a license under this division is set forth in section 14-35 and shall be submitted together with the application to the <b>administrator/clerk</b> for presentation to the village board at any regular or special meeting. The <b>administrator/clerk</b> under the authority of the village board shall issue licenses under this division. All licenses issued under this division shall indicate thereon the name of the licensee and the place where he is authorized to conduct the licensed business.	Clerk
Transfer of license; fee	14-483	14-52	Upon payment of a fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution, a license issued under this division may be transferred from the licensee to another owner, but no license shall be transferable as to the location of the licensed premises.	Clerk's
Dance Halls				
Application for license	14-582	14-54	The application for any license permitted under this article shall be filed with the <b>administrator/clerk</b> . Such application shall contain the following:	Clerk
Method of issuing licenses	14-586(b)	14-56	<b>The administrator/clerk</b> shall submit the application for a dancehall license to the village board for its consideration. The village board may schedule a public hearing on the application; provided, however, before the denial of any renewal application, the village board shall grant the applicant a hearing. If the village board is satisfied that the requirements of this article have been met and, if it is determined that the issuance of a license is not contrary to the public health, safety and welfare, the village board may grant a license to the applicant.	Clerk
Public Shows				
Yearly fee	14-664	14-59	The fee for permits issued under this division for any ongoing theater, show, event or amusement, including movie houses, shall be as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution, renewable on the anniversary date of issuance.	Clerk's

**Exhibit A**

Inspection of premises	14-681	14-59	The <b>administrator/clerk</b> shall refer all applications filed under this article to the code enforcement officer and building inspector who shall investigate and inspect each application to determine whether the place sought to be licensed complies with all applicable laws and ordinances and is a proper place for the purpose for which it is to be used.	Clerk
Junk Dealers				
Application for license	14-783(a)	14-63	Application for a junk dealer's license shall be made to the <b>administrator/clerk</b> and shall contain the following information:	Clerk
Fees	14-784(b)	14-64	There shall be a fee, in an amount specified by section 14-35, per annum for each junk peddler using one wagon, cart or other vehicle. For each additional wagon, cart or other means of conveyance used for each purpose, such licensee shall pay an additional sum as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution. Each licensee engaged in collecting or gathering junk shall be furnished with a plate with the number of his license described thereon which shall be securely fastened by the licensee in some conspicuous place on the wagon, cart or other vehicle so used by him.	Clerk's
License numbers	14-785	14-64	All licenses shall be numbered consecutively and the <b>administrator/clerk</b> shall furnish each licensee a card setting forth his name and the number of such license.	Clerk
Revenues and Expenses	14-786	14-64	The <b>administrator/clerk</b> shall secure the necessary blanks or cards and the expense thereof shall be paid by the village out of the general fund and all monies derived from such licenses shall be turned into the general fund.	Clerk
Gravel pits, sand pits and dumps				
Variance between application and license	14-828(b)	14-69	If at any time it is apparent that an error has been made in the legal description of the land to be permitted and the village board is satisfied that the amendment of such legal description shall work no hardship on any other person, it may direct that the <b>administrator/clerk</b> amend the application, or the license if already issued, to set forth the proper legal description of the licensed premises	Clerk
Determination by village board	14-829(b)	14-69	The village board shall, as a condition to the issuance of an operator's license, demand an agreement with the applicant whereby the applicant agrees to restore the premises in accordance with the representations contained in the application. The village board shall demand that a performance bond, written by a licensed surety company in an amount sufficient to secure the performance of the restoration agreement, be furnished to the village. The amount of such bond shall be not less than an amount set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution for each acre of land included in the application.	Clerk's
Cable Television				
Filing of plats, maps and records	14-943	14-81	A grantee shall file upon request with the <b>administrator/clerk</b> of the village true and correct copies of maps and plats of existing and proposed installations, and such maps and plats shall be updated upon request of the village.	Clerk
Adult Oriented Entertainment Establishments				

**Exhibit A**

Applicaton	14-1002(a)	14-89	Any person desiring to secure a license shall make application to the <b>administrator/clerk</b> . The application shall be filed in triplicate and dated by the <b>administrator/clerk</b> . A copy of the application shall be distributed promptly by the <b>administrator/clerk</b> to the code enforcement officer and to the applicant.	Clerk
	14-1002(b)	14-89	The application for a license shall be upon a form provided by the <b>administrator/clerk</b> . An applicant for a license shall furnish the following information under oath:	Clerk
	14-1002(c)	14-91	Within 30 days of receiving an application for a new license or an application to renew a license, the <b>administrator/clerk</b> shall notify the applicant whether the application is granted or denied. Any application for a license that does not include all of the information and documents required under this section, or the appropriate application fee required by this section, shall be deemed to be incomplete and shall be returned to the applicant without any action thereon being taken by the Village.	Clerk
	14-1002(d)	14-91	Whenever an application is denied, or a license is not renewed, the administrator/clerk shall advise the applicant in writing of the reasons for such action. Administrative review under Chapter 2, Article VII of this code may be requested when a license is denied.	Clerk
	14-1002(e)	14-91	Refusal of the applicant to give any information relevant to the application or his refusal or failure to appear at any reasonable time and place for examination under oath regarding such application or his refusal to submit to or cooperate with regard to any information required by this section shall constitute an admission by the applicant that he is ineligible for such license and shall be grounds for denial thereof by the <b>administrator/clerk</b> .	Clerk
Fees	14-1004(a)	14-92	No person shall work as an entertainer at an adult establishment without having first obtained an entertainer's license from the <b>administrator/clerk</b> .	Clerk
	14-1004(b)	14-92	No person shall work as a manager of an adult establishment without having first obtained a manager's license from the <b>administrator/clerk</b> .	Clerk
Display	14-1005(a)	14-92	Any person desiring to secure an entertainer or manager license shall make application to the <b>administrator/clerk</b> . The application shall be filed in triplicate and dated by the <b>administrator/clerk</b> . A copy of the application shall be distributed promptly by the <b>administrator/clerk</b> to the code enforcement officer and to the applicant.	Clerk
	14-1005(b)	14-92	The application for an entertainer or manager license shall be upon a form provided by the <b>administrator/clerk</b> . An applicant for a license shall furnish the following information under oath:	Clerk
	14-1005(c)	14-93	Within 30 days of receiving an application for a new license or an application to renew a license, the <b>administrator/clerk</b> shall notify the applicant whether the application is granted or denied. Any application for a license that does not include all of the information and documents required under this section, or the appropriate application fee required by this section, shall be deemed to be incomplete and shall be returned to the applicant without any action thereon being taken by the Village.	Clerk

**Exhibit A**

	14-1005(d)	14-93	Whenever an application is denied, or a license is not renewed, the <b>administrator/clerk</b> shall advise the applicant in writing of the reasons for such action. Administrative review under Chapter 2, Article VII of this code may be requested when a license is denied.	Clerk
	14-1005(e)	14-93	Refusal of the applicant to give any information relevant to the application or his refusal or failure to appear at any reasonable time and place for examination under oath regarding such application or his refusal to submit to or cooperate with regard to any information required by this section shall constitute an admission by the applicant that he is ineligible for such license and shall be grounds for denial thereof by the <b>administrator/clerk</b> .	Clerk
Revocation	14-1007	14-94	A license fee, as set forth in section 14-35 and on the fee schedule on file at the <b>administrator/clerk's</b> office, shall be submitted with the application for a business or entertainer/employee license, respectively. If the application is denied, one half of the fee shall be returned.	Clerk's
	14-1009(a)	14-94	Every license issued pursuant to this article will terminate at the expiration of one year from date of issuance, unless sooner revoked, and must be renewed before operation is allowed in the following year. Any operator desiring to renew a license shall make application to the <b>administrator/clerk</b> . The application for renewal must be filed not later than 60 days before the license expires. The application for renewal shall be upon a form provided by the <b>administrator/clerk</b> and shall contain such information and data given under oath or affirmation as is required for an application for a new license.	Clerk
	14-1009(b)	14-94	The license renewal fee is one-half the amount of the initial application fee as set forth in the schedule of fees on file in the Village <b>administrator/clerk's</b> office and which may be revised by Village Board resolution shall be submitted with the application for renewal. In addition to the renewal fee, a late penalty as set forth in the schedule of fees on file in the Village <b>administrator/clerk's</b> office and which may be revised by Village Board resolution shall be assessed against any applicant who files for a renewal less than 60 days before the license expires. If the application is denied, one half of the total fees collected shall be returned.	Clerk's
	14-1009(c)	14-95	Any law enforcement agencies with any information bearing on the operator's qualifications may file that information with the <b>administrator/clerk</b> .	Clerk
	14-1010(b)	14-95	The Village Board, before revoking or suspending any license or permit, shall give the operator at least ten days written notice of the charges and an opportunity for a public hearing in accordance with article VII of chapter 2. If the operator does not file a timely request for a public hearing, the allegations set forth in the charges shall be taken as true, and if the Village Board finds the charges sufficient the license shall be revoked or suspended. If the operator files a written request for a hearing with the <b>administrator/clerk</b> within ten days of receipt of the charges, a public hearing shall be held in accordance with article VII of chapter 2.	Clerk
Land Division				

**Exhibit A**

Engineering, planning, legal and administrative costs; land division fee.	28-51	28-16	At the time of the submission or review of a conceptual plan, certified survey map, or preliminary plat, the subdivider shall execute a predevelopment reimbursement agreement and deposit with the <b>administrator/clerk</b> a fee for a subdivision plat or certified survey map as set forth in the schedule of fees on file in the village clerk's office, which may be revised by village board resolution...	
Condominium and Conservation				
Concept plan required	28-122(b)(2)	28-26	Within 60 days of the determination of a complete submittal, the <b>administrator/clerk</b> shall place the submittal on the agenda of the next regularly scheduled joint plan commission/village board meeting.	Clerk
	28-122(b)(5)	28-26	At the cost of the subdivider, the village <b>administrator/clerk</b> shall provide written notice of the joint meeting to all adjacent landowners to the parent parcel, and all landowners within 500' of the parent parcel, at least seven days in advance of the meeting to permit members of the public an opportunity to speak as to the proposed concept plan.	Clerk
Preliminary Plat				
Filing application with the village	28-151	28-37	The subdivider shall file with the village an application for review and approval of a preliminary plat prepared in accordance with this chapter along with a completed checklist and 5 copies of the preliminary plat for review by the village. An additional copy of the preliminary plat shall be provided to the proposed conservation easement holder. Electronic copies of the preliminary plat and additional submittals shall be provided to the <b>administrator/clerk</b> . The village engineer may require in his/her discretion, the submittal of complete road, grading and/or drainage plans at the time of submission of the preliminary plat. No preliminary plat shall be accepted for review unless the subdivider has completed the concept plan requirements set forth in section 28-122. If the preliminary plat is not complete or is not submitted in accordance with applicable statutes or ordinances, it shall not be considered filed.	Clerk
Review and approval procedures	28-152(b)	28-37	Village plan commission review; informational meeting. The <b>administrator/clerk</b> shall give notice of the plan commission's review of the preliminary plat by listing it as an agenda item in the plan commission's meeting notice. The notice shall include the name of the subdivider, the address of the parent parcel, and the requested action. The <b>administrator/clerk</b> may schedule an informational meeting on the preliminary plat prior to plan commission review. The <b>administrator/clerk</b> shall provide written notice of the plan commission review and/or the informational meeting to all adjacent landowners to the parent parcel, and all landowners within 500' of the parent parcel, at least seven days in advance of such meeting. The cost for such written notice shall be borne by the subdivider.	Clerk

**Exhibit A**

	28-152(d)	28-38	Board action. After receipt of the village plan commission's recommendation, the village board shall, within 90 days of the date the preliminary plat was filed with the village, approve, approve conditionally, or reject such preliminary plat and shall state, in writing, conditions of approval or reasons for rejection. Unless the time is extended by agreement with the subdivider, failure of the village board to act within 90 days or extension thereof shall constitute an approval of the preliminary plat, unless other authorized agencies object to the plat. The <b>administrator/clerk</b> shall communicate to the subdivider the action of the village board. If the preliminary plat is approved, the village president shall endorse it for the village board. Any preliminary plat recommended for approval shall be deemed to include conditions, to the extent applicable, of a development agreement, conservation easement, and stewardship plan in forms acceptable to the village board and in compliance with the village ordinances.	Clerk
Final Plat				
Filing of plat, letter of application, evidence of ownership	28-182	28-42	The subdivider shall prepare a final plat, a checklist, and a letter of application in accordance with this chapter and shall file 5 copies of the plat and the application with the <b>administrator/clerk</b> at least 21 days prior to the joint meeting of the plan commission and village board at which action is desired. An additional copy of the final plat shall be provided to the proposed conservation easement holder. Electronic copies of the final plat and additional submittals shall be provided to the <b>administrator/clerk</b> . The owner or subdivider shall file the final plat not later than 36 months after the date of approval of the preliminary plat; otherwise, the preliminary plat and final plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the village. The subdivider shall also submit at this time a current certified abstract of title or such other evidence as the village may require showing ownership or control in the applicant. Preparation of the final plat shall be in accordance with applicable state statutes and this chapter, provided, however, that the final plat need only comply with village ordinances in effect as of the date the preliminary plat (if any) was submitted. If the final plat is not complete or is not submitted in accordance with applicable statutes or ordinances, it shall not be considered filed.	Clerk
Referral	28-186	28-43	The subdivider shall provide copies of the final plat to the appropriate utilities for their review and comment. The village staff and utility comments will be forwarded to the village plan commission and village board for their consideration during the review process. Prior to the referral of the final plat by the <b>administrator/clerk</b> , the final drainage plans must have received their necessary approvals.	Clerk

**Exhibit A**

Village board review and approval	28-188	28-43	The <b>administrator/clerk</b> shall provide a copy of the final plat, the recommendation of the plan commission, a draft of the proposed conservation easement and the stewardship plan to the village board for its review, consideration and possible approval. The village engineer shall also give an opinion, orally or in writing, to the village board regarding whether the final plat conforms substantially to the preliminary plat, along with a recommendation as to approval of the final plat. The village engineer's opinion and recommendation shall become part of the record of the village board's proceedings with respect to the final plat. The village board shall, within 60 days of the date of filing the original final plat, approve or reject such plat unless the time is extended by agreement with the subdivider. If the plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider. The village board may not inscribe its approval on the final plat unless the <b>administrator/clerk</b> certifies on the face of the plat that the copies were forwarded to objecting agencies as required in section 28-183, in the date thereof, and that no objections have been filed within 20 days or, if filed, have been met.	Clerk
	28-188(3)	28-44	After the final plat has been approved by the village board and required improvements either installed or a contract and sureties ensuring their installation is filed, the <b>administrator/clerk</b> shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording with the county register of deeds, along with all conservation easements and deed restrictions. The final plat can be recorded when it has received all required approvals pursuant to applicable state statutes and this chapter. The register of deeds cannot record the plat unless it is offered within 12 months from the date of the village board's final approval and within 36 months after the first approval.	Clerk
	28-188(4)	28-44	The subdivider shall file eight copies of the final plat with the <b>administrator/clerk</b> for distribution to the approving agencies, affected utility districts, and other affected agencies for their files. The subdivider shall also provide a copy of the recorded final plat to the conservation easement holder and village attorney.	Clerk
Certified Survey Maps				
Preapplication conference	28-222	28-45	Prior to the filing of an application for the approval of a certified survey map, and conditioned upon the subdivider entering into a predevelopment agreement with the village, the subdivider may consult with village staff and, as directed by the <b>administrator/clerk</b> , village consultants to obtain assistance in planning to obtain information concerning this chapter, village ordinances, the village's land use plan as contained within its comprehensive plan, and applicable neighborhood plans.	Administrator

**Exhibit A**

Initial application; preliminary certified survey maps	28-223(a)	28-46	After the preapplication conference (if any), the subdivider shall submit an executed predevelopment agreement, the fees required above, the checklist for certified survey maps and the preliminary certified survey map to the village <b>administrator/clerk</b> for review by village staff, and village consultants as deemed necessary by the <b>administrator/clerk</b> . As a condition of further review of the preliminary certified survey map, the subdivider shall and hereby does grant permission for village officers, employees and agents to enter upon the subject property in furtherance of their official duties. The village may require the subdivider to submit at the time of the initial application a complete inventory of items listed under section 28-226 as an attachment to the preliminary certified survey map or delineated directing on the map if within 100 feet of the proposed building envelopes.	Clerk, <u>Administrator</u>
Final map review and approval procedures	28-227(a)	28-48	Subdivider to file with village <b>administrator/clerk</b> . Following review of the preliminary certified survey map by the plan commission and village board, the subdivider shall file with the village clerk administrator 5 copies of the proposed final certified survey map, along with an application for review and approval of a certified survey map by the village board. Electronic copies of the final certified survey map and additional submittals (if any) shall be provided to the <b>administrator/clerk</b> .	Clerk
Plan commission review and informational meeting	28-228	28-48	The <b>administrator/clerk</b> shall give notice of the review of the certified survey map at a joint meeting of the plan commission and village board by listing it as an agenda item in the meeting notice. The notice shall include the name of the applicant, the address of the property in question, and the requested action. The <b>administrator/clerk</b> may schedule an informational meeting. Notice of the informational meeting (if any) and review by the plan commission and village board shall be sent to all adjacent landowners to the parent parcel, and all landowners within 500' of the parent parcel in accordance with the procedures set forth in article V of this chapter. The cost for such written notice shall be borne by the subdivider.	Clerk
Board action	28-230	28-48	After receipt of the village plan commission's recommendation, the village board shall, within 90 days of the date the proposed final certified survey map was filed with the <b>village administrator/clerk</b> , approve, approve conditionally, or reject such certified survey map and shall state, in writing, conditions of approval or reasons for rejection. Unless the time is extended by agreement with the subdivider, failure of the village board to act within 90 days or extension thereof shall constitute an approval of the proposed final certified survey map. The <b>administrator/clerk</b> shall communicate to the subdivider the action of the village board. If the certified survey map is approved, the village engineer shall endorse it for the village board. The certified survey map shall be recorded with the register of deeds office for the county within 12 months after final village board approval and within 36 months after the first approval of the map.	Clerk



**Exhibit A**

Public improvements	28-231	28-49	In the event public improvements are required, plans, computations and specifications, which conform to the provisions required for subdivision improvements, shall be submitted to the village <b>administrator/clerk</b> at the time of submission of the proposed certified survey map. Such plans must be approved by the village engineer before village board approval of the certified survey map. Prior to, or as a condition of, village board approval of the certified survey map, the subdivider shall enter into a development agreement pursuant to section 28-48 and deposit required fees (the "Development Agreement"). In cases where public lands or rights-of-way are reserved or dedicated for future construction of public improvements, the subdivider shall enter into an agreement with the village concerning future costs and liability prior to, or as a condition of, certified survey map approval.	Clerk
Modification or Waivers; authority; application	28-261(c)	28-49	Before the village board may act on a request for modification or waiver, the application and all supporting material must first be presented to the plan commission for its review and recommendation based upon the factors set forth in section 28-262. The <b>administrator/clerk</b> shall, within 45 days of receipt of the application for a modification or waiver, place the matter on a village plan commission agenda for review and action.	Clerk
Granting by village board	28-263(a)	28-50	The village board, if it approves of the modification or waiver of the application of this chapter or any portion of it, shall do so by motion or resolution and shall instruct the <b>administrator/clerk</b> to notify the subdivider.	Clerk
Solid Waste				
Permit; Application	34-83	34:10	Applications for permits under this division shall be filed on a form provided by the <b>administrator/clerk</b> along with the appropriate bond and/or insurance and application fees, which application shall contain the following information:	Clerk
Public Hearing	34-84	34:11	There shall be a public hearing on any application for a permit to engage in dumping or disposal operations. The application shall be on file with the <b>administrator/clerk</b> at least 60 days before the public hearing. The public hearing shall be conducted under the following terms:	Clerk
Bond	34-85(b)	34:12	Before acceptance, all bonds and/or insurance policies shall be approved by the village board. If a corporate bond or insurance policy is issued, it shall be executed by a company authorized to transact business in the state as a surety. If a cash bond is offered, it shall be deposited with the <b>administrator/clerk</b> who shall give official receipt therefor, reciting that such cash has been deposited in compliance with and subject to the provisions of this division. Failure to maintain an approved bond and/or insurance policy during the period of the permit shall automatically invalidate the permit and the village board shall have the right to obtain a court order terminating the dumping or disposal operation.	Clerk
Issuance	34-86(c)	34-13	All permits under this division shall be effective and issued for the period from July 1 to June 30 of each year. All applicants shall reapply to the <b>administrator/clerk</b> for the annual license at least 120 days in advance of the June 30 deadline. The criteria established for reapplication and issuance shall be the same as the criteria established for the initial license.	Clerk

**Exhibit A**

	34-86(d)	34-13	If approved by the village board, the permit shall be issued by the <b>administrator/clerk</b> upon the applicant's compliance with any and all conditions placed upon the issuance of the permit by the village board.	Clerk
Application Fees	34-87	34-13	At the time the application or renewal application is filed, the applicant shall pay fees as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and may be revised by village board resolution.	Clerk's
Attendants at dump or disposal site	34-115	34-14	The dumper/disposer shall maintain an attendant at the dump or disposal site at all times when opened to the public and shall provide an "on call" attendant during times and dates when the dumping or disposal operation will be closed. The dumper/disposer shall inform the <b>administrator/clerk</b> in writing of the names, telephone numbers and addresses of all attendants and the name, telephone number and address of the responsible agent for the dumper/disposer and shall further notify the <b>administrator/clerk</b> in writing of any changes therein within 48 hours of any such change.	Clerk
Cleaning of leachate collecting systems	34-131	34-17	The dumper/disposer shall clean all leachate collecting systems as needed so as to prevent the overflow, spilling, leaking and/or seepage of leachate onto and/or into the surrounding soils. Leachate removed from any leachate collecting system shall be tested immediately following each cleaning and the dumper/disposer shall file the test results with the <b>administrator/clerk</b> within three days after receipt of the results.	Clerk
Removal of discharges associated with disposal site	34-138	34-18	The dumper/disposer shall be responsible for removal and any damages resulting from any and all discharges of waste, garbage, refuse or sludge on the designated or alternate roadways and rights-of-way and public or private lands within the village, due to transportation to and from the dump or disposal site. The dumper/disposer shall immediately notify the <b>administrator/clerk</b> and state department of natural resources as to any discharges. Discharges shall be removed within 48 hours of notice of such discharge.	Clerk
List of authorized transporters to dump and disposal site	34-147	34-19	The dumper/disposer shall provide to the <b>administrator/clerk</b> a list of the names, addresses and phone numbers of all authorized transporters to the dump or disposal site. No person shall transport, dispose, store or treat waste, garbage or refuse at the dump or disposal site unless authorized by permit and listed with the <b>administrator/clerk</b> .	Clerk
Notification of hazardous waste, fly ash, or sludge	34-149	34-20	The dumper/disposer shall inform the <b>administrator/clerk</b> orally and in writing immediately of any hazardous waste, fly ash or sludge, or any suspected hazardous waste, fly ash or sludge that has been accepted, received, stored, treated or disposed at the dump or disposal site.	Clerk
Notification of temporary or emergency closing of disposal site.	34-151	34-21	The dumper/disposer shall notify the <b>administrator/clerk</b> orally and in writing immediately of any temporary or emergency closing of the dump or disposal site by the dumper/disposer or by any government order and the reasons for the closing.	Clerk

**Exhibit A**

Notification of permanent closing of disposal site	34-152	34-21	The dumper/disposer shall notify the <b>administrator/clerk</b> in writing at least 120 days prior to the permanent closure of the dump or disposal site and dumper/disposer shall completely comply with the provisions of Wis. Admin. Code ch. NR 506, or its successor as to closure and longterm care. Copies of all closure plans shall be filed with the <b>administrator/clerk</b> in advance of the commencement of steps to close the dump or disposal site.	Clerk
Notification of change in ownership, possession or operation of disposal site	34-153	34-21	The dumper/disposer shall notify the <b>administrator/clerk</b> in writing prior to the transfer and change of ownership, possession or operation of any dump or disposal site describing the reasons for the transfer or change, the names, addresses and telephone numbers of the prospective parties receiving ownership, possession or operation and the dates of transfer or change. Upon transfer or change of ownership, possession or operation, the current permit shall be void and a new application for permit shall be required prior to continued operation of the dump or disposal site.	Clerk
Groundwater monitoring wells around disposal site; testing	34-154	34-21	All dumpers/disposers shall establish groundwater monitoring wells within the dump or disposal site not to be less than six in number. These wells shall be tested on a quarterly basis. The results of these tests shall be filed with the <b>administrator/clerk</b> within three days after receipt of the results by the dumper/disposer. If these test results do not meet primary and secondary drinking standards, written notice shall be immediately forwarded by the dumper/disposer to all well owners within a two-mile radius of the perimeter of the dump or disposal site informing them of the results and requesting permission to test their wells within 48 hrs. With permission of the owners, the dumper/disposer shall test these wells immediately and file the results with the <b>administrator/clerk</b> within three days after receipt of the results by the dumper/disposer.	Clerk
	34-154(1)	34-21	The dumper/disposer, with permission of the owners, shall test, at its own expense and prior to operation of the dump or disposal site and on a quarterly basis thereafter, all active wells within a one-mile distance of the outer perimeters of the dump or disposal site. Water quality shall be tested by an independent laboratory selected by the village board. Test materials shall be furnished by the dumper/disposer who shall be responsible for receiving samples from well owners and providing results to well owners and the <b>administrator/clerk</b> . Those results shall be filed with the <b>administrator/clerk</b> within three days after receipt of the results by the dumper/disposer and shall be maintained and kept by the <b>administrator/clerk</b> . The test parameters are field pH, field conductivity, COD, dissolved iron and chloride. If any of these test results do not meet primary and secondary drinking standards, written notice shall be immediately forwarded by the dumper/disposer to all well owners within a two-mile radius of the perimeter of the dump or disposal site informing them of the results and requesting permission to test their wells within 48 hours. With permission of the owners, the dumper/disposer shall test these wells immediately and file the results with the <b>administrator/clerk</b> within three days after receipt of the results by the dumper/disposer.	Clerk

**Exhibit A**

<p>Air quality stations; measurement of air quality, objectionable odor control and abatement</p>	<p>34-155</p>	<p>34_22</p>	<p>All dumpers/disposers shall establish, prior to operation of the dump or disposal site, an air quality station, designed to measure the ambient air quality at the site to ensure conformity with Wis. Stat. § 285.21, and the regulations promulgated by the state department of natural resources. Prior to operation, a test shall be taken of air quality with a copy of the results of the tests filed with the <b>administrator/clerk</b> within three days after receipt of the results by the dumper/disposer. Thereafter, on an annual basis, air quality monitoring shall be performed until 20 years after closure with the cost of the tests to be paid by the dumper/disposer. The results of the tests shall be filed with the <b>administrator/clerk</b> within three days after receipt of the results by the dumper/disposer.</p>	<p>Clerk</p>
	<p>34-155(1)</p>	<p>34:22</p>	<p>All dumper/disposers shall not cause, suffer, allow or permit emissions into the ambient air of any substance or combination of substances in quantities such that objectionable odor results. Preventative measures satisfactory to the state department of natural resources and the village board shall be taken to abate or control such emissions. An odor shall be deemed objectionable at the dump or disposal site when 50 percent of the individuals residing within a two-mile radius of the perimeter of the dump or disposal site claim the odors to be objectionable through a verified petition to the dumper/disposer and the <b>administrator/clerk</b>.</p>	<p>Clerk</p>
<p>Installation and Maintenance of devices to detect affects of leachate on groundwater</p>	<p>34-156</p>	<p>34:23</p>	<p>Prior to the operation of a dump or disposal site, the dumper/disposer shall install and maintain with permission of the owners, within one mile of the perimeters of the dump or disposal site, leachate monitoring wells, lysimeters, moisture probes, automatic leachate systems with alarms, automatic gas detection systems with alarms or any similar devices requested by the village board to detect the affects of leachate on the groundwater. The dumper/disposer shall pay for the cost for installation and testing, and shall file test results with the <b>administrator/clerk</b> within three days after receipt of results by the dumper/disposer. Testing shall be conducted on such a basis (i.e., monthly, quarterly, semiannually, annually, etc.) as shall be directed by the village board and shall continue for 20 years after closure of the dump or disposal site. Any changes in the groundwater quality shall immediately be noticed by the dumper/disposer to the <b>administrator/clerk</b> and the affected owners of real property.</p>	<p>Clerk</p>
<p>Reports required of disposal site</p>	<p>34-157</p>	<p>34:23</p>	<p>From the construction date until closure of the dump or disposal site, the dumper/disposer shall file with the <b>administrator/clerk</b> a sworn, typed, monthly and yearly report as a public record on forms provided by the village, due ten days after the end of each month and 30 days after the end of the calendar year, respectively.</p>	<p>Clerk</p>

**Exhibit A**

Infectious or hazardous waste regulations; qualifications of provisions regarding infectious waste treatment	34-181(15)	34:27	Section 34-154. The dumper/disposer shall establish and maintain as many monitoring wells as shall be determined by the village board. The water from such wells shall be tested periodically as provided by the village board and test results shall be filed with the <b>administrator/clerk</b> within three days of receipt. Subject to obtaining permission of the respective owners, the dumper/disposer, at his own cost and expense, shall cause a baseline test to be made of all wells within one mile of the outer perimeter of the treatment site within two months of the approval of the permit. Tests shall be made by an independent laboratory selected by the village board. Test parameters shall be as determined by the village board. Test results shall be furnished to the <b>administrator/clerk</b> , well owners and dumper/disposer.	Clerk
	34-181(18)	34:27	Section 34-157. The dumper/disposer shall maintain all information required under Section 34-157 at his offices, permit inspection and copying by the village at all reasonable times and furnish any requested copies to the village by the next business day. The dumper/disposer shall file with the <b>administrator/clerk</b> the annual report as provided in section 34-157 and copies of all reports filed by him with the state department of natural resources.	Clerk
Sludge regulations; application for special sludge permit	34-203	34:28	Application for a special sludge permit to transport or dump sludge within the village, as required in this division, shall be made to the village board. Such application shall be filed on a form provided by the <b>administrator/clerk</b> and shall contain the following information:	Clerk
Notice and public hearing	34-204	34:29	Before issuing a special sludge permit under this subdivision, the village board shall hold a public hearing. Notice of such public hearing specifying the time, place and matters to come before the village board shall be given as a class 1 notice as referred to in Wis. Stat. ch. 985. In addition, if the hearing is in connection with an application for a permit for the dumping of sludge on land within the village, the <b>administrator/clerk</b> shall notify, in writing, all property owners within 200 feet of the land in question of the hearing at least five days prior to such hearing.	Clerk
Special sludge permit fee	34-205	34:29	The application fee for a special sludge permit shall be as set forth in the schedule of fees on file in the village clerk's office and which may be revised by village board resolution and shall be paid upon filing the application with the <b>administrator/clerk</b> .	Clerk
	34-206(b)	34:30	Before acceptance, all bonds and/or insurance policies shall be approved by the village board. If a corporate bond or insurance policy is issued, it shall be executed by a company authorized to transact business in the state as a surety. If a cash bond is offered, it shall be deposited with the <b>administrator/clerk</b> who shall give official receipt therefor, reciting that such cash has been deposited in compliance with and subject to the provisions of this division. Failure to maintain an approved bond and/or insurance policy during the period of the special sludge permit shall automatically invalidate the permit and the village board shall have the right to revoke the permit and/or to obtain a court order terminating the transportation and/or dumping operation within the village.	Clerk
Streets, Sidewalks, and Other Public Places				

### Exhibit A

Streets; cross sections	38-56	38:4	The following sections are typical cross sections required for the village. The use of a particular section shall be determined by the village board prior to the preparation of the plans. An illustration showing each section is on file with the <b>administrator/clerk</b> and is incorporated in this section by reference.	Clerk
Performance bond may be required.	38-64	38:7	The village board, as a condition precedent to the acceptance of a subdivision and roads, may require the subdivider or petitioner to file a performance bond with the <b>administrator/clerk</b> guaranteeing compliance with the terms and conditions of the contract specified in this division. Such bond shall be approved by the village board.	Clerk
Excavations; Permit required	38-81(a)(2)	38:8	<b>Administrator/clerk</b> means the appointed <b>administrator/clerk</b> of the village.	Clerk
	38-81(a)(3)	38:9	Administration. The village <b>administrator/clerk</b> or his/her designee is responsible for administration of the rights-of-way of the village and the permits and ordinances related thereto.	Administrator
	38-81(b)(1)	38:11	No cut, excavation, or service connection or disconnection shall be made by any person or utility in any village property or right-of-way unless a permit under this Section is applied for, the fee paid for, the permit issued by the <b>administrator/clerk</b> , obtained and held under this ordinance and then only in strict accord with all provisions and requirements of this ordinance. An application for a permit for a project involving an open cut in the paved portion of the village's right-of-way must be approved by the village board before the permit's issuance by the <b>administrator/clerk</b> . The <b>administrator/clerk</b> may require village board approval of other applications that, in the opinion of the <b>administrator/clerk</b> , significantly impact village rights-of-way or the public's use of village rights-of-way.	Clerk
	38-81(C)	38:11	Application for permit. Written application for a right-of-way permit shall be made to the <b>administrator/clerk</b> prior to any occupancy. Permit applications shall contain and will be considered complete only upon compliance with each of the following requirements:	Clerk
	38-81(c)(1)	38:11	Application Form. An accurate and complete written permit application form shall be submitted to the <b>administrator/clerk</b> . The application shall be signed and dated by a duly authorized representative of the applicant. The application form shall be in such form, content and requirements as the <b>administrator/clerk</b> may determine and/or direct from time-to-time. The application form shall contain, at a minimum, the following information:	Clerk
	38-81(c)(2)	38:12	Form and Drawings. Submission of the completed permit application form as established by the <b>administrator/clerk</b> , including all required attachments, drawings showing the location and area of the proposed facilities, and the size and depth of the cut, excavation or service connection or disconnection. The proposed excavation must accommodate all existing underground facilities within the proposed route.	Clerk

**Exhibit A**

	38-81(c)(3)	38:12	<p>Insurance Certificate. Except for a utility governed by Chapter 196 of the Wisconsin Statutes, the applicant shall file certificates of insurance with the <b>administrator/clerk</b> giving evidence of liability insurance in the following minimum amounts: The village board may reduce the liability insurance limits required or require higher amounts of liability insurance depending on the scope of the project. The village and its officials, employees and agents shall be named as additional insureds on the commercial general and automobile liability policies. The insurance shall cover liability to third parties for the acts of the applicant and applicant's officials and employees, agents, contractors, representatives and related others. The insurance shall cover bodily injury and property damage for the individual incidents and aggregates required by the <b>administrator/clerk</b>. Such insurance shall not be cancelled or reduced without the insurer giving at least 10 days prior written notice to the <b>administrator/clerk</b>. Cancellation or reduction of insurance shall automatically suspend the permit, and no further work shall be done under such permit until a new certificate of insurance complying herewith is filed with the <b>administrator/clerk</b>. The certificate of insurance shall remain in full force and effect for not less than one year from the date of the Village's final inspection and acceptance after completion of the project. The insurance requirements under this subsection may be applied to a utility if the <b>administrator/clerk</b> has reasonable grounds to question the financial responsibility or compliance ability of the utility.</p>	Clerk, Administrator, Clerk, Clerk, and Administrator
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**Exhibit A**

	38-81(c)(4)	38:13	<p>Bond. A bond in the form of cash, performance bond issued by a licensed company in Wisconsin or irrevocable letter of credit issued by a financial institution acceptable to the village shall be deposited or filed with the <b>administrator/clerk</b> and preserved by the village <b>treasurer</b> prior to the issuance of the permit. The amount of the cash bond, performance bond, or letter of credit shall be determined by village board resolution, setting forth a schedule based upon such factors as the estimated cost of the project and restoration of village right-of-way and village property disturbed. The bond or letter of credit shall be payable to the village upon demand by the <b>administrator/clerk</b> for any actual or suspected violation of any provision of this ordinance. The <b>administrator/clerk</b> shall be able to demand payment upon the bond or letter of credit in whole or in-part at any time and from time-to-time. The bond or letter of credit shall be in such further form, content and requirements as the <b>administrator/clerk</b> and village attorney may determine necessary and/or desirable to effect the intent of this ordinance. The Village need not resort to any other remedy or provide any prior notice to the applicant or permittee before making demand upon, resorting to or receiving payment from the bond or letter of credit. In the event the cash bond, performance bond or letter of credit shall be insufficient for such purposes, the permittee shall be liable to the village for the excess cost over the amount of the bond or the amount collected by the village on the irrevocable letter of credit. The bond or letter of credit shall remain in full force and effect for one (1) year from the date of the Village's final inspection and acceptance after completion of the project. The bond requirements under this subsection may be applied to a utility if the <b>administrator/clerk</b> has reasonable grounds to question the financial responsibility or compliance ability of the utility.</p>	<p>Clerk,  <u>Treasurer/Finance Director,</u>  Treasurer/Finance Director,  Treasurer/Finance Director,  Administrator,  Administrator.</p>
	38-81(c)(9)	38:14	<p>Notice of Change. The applicant shall keep all of the information listed above current at all times by providing to the <b>administrator/clerk</b> information as to changes within three (3) working days following the date on which the applicant has knowledge of any change.</p>	<p>Clerk</p>
	38-81(d)	38:14	<p>Installation/excavation/occupancy permit fee. The permit fee shall be established by the village in an amount sufficient to recover the costs incurred by the village. This fee shall recover administrative and inspection costs, excavation costs, as well as degradation costs, as defined below. Payment of said fees shall be collected prior to issuance of the permit. However, the <b>administrator/clerk</b> may establish a fee collection process from governmental agencies and utilities to expedite the permitting system and recognize that certain excavations are deemed emergencies.</p>	<p>Clerk</p>
	38-81(d)(1)	38:14	<p>Waiving of fees. Fees shall not be waived unless the work involved is a direct result of the <b>administrator/clerk's</b> or designee's demand that facilities owned by a utility be removed or relocated, or unless waived by the village board upon review of the <b>administrator/clerk's</b> or designee's decision.</p>	<p>Administrator's</p>



**Exhibit A**

	38-81(d)(2)	38:14	Fee schedule. The minimum fee for each excavation permit shall be as set forth by resolution of the village board, a copy of which shall be maintained by the <b>administrator/clerk</b> and posted on the village's website. The fee for a permit issued after commencing work, except in cases of emergency as determined by the <b>administrator/clerk</b> , shall be double the fees set forth herein. This permit fee shall be in addition to any forfeiture provided for elsewhere in the Municipal Code. For those permit applications which provide for a substantial undertaking of excavation within the public right-of-way attended by disruption of the general public and traffic, the <b>administrator/clerk</b> is authorized to assess the actual cost of the village employee's or consultant's time engaged in the review and inspection of the anticipated work.	Administrator
	38-81(e)(1)	38:15	The permittee shall be required to repair the public right-of-way to current village specifications, subject to inspection and acceptance by the <b>administrator/clerk</b> or designee. In addition to repairing its own work, the permittee must repair the general area of the work, and the surrounding areas, including the paving and its foundations, to the specifications of the village. The permittee shall reconstruct, relocate or replace any drain tile line which may be disturbed or damaged by its work so as to provide for the continued operation of such drain tile line, whether or not such drain tile was located or otherwise discovered before commencement of its work. The <b>administrator/clerk</b> or designee, shall inspect the area of the work and accept the work when it determines that proper repair has been made, per specifications of the village.	Administrator
	38-81(e)(2)	38:15	Guarantees. The permittee guarantees its work and shall maintain it for 36 months following its completion. During this period, it shall, upon notification from the <b>administrator/clerk</b> or designee, correct all work to the extent necessary, in accordance with village specifications. Said work shall be completed within ten business days of the receipt of the above notice, not including days during which work cannot be done due to circumstances constituting force majeure.	Administrator
	38-81(e)(3)	38:15	Failure to repair/restore. If the permittee fails to repair/restore the right-of-way to the condition required by the <b>administrator/clerk</b> or designee or fails to satisfactorily and timely complete all work required by the <b>administrator/clerk</b> or designee, the village at its option may do such work. In that event the permittee shall pay to the village, within 30 days of billing, the cost of repairing/restoring the right-of-way.	Administrator
	38-81(f)(1)	38:15	Notice of completion. When the work under any permit hereunder is begun and completed, the permittee shall notify the <b>administrator/clerk</b> or designee.	Administrator
	38-81(f)(2)	38:15	Site inspection. Permittee shall make the work site available to the <b>administrator/clerk</b> or designee and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.	Administrator

**Exhibit A**

	38-81(f)(3)	38:15	Authority of <b>administrator/clerk</b> or designee. At the time of inspection, the <b>administrator/clerk</b> or designee may order the immediate cessation of any work which poses a threat to the life, health, safety or well-being of the public. The <b>administrator/clerk</b> or designee may issue an order to the applicant or permittee for any work that does not conform to applicable village standards, conditions or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten days after issuance of the order, the applicant or permittee shall present proof to the <b>administrator/clerk</b> or designee that the violation has been corrected. If such proof is not presented within the required time, the <b>administrator/clerk</b> or designee may revoke the permit pursuant to subsection (i).	Administrator
	38-81(i)(1)	38:16	The <b>administrator/clerk</b> or designee may refuse to issue a permit or may revoke, suspend or refuse to extend an existing permit if it finds any of the following grounds:	Administrator
	38-81(i)(2)	38:16	Discretionary issuance. The <b>administrator/clerk</b> or designee may issue a permit where issuance is necessary (a) to prevent substantial economic hardship to a customer of the permittee or applicant, or (b) to allow such customer to materially improve its utility service, or (c) to allow the permittee or applicant to comply with state or federal law or village ordinances or an order of a court or administrative agency.	Administrator
	38-81(i)(3)	38:17	Appeals. Any person aggrieved by a determination made with respect to the repair or restoration of a public right-of-way, or by a decision of the <b>administrator/clerk</b> or designee revoking, suspending, refusing to issue or refusing to extend a permit may file a request for review with the village board. A request for review shall be filed within ten days of the decision being appealed. Following a hearing, the village board may affirm, reverse or modify the decision of the <b>administrator/clerk</b> or designee.	Administrator
Numbering of property; uniform numbering system	38-141	38:21	A uniform system of numbering properties and principal buildings as shown on the map identified by the title "Street and House Numbering System—Village of Yorkville" which is filed in the office of the <b>administrator/clerk</b> is adopted for use in the village. This map and all explanatory matter thereon is adopted and made part of this Code.	Clerk
Assignment of numbers	38-142(e)	38:21	Numerals indicating the official numbers for each principal building or each front entrance to such building shall be posted in a manner as to be visible from the street on which the property is located. Such numerals may be obtained at cost from the <b>administrator/clerk</b> , as provided in section 38-143.	Clerk
Administration	38-143(a)	38:22	The <b>administrator/clerk</b> shall be responsible for maintaining the numbering system. In the performance of this responsibility he shall be guided by the provisions of section 38-142.	Clerk
	38-143(b)	38:22	The <b>administrator/clerk</b> shall keep a record of all numbers assigned under this article.	Clerk

**Exhibit A**

	38-143(c)	38:22	The <b>administrator/clerk</b> shall issue to any property owner in the village upon request and at cost a set of numerals for each principal building or separate front entrance to such building. In doing so, he shall issue only numerals for the number assigned to such building under the provisions of this article. Provided, however, that the <b>administrator/clerk</b> may issue additional numerals in accord with the official numbering system whenever a property has been subdivided, a new front entrance opened or undue hardship has been worked on any property owner.	Clerk
Placement of mailboxes in the right-of-way	38-161(a)	38:22	Mailboxes are approved only if they are of a construction or design approved by the United States Postal Service or previously approved by the Postmaster. A copy of the Postmaster General's current guidelines can be obtained at the <b>administrator/clerk's</b> office.	Clerk's
	38-161(b)	38:22	Newspaper tubes are permitted only if provided by the newspaper or of a construction or design that will not present a hazard to the public use of the right-of-way. Where the newspaper tube used has not been provided by the newspaper, the <b>administrator/clerk</b> or designee shall have authority to approve the tube. If the <b>administrator/clerk</b> or designee refuses to approve the newspaper tube, it must be removed.	Administrator
	38-161(d)	38:22	The support for the mailbox and newspaper tube shall adhere to the standards governing construction of mailbox supports as established by the Wisconsin Department of Transportation ("DOT"), and shall not constitute a hazard to the public use of the right-of-way. A copy of the DOT's current guidelines can be obtained at the <b>administrator/clerk's</b> office.	Clerk's
Ponds; Permit fee	38-197	38:25	At the time the application is filed, the applicant shall pay fees as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and may be revised by village board resolution. In addition, the applicant shall reimburse the village for engineering, planning legal and administrative expenses incurred in processing, reviewing, revising, and approving the permit and site plan, where those expenses exceed the amount of the permit fee.	Clerk's
Official Map; Certified copy of map	38-265	38:31	There shall be a certified copy of the Official Map described above. The certified copy shall be kept in the office of the Village <b>Administrator/Clerk</b> and shall be available for inspection by any interested person during regular office hours. The certified copy shall bear on its face a certification that it is a true copy of the Official Map described in and accompanying this Ordinance and shall show the date of adoption of this Ordinance and shall be signed by the Village President and countersigned by the Village <b>Administrator/Clerk</b> . Thereafter, no change or addition to such Official Map shall become effective until adopted as provided above and until it shall have been indicated by the appropriate convention on the certified copy of the Official Map and a certificate placed thereon or attached thereto bearing the number and date of adoption of the amending ordinance. The certificate shall be signed by the Village President and countersigned by the Village <b>Administrator/Clerk</b> .	Clerk

**Exhibit A**

Ordinance and amendments to be recorded with the register of deeds	38-266	38:32	The Village <b>Administrator/Clerk</b> shall be responsible immediately upon adoption of the Official Map or any amendment thereto to record with the Register of Deeds of the County of Racine, Wisconsin a certified copy of the ordinance indicating that the Official Map, or Amended Official Map, can be viewed in the office of the Village <b>Administrator/Clerk</b> .	Clerk
Enforcement	38-267	38:32	It shall be the duty of the Village Building Inspector, Zoning Administrator, Village <b>Administrator/Clerk</b> or designee of any of the above to enforce the provisions of this Ordinance.	Administrator
Taxation and Finance				
Ad Valorem Taxes; Preparation of tax roll and tax receipts	46-31	46:2	Pursuant to Wis. Stat. 70.65(2), the <b>administrator/clerk</b> shall, in computing the tax roll, insert only the aggregate amount of state, county, local, school and other general property taxes minus credits applied under Wis. Stat. 79.10(9), except credits determined under Wis. Stat. 79.10(7m) in a single column in the roll opposite the parcel or tract of land against which the tax is levied, or, in the case of personal property, in a single column opposite the name of the person against whom the tax is levied. Each tax bill or receipt shall show the purpose for which the taxes are to be used giving the breakdown for state, county, local, school and other general property taxes. The tax roll shall indicate all corrections made under Wis. Stat. 70.43 and 70.44.	Treasurer/Finance Director
Tax receipts	46-32	46:2	Pursuant to Wis. Stat. § 74.19, the <b>administrator/clerk</b> shall enter in each tax receipt given by the county clerk for the payment of taxes the name of the person paying the taxes, if that person is not the owner of the property taxed, the date of payment and the aggregate amount of taxes paid. Tax receipts shall be signed, and a duplicate kept, by the <b>clerk-treasurer</b> after noting the payment of taxes upon the tax roll. The <b>administrator/clerk</b> shall then deliver the receipt to the appropriate person.	Treasurer/Finance Director
Room Tax; Collection	46-64	46:4	The tax imposed in this article is due and payable on a monthly basis not later than the 20th day of the month following that for which the tax is due. No later than the 20th day of each month, every hotel keeper, motel operator and other person furnishing accommodations that are available to the public shall file a return with the <b>administrator/clerk</b> on a form provided by the <b>administrator/clerk</b> and shall remit to such <b>administrator/clerk</b> the tax as provided in such return.	Treasurer/Finance Director

**Exhibit A**

Permit	46-65(a)	46:4	<p>No hotel keepers, motel operators and other persons furnishing accommodations that are available to the public shall operate a hotel, motel or other furnished accommodations available to the public in the village without first obtaining a room tax permit for each hotel, motel or other furnished accommodations available to the public. Application for such permit shall be made to the <b>administrator/clerk</b> on forms provided by the <b>administrator/clerk</b>. The <b>administrator/clerk</b> shall issue a permit to the hotel keepers, motel operators and other persons furnishing accommodations that are available to the public for each facility for which application is made upon payment of a fee as set forth in the schedule of fees on file in the village clerk's office and which may be revised by village board resolution for each hotel, motel or other furnished accommodations available to the public. The permit is nontransferable and is valid only for the named hotel, motel or other furnished accommodations available to the public and the hotel keepers, motel operators and other persons furnishing accommodations that are available to the public named in such permit. The permit shall be posted in a conspicuous place in the hotel, motel or other furnished accommodations available to the public for which it is issued.</p>	Clerk
	46-65(b)	46:4	<p>If the hotel keepers, motel operators and other persons furnishing accommodations that are available to the public ceases to do business at the hotel, motel or other furnished accommodations available to the public for which the permit was issued; conveys or transfers the business or his interest in it; or assigns his interest to another person, the hotel keepers, motel operators and other persons furnishing accommodations that are available to the public shall, within ten days of such event, notify the <b>administrator/clerk</b> of such change and turn in to the <b>administrator/clerk</b> any such permit issued for the hotel, motel or other furnished accommodations available to the public.</p>	Clerk
Records	46-67	46:5	<p>Every hotel keeper, motel operator and other person furnishing accommodations that are available to the public holding a permit under this section shall for a period of three full calendar years maintain available for inspection by the <b>administrator/clerk</b> the account books, records, receipts, invoices and similar records relating to the rental of rooms and lodging in the hotel, motel or other furnished accommodations available to the public. The <b>administrator/clerk</b> may, upon audit of returns, records and other information received, determine the tax to be paid or refunded. An appeal from any additional tax imposed may be made by the hotel keeper, motel operator and other person furnishing accommodations that are available to the public upon written notice to the <b>administrator/clerk</b> within 20 days following the date that notice of the assessment is mailed to such hotel keeper, motel operator and other person furnishing accommodations that are available to the public. The village board shall hold a hearing on such appeal within 30 days after the <b>administrator/clerk</b> received the notice of appeal and shall grant or deny such appeal.</p>	Clerk

**Exhibit A**

Assessment	46-68	46:5	If an hotel keeper, motel operators and other person furnishing accommodations that are available to the public fails to file a return as required by this section, the <b>administrator/clerk</b> shall make an estimate of the amount of the gross receipts for such hotel, motel or other furnished accommodations available to the public. The estimate shall be made for the period upon state sales tax records and records described in section 46-67. On the basis of such estimate, the <b>administrator/clerk</b> shall compute and determine the amount of the tax. In addition to the tax, a penalty in an amount as set forth in the schedule of fees on file in the village clerk's office and which may be revised by village board resolution shall be assessed.	Treasurer/Finance Director
Delinquent returns; delinquent tax	46-69	46:6	All unpaid taxes assessed or imposed under this article shall bear interest at the rate of 12 percent per annum from the due date of the return until paid. Delinquent tax returns under this article shall be subject to a late filing fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution.	Clerk's
Penalty	46-70	46:6	Any hotel keeper, motel operator and other person furnishing accommodations that are available to the public who is subject to the tax imposed by this section who fails to obtain a permit as required; fails or refuses to permit the inspection of such innkeeper's state sales tax records by the <b>clerk-treasurer</b> after such inspection has been requested; fails to file a return as required in this section; or violates any other provision of this section shall be subject to a penalty as provided in section 1-14.	Treasurer/Finance Director
Finance; Claims procedure	46-102(a)	46:6	Village board to audit accounts. Except as provided in subsection (c) of this section, no account or demand against the village shall be paid until it has been audited by the village board and an order drawn on the <b>administrator/clerk</b> therefor. Every such account shall be itemized. After auditing, the village board shall cause to be endorsed by the <b>administrator/clerk</b> , over his/her hand on each account, the words "allowed" or "disallowed," as the fact is, adding the amount allowed, if any, and specifying the items or parts of items disallowed, if disallowed in part only. The minutes of the proceedings of the village board shall show to whom and for what purpose every such account was allowed and the amount thereof. Every such account or demand allowed in whole or in part shall be filed by the <b>administrator/clerk</b> ; and those of each year shall be consecutively numbered and have endorsed thereon the number of the order on the <b>administrator/clerk</b> issued in payment; and the <b>administrator/clerk</b> shall take a receipt thereon for such order.	Clerk
	46-102(c)	46:7	Payment of regular wages or salaries. Regular wages or salaries of village officers and employees shall be paid by payroll, verified by the proper village officer and filed with the <b>clerk-treasurer</b> in time for payment on the regular pay day.	Treasurer/Finance Director
Duplicate administrator/clerk's bond	46-103	46:7	Duplicate <b>administrator/clerk</b> bond.	
	46-103(a)	46:7	Eliminated. The village elects not to give the bond on the <b>administrator/clerk</b> provided by Wis. Stat. § 70.67(1).	Treasurer/Finance Director

**Exhibit A**

	46-103(b)	46:7	Village liable for default of <b>administrator/clerk</b> . Pursuant to Wis. Stat. § 70.67(2), the village shall pay, if the <b>administrator/clerk</b> fails to do so, all state and county taxes required by law to be paid by such <b>administrator/clerk</b> to the county treasurer.	Treasurer/Finance Director
Temporary investment of funds not immediately needed	46-104	46:7	The <b>administrator/clerk</b> may invest any village funds not immediately needed, pursuant to Wis. Stat. § 66.0603(1m).	Clerk
Disbursement of Village funds	46-105	46:7	Pursuant to Wis. Stat. § 66.0607, all disbursements of village funds shall be by order checks which shall be signed by the <b>administrator/clerk</b> and shall be countersigned either by the village president or one of the village trustees as shall be provided from time to time in appropriate resolutions designating depositories adopted by the village board, certified copies of which shall be filed with such depositories.	Clerk
General Provisions				
Specific street regulations; Compression braking prohibited.	50-31(f)	50:12	Signs. The Village <b>Administrator/Clerk</b> or his/her designee is authorized and directed to gain appropriate approval, if required, from the State of Wisconsin to post appropriate signs consistent with the provisions of this ordinance and in accordance with State statutes and administrative regulations.	Clerk
Weight limits and heavy traffic routes; Adoption of Wis. Stat. Sec. 348.15(3)(g) -- table of statutory weight limits.	50-93	50:15	FURTHER, BE IT HEREBY ORDAINED, that the <b>Administrator/Clerk</b> is hereby directed to provide a copy of this ordinance to the Wisconsin Department of Transportation for posting on the Wisconsin Department of Transportation website, and FURTHER, BE IT HEREBY ORDAINED, that the <b>Administrator/Clerk</b> is hereby directed to publish a summary of this ordinance within thirty days of its adoption, as required by Wisconsin Statutes 60.80(1), and FURTHER, BE IT HEREBY ORDAINED, that this ordinance take effect the day following its posting on the Wisconsin Department of Transportation website and its publication.	Clerk
Utilities				
Holding tanks; Restricted	54-51	54:4	Holding tanks for new residential construction shall be prohibited in the village. Any person who is denied the use of a holding tank as a result of this section may appeal the application of this section to his situation. The appeal shall be to the village board and shall comply with section 2-400. The village board may grant variances to this prohibition where the enforcement of the prohibition will result in severe and unnecessary hardship. The village board may also grant variances on a trial basis for new residential construction for conversion to a mound system in accord with the rules and regulations of the state department of safety and professional services and the county sanitarian and in accord with rules and regulations established by the village board. The <b>administrator/clerk</b> shall inform the state department of safety and professional services and the county sanitarian of any such variance. Section 54-52 shall apply to any such variance.	Clerk
Agreement Required	54-52(a)(8)	54:5	File receipts and a pumping report with the <b>administrator/clerk</b> and the county at least quarterly evidencing the date and volume of contents which was removed from the holding tank.	Clerk

**Exhibit A**

Disposal of holding tank wastes	54-53(a)(2)	54:6	Permits shall be renewed on an annual basis. Applications for permits will be transmitted to all current permit holders by June 1 of each year. Completed applications shall be submitted to the district prior to July 1. The district shall either approve or deny each application prior to August 1. An annual fee as set forth in the schedule of fees on file in the village <b>administrator/clerk's</b> office and which may be revised by village board resolution shall accompany each application for a permit. Charges for treatment of the disposed wastes will be based upon the unit costs of treatment.	Clerk's
Rates, Charges, Billing procedures; Assessment	54-212	54:21	There is levied and assessed upon each lot, parcel of land or premises having any sewer connection with the sanitary sewer system of the district or for which sewer connection is available, a monthly sewer service charge as set forth below, payable on or before April 30, July 31, October 31 and January 31 of each year. In addition to the charge, rental or rate of service, a further charge of ten percent shall be added thereto in each case of failure to make a timely payment. In each case, such charges shall be collected by the <b>administrator/clerk</b> on behalf of the district. Each charge levied pursuant hereto is hereby made a lien upon the lot, land or premises served by the sewerage system of the district and additions thereto pursuant to law and shall be collected pursuant to Wis. Stat. § 66.0821, if not paid.	Treasurer/Finance Director
Sewerage connection charge	54-218	54:23	There shall be paid to the district and collected by the <b>administrator/clerk</b> on each lot, parcel of land or premises on which a unit or connection charge shall not have been assessed or paid prior to the time that a permit for and connection is made to the sanitary sewerage system of the district a unit connection charge as set forth in the schedule of fees on file in the village clerk's office and which may be revised by village board resolution each unit determined and attributed to such connection as provided in section 54-213; provided, however, if the land was previously assessed or otherwise charged an acreage assessment, the unit connection charge shall be as set forth in the schedule of fees on file in the village clerk's office and which may be revised by village board resolution No such permit or connection shall be made to the sanitary sewer system until such unit connection charge is first so paid in full or levied and assessed. The property owner shall install the building sewer from the building to the street lateral at his own expense. In no case shall the property owner deduct the cost of the building sewer from the connection charge.	Treasurer/Finance Director
Charges to be a lien on property	54-223	54:25	All sewer service charges, rates and special assessments shall be a lien on a lot, part of a lot or land on which sewer services were supplied as provided in the state statutes. All sums which have accrued during the preceding year and which are unpaid by October 1 of any year, shall be certified to the <b>administrator/clerk</b> to be placed on the tax roll for collection as provided by the state statutes.	Clerk
Water System; Charges to be a lien on property	54-260	54:28	All water service charges, rates and special assessments shall be a lien on a lot, part of a lot or land on which water services were supplied as provided in the state statutes. All sums which have accrued during the preceding year and which are unpaid by October 1 of any year, shall be certified to the <b>administrator/clerk</b> to be placed on the tax roll for collection as provided by the state statutes.	Clerk



**Exhibit A**

Stormwater Utility; Method of appeal	54-286(a)	54:37	The stormwater utility charge may be appealed as follows: A written appeal shall be filed with the village <b>administrator/clerk</b> prior to the stormwater utility charge due date; or Within 60 days of payment, a written challenge to the stormwater utility charge must be filed with the village <b>administrator/clerk</b> on behalf of the property owner, specifying all bases for the challenge and the amount of the stormwater utility charge the customer asserts is inappropriate. Failure to file a challenge within 60 days of payment waives all right to later challenge the charge.	Clerk
	54-286(d)	54:37	In the event of an appeal, the village board shall hold a hearing as provided in Wis. Stat. §§ 68.11(2) and 68.11(3). The village board shall hold such hearing within 30 days of the appeal request, and shall notify the appellant of the hearing date no less than ten days' notice in advance of the hearing. Within 20 days of the hearing and the filing of briefs, if any, the village board shall mail or deliver to the appellant its written final determination, setting forth, in detail, the reasons for its decision. If the village board or commission determines that a refund is due the property owner, the refund will be applied as a credit on the property owner's next annual billing, or will be refunded at the discretion of the village <b>administrator/clerk</b> .	Treasurer/Finance Director
Zoning: Supplementary District Regulations and Requirements				
Home Occupations	20-1015(c)(2)d.2	150	Any person receiving a conditional use permit to conduct a Type B home-based business shall file with the Village <b>Administrator/Clerk</b> a Home-Based Business Registration Form. The Home-Based Business Registration Form shall contain the following information:	Clerk
	20-1015(c)(3)d.2	151	Any person receiving a conditional use permit to conduct a rural home-based business shall file with the Village <b>Administrator/Clerk</b> a Home-Based Business Registration Form. The Home-Based Business Registration Form shall contain the following information:	Clerk
Floodplain Zoning				
General Provisions	56-5(b)	56:4	Official maps & revisions. The boundaries of all floodplain districts are designated as A, AE, AH, AO or A1-30 on the maps based on the Flood Insurance Study (FIS) listed below. Any change to the base flood elevations (BFE) or any changes to the boundaries of the floodplain or floodway in the FIS or on the Flood Insurance Rate Map (FIRM) must be reviewed and approved by the DNR and FEMA through the Letter of Map Change process (see Article VIII. Amendments) before it is effective. No changes to RFE's on non-FEMA maps shall be effective until approved by the DNR. These maps and revisions are on file in the office of the Village <b>Clerk-Treasurer</b> , Village of Yorkville. If more than one map or revision is referenced, the most restrictive information shall apply.	Clerk

**Village of Yorkville**  
**Notice of Newly Enacted Ordinance**

Please take notice that, on Monday, November 13, 2023, the Village Board of the Village of Yorkville adopted Ordinance 2023-16, entitled "An Ordinance amending multiple sections of the Code of Ordinances for the Village of Yorkville, Racine County, Wisconsin, related to the duties of the Village Administrator, Village Clerk, Village Treasurer/Finance Director, Village Deputy Clerk and Village Deputy Treasurer".

This ordinance takes effect upon publication of this notice and upon Charter Ordinance No. 2023-01 becoming effective. The full text of this ordinance may be obtained from the Village of Yorkville Administrator/Clerk's office, 925 15<sup>th</sup> Avenue, Union Grove, Wisconsin 53182, or through the Village's website at [www.villageofyorkville.com](http://www.villageofyorkville.com). The phone number for the Administrator/Clerk is (262) 878-2123.

Michael McKinney  
*Administrator/Clerk*

# Affidavit of Printing State of Wisconsin

County of Racine

City/Village of Union Grove

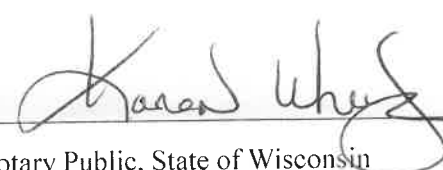
**Southern Lakes Newspapers, LLC**, certifies that it is the publisher of the Westine Report; that such paper is a secular newspaper of general circulation in said county; that it is printed and published in the village/city, county and state aforesaid. It hereby further certifies that a notice, of which the attached notice is a true copy, has been legally published in said newspaper 1 time(s) for 1 consecutive week(s); That the first publication was on the 16<sup>th</sup> day of November, 2023; The last publication was on the 16<sup>th</sup> day of November, 2023.

Signed  \_\_\_\_\_

By Denelle Janssen, for Southern Lakes Newspapers, LLC

Subscribed and sworn to before me this

16 day of November 2023

 \_\_\_\_\_

Notary Public, State of Wisconsin

My commission expires 1/20/24

KAREN WHITTINGTON  
Notary Public  
State of Wisconsin

## NOTICE OF NEWLY ENACTED ORDINANCE Village of Yorkville

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Michael McKinney  
Administrator/Clerk

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