



Developer Deposit Development Review / Construction Management Developer's Deposit Policy

Established by Common Council Resolution 05-37 (8/9/05)
Modified by the Common Council via Resolution 06-12 (04/11/06)
Modified by the Common Council via Resolution # 2576 (10/11/16)

Introduction

Per Sections 275-20(C) and 235-12(C), “all persons, firms, or corporations performing work which by the city’s codes require the issuance of a permit shall pay a fee for such permit to the Director of Finance to help defray the cost of administration, investigation, display, storage, updating maps, and processing of permits and variances.” The permits for which a fee is required are the zoning/use approval permit, conditional use permit, accessory use/structure permit, occupancy permit, reoccupancy and rezoning permits, sign permit, subdivision, land division, grading, retaining walls, utilities, and planned unit development review. Permit fees do not include and are in addition to permit fees established by the Inspection Services Division.

The Developer’s Deposit fees are used by the City for costs associated for development review and conceptual planning for staff time, and any other reviews the city deems necessary by consulting planners, engineers and attorneys.

Projects that include public infrastructure shall be required to provide a Construction Management Developer’s Deposit which will be taken in at the time of Erosion Control Permit to defray the costs associated with private third party field inspections as outlined in the Development Handbook and/or individual Development Agreements. This will allow the City of New Berlin to collect the appropriate funds up front and to pay the third party consultant, chosen by the applicant and confirmed by the City of New Berlin DCD. Construction Management Developer’s Deposit may cover any of the following public infrastructure inspection costs: as-built and easement preparation and inspection services for roadway, water system, sanitary system, storm system and all associated apparatus.

Procedure to Establish

1. The developer shall submit plans and/or construction plans as outlined by Section 275-20 and Section 235-14 of the City’s municipal code along with all applicable review fees. The amount of the Developer Deposit is then determined by the Director of Community Development and/or designee based upon the size and type of development as follows:

DEVELOPER DEPOSIT DEVELOPMENT REVIEW

RESIDENTIAL DEVELOPMENTS (includes Multi-Family, Subdivisions & Residential Land Divisions)

- 1 to 4 units without new infrastructure \$300
- 1 to 4 units with new infrastructure \$2,000
- 5 to 10 units \$4,000
- 11 to 25 units \$7,500
- 26 to 50 units \$10,000
- More than 50 units \$15,000

NON-RESIDENTIAL LAND DIVISIONS / CSM’s \$500

COMMERCIAL DEVELOPMENTS (based upon building size)

- Up to 10,000 sq ft \$3,000
- 10,001 to 50,000 sq ft \$7,500

- 50,001 to 100,000 sq ft \$10,000
- Greater than 100,000 sq ft \$15,000

REZONING PETITIONS AND CONDITIONAL USES

- All Applications \$500

WIRELESS COMMUNICATIONS FACILITIES

- New Towers \$1,000
- Co-Locations \$1,000

SPECIAL PROJECTS

- Extraterritorial Certified Survey Maps / Ordinance Changes \$100
- Sewer Service Boundary Requests \$100
- Reaffirmation of a CSM or Subdivision ½ of the CSM or Platting Fees
- Plan Commission Appeals – Admin Permits \$150 per Appeal or Waiver
- Tree / Landscape Donation \$200 (Plus Donation)
- Administrative Use Approvals \$300 [Per Section 275-17(B)(9)]
- Developer Agreements & Modifications \$300
- Comprehensive Plan Amendments \$300
- TIF/TID (Tax Incremental Finance District) – Final \$10,000

CONSTRUCTION MANAGEMENT DEVELOPER DEPOSIT

▪ **Public Infrastructure Categories:**

- **Sanitary Sewer:** \$ _____
- **Sanitary Sewer Relay:** \$ _____
- **Storm Sewer:** \$ _____
- **Water Main:** \$ _____
- **Curb & Gutter:** \$ _____
- **Paving Total:** \$ _____
- **Other Costs:** \$ _____
- **Total Estimated Fees Due (Based on the chart below):** \$ _____

Please utilize the spreadsheet available on our website, similar to what is shown in the chart below, to estimate your total inspection costs. Fill in the sub totals for each category and grand total for the estimated inspection costs above. This amount will be reviewed by the City and the chosen inspector. **Applicant shall submit this payment at the time of Erosion Control Permit.**

TYPE OF INSPECTION	DEPTH	SIZE	GROUND CONDITION	BACKFILL MATL	COST/LF	COST/SY	LF	SY	COST
SANITARY SEWER	<14'		GOOD	GRANULAR	\$ 1.84				
SANITARY SEWER	<14'		UNSTABLE	GRANULAR	\$ 2.85				
SANITARY SEWER	<14'		GOOD	SPOIL	\$ 1.66				
SANITARY SEWER	<14'		UNSTABLE	SPOIL	\$ 1.84				
SANITARY SEWER	14'-24'		GOOD	GRANULAR	\$ 2.65				
SANITARY SEWER	14'-24'		UNSTABLE	GRANULAR	\$ 5.15				
SANITARY SEWER	14'-24'		GOOD	SPOIL	\$ 2.21				
SANITARY SEWER	14'-24'		UNSTABLE	SPOIL	\$ 3.70				
SANITARY SEWER RELAY	<14'		GOOD	GRANULAR	\$ 3.32				
SANITARY SEWER RELAY	<14'		UNSTABLE	GRANULAR	\$ 5.15				
SANITARY SEWER RELAY	14'-24'		GOOD	GRANULAR	\$ 6.64				
SANITARY SEWER RELAY	14'-24'		UNSTABLE	GRANULAR	\$ 13.28				
STORM SEWER		<21"	GOOD	GRANULAR	\$ 1.61				
STORM SEWER		<21"	UNSTABLE	GRANULAR	\$ 2.58				
STORM SEWER		<21"	GOOD	SPOIL	\$ 1.28				
STORM SEWER		<21"	UNSTABLE	SPOIL	\$ 1.84				
STORM SEWER		>21"	GOOD	GRANULAR	\$ 2.58				
STORM SEWER		>21"	UNSTABLE	GRANULAR	\$ 4.42				
STORM SEWER		>21"	GOOD	SPOIL	\$ 1.89				
STORM SEWER		>21"	UNSTABLE	SPOIL	\$ 2.65				
WATER MAIN		≤16"	GOOD	GRANULAR	\$ 1.28				
WATER MAIN		≤16"	UNSTABLE	GRANULAR	\$ 1.98				
WATER MAIN		≤16"	GOOD	SPOIL	\$ 1.07				
WATER MAIN		≤16"	UNSTABLE	SPOIL	\$ 1.51				
CURB AND GUTTER					\$ 1.20				
HMA PAVING (BINDER)						\$ 0.29			
HMA PAVING (SURFACE)						\$ 0.20			
TOTALS									

All applications shall pay the actual application fee and Developer Deposit fees (as applicable). The application fees cover all administrative, processing, map updating, display and board & commission work.

- The Permit Application Center shall not route any plans or forward project reports / recommendations on to any board or commission for review unless the Developers Deposit has been received. Should the Deposit be depleted prior to the City issuing the permit or completing all Construction Management activities the Developers Deposit shall be restored to the original required project fee before any additional reviews will take place. **Note: Applications that are subject to statutory time frames such as subdivisions or certified survey maps will be processed accordingly. The City will not execute/sign the applicable documents until all outstanding fees are paid in full.
- The monies collected shall be deposited into a segregated account for each project. The Director of Community Development or designee may require a separate Developer Deposit for each phase of a multiple-phased project. The Construction Management Developer's Deposit will be taken in at the time of Erosion Control Permit.
- Any change or request to change approved plans after a signed Zoning Permit has been issued shall require a full Developer Deposit to be submitted in accordance with the aforementioned scheduled based upon permit type.

Procedure To Use Funds for Developer Deposit Development Review

- As charges pertaining to the development accrue, the Department of Community Development shall keep records as to actual staff time used for reviewing the development. A record will be conveyed to the City's Finance Department whereby a withdrawal will be made to the Developer Deposit.

2. A copy of all accrued charges will be sent to the developer upon request. The City pays the charges from Developer Deposit. The City's Finance Department maintains documentation for each individual project account, and can provide updates to the developer upon request.

Procedure to Use Funds for Construction Management – Developer's Deposit

1. As charges pertaining to the development / construction accrue, the private third party field inspection company shall provide invoices to the City of New Berlin Department of Community Development for verification. The City Engineer shall forward the invoice to the City's Finance Department for payment. Once the invoice is conveyed to the City's Finance Department a withdrawal will be made from the Construction Management Developer's Deposit account.
2. A copy of all accrued charges will be sent to the developer upon request. The City pays the charges from Construction Management Developer's Deposit. The City's Finance Department maintains documentation for each individual project account, and can provide updates to the developer upon request.

Procedure To Close Account Developer Deposit - Development Review

1. Sixty days (60) after issuance of the zoning permit, or in the case of a subdivision, the approval of the final plat, all charges should be received and processed through the account (except as noted below). At this time, the account holder may file a written request for account closure with the Department of Community Development. All digital information required by the city, such as "as-builts", CAD and GIS information shall be submitted and accuracy verified and maps updated prior to release of the deposit funds.
2. DCD shall verify with the Finance Department that there are no outstanding invoices or unpaid charges.
3. Upon approval, the Finance Department may issue a check for the account balance.

Procedure To Close Account Construction Management Developer's Deposit

1. Approximately sixty days (60) after the completion of construction of applicable infrastructure, all charges should be received and processed through the account (except as noted below). At this time, the account holder may file a written request for account closure with the Department of Community Development. All digital information required by the city, such as "as-builts", easements, CAD and GIS information shall be submitted and accuracy verified and maps updated prior to release of the deposit funds.
2. DCD shall verify with the Finance Department that there are no outstanding invoices or unpaid charges.
3. A Final Project Close Out letter shall be issued by the Director of Community Development and City Engineer.
4. Upon issuance of the Final Project Close Out Letter, the Finance Department may issue a check for the account balance.

Prepared by: gwk (02/01/06)

Developer Deposit Fees approved by Common Council Resolution #05-37 on August 9, 2005.

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