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**VILLAGE OF SUSSEX  
PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Pursuant to the Village of Sussex Ordinance No. 3.11, the Village of Sussex Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service and the fees incurred by the Village to the property owner incurring those fees even if the request is not approved. Also, be advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs or charges, however, is subjected to the property owner's appeal rights as described in said Village of Sussex Ordinances.

I, the undersigned, have been advised that, pursuant to said Village of Sussex Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village even if the request is not approved. In addition, I have been advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are my responsibility even if the request is not approved. By signing this document however, I am not waiving my appeal rights that are described in said Village of Sussex Ordinances.

**PLEASE PRINT LEGIBLY**

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

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Business Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Property Owner and /or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Village Official Accepting Form

\_\_\_\_\_  
Date

*A copy of this completed form shall be provided to the Village Clerk for billing purposes.*