



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Common Council
From: Adrienne Nelson, Associate Planner
Date: September 10, 2026
Re: Ordinance and Fee Update Introduction

Planning and Community Development staff received a request from an alder to look into updating department fees to ensure they are still covering costs when it comes to staff review, published notices, and mailings. The below research was done to provide Common Council with the information necessary to direct staff on next steps.

Certified Survey Map (CSM)

- **Current Fee:** \$10.00 per lot (max. 4 lots)
- **Municipal Code:** [18.22\(3\)](#), fee is set by resolution
- **Department Review:** Planning and Community Development Department, Engineering Department
- **Review Bodies:** Plan Commission, Legislative Committee, Common Council
- **Public Notification:** N/A
- **Fee Comparison:**
 - [City of Appleton:](#) \$200.00 + \$25.00 per lot
 - [City of Menasha:](#) \$150.00 + \$25.00 per lot
 - [City of Neenah:](#) \$150.00
 - [Village of Harrison:](#) \$75.00
 - [Village of Kimberly:](#) \$75.00
 - [Village of Little Chute:](#) \$150.00
 - [Village of Wrightstown:](#) 100.00 per lot
 - **Average:** The average fee for a two lot CSM is \$157.14.

Payment in Lieu of Dedication

- **Current Fee:** \$250.00 per residential lot created
- **Municipal Code:** [18.11\(2\)\(c\)\(2\)](#), fee is \$250.00 per residential lot created
- **Department Review:** N/A, part of plat review process
- **Review Bodies:** N/A, part of plat review process
- **Public Notification:** N/A
- **Fee Comparison:**
 - **City of Appleton:** \$900.00 or \$1,100.00 per dwelling unit, depending on zoning
 - **City of Menasha:** \$550.00 per dwelling unit
 - **City of Neenah:** \$1,000.00 per acre
 - **Village of Harrison:** \$1,366.00 per single-family dwelling unit or \$1,267.00 per multifamily dwelling unit
 - **Village of Kimberly:** \$500.00 per single-family dwelling unit or \$1,000.00 per two-family dwelling unit
 - **Village of Little Chute:** \$600.00 per dwelling unit or \$600.00 for each 2,000 square feet of land for a multifamily lot
 - **Village of Wrightstown:** N/A
 - **Average:** Excluding Neenah and Wrightstown, the average fee for payment in lieu of dedication is \$783.20 per single-family dwelling unit.

Preliminary Plat Review

- **Current Fee:** \$200.00
- **Municipal Code:** [18.22\(2\)](#), fee is set by resolution
- **Department Review:** Planning and Community Development Department, Engineering Department
- **Review Bodies:** Plan Commission, Legislative Committee, Common Council
- **Public Notification:** N/A
- **Fee Comparison:**
 - **City of Appleton:** \$500.00 + \$25.00 per lot
 - **City of Menasha:** \$125.00
 - **City of Neenah:** \$150.00 + \$35.00 per lot
 - **Village of Harrison:** \$200.00 + \$5.00 per lot
 - **Village of Kimberly:** \$200.00 + \$5.00 per lot
 - **Village of Little Chute:** \$200.00 + \$20.00 per lot

- [Village of Wrightstown](#): \$300.00
- **Average:** The average fee for a preliminary plat for a fifty lot subdivision would be \$882.14.

Final Plat Review

- **Current Fee:** \$200.00
- **Municipal Code:** [18.22\(2\)](#), fee is set by resolution
- **Department Review:** Planning and Community Development Department, Engineering Department
- **Review Bodies:** Plan Commission, Legislative Committee, Common Council
- **Public Notification:** N/A
- **Fee Comparison:**
 - [City of Appleton](#): \$250.00 + \$25.00 per lot
 - [City of Menasha](#): \$250.00 + \$25.00 per lot
 - [City of Neenah](#): \$100.00 + \$10.00 per lot
 - [Village of Harrison](#): \$100.00 + \$5.00 per lot
 - [Village of Kimberly](#): \$100.00 + \$5.00 per lot
 - [Village of Little Chute](#): \$300.00
 - [Village of Wrightstown](#): \$200.00
 - **Average:** The average fee for a final plat for a fifty lot subdivision would be \$685.71.

Site Plan

- **Current Fee:** \$0.00
- **Municipal Code:** [14.07](#), no fee mentioned
- **Department Review:** Planning and Community Development Department, Engineering Department, Building Inspection Department, Fire Department
- **Review Bodies:** Redevelopment Authority (if applicable), Industrial Park Commission (if applicable), Plan Commission
- **Fee Comparison:**
 - [City of Appleton](#): \$500.00 for minor review and \$800.00 for standard review
 - [City of Menasha](#): \$150.00 to \$650.00, depending on developed area ratio
 - [City of Neenah](#): \$200.00 for minor review and \$400.00 for major review

- [Village of Harrison](#): \$300.00 for commercial review and \$500.00 for industrial review
- [Village of Kimberly](#): \$300.00 for commercial review and \$500.00 for industrial review
- [Village of Little Chute](#): \$300.00 for minor review and \$600.00 for standard review
- [Village of Wrightstown](#): \$150.00
- **Average**: The average fee for a standard industrial site plan review is \$475.57.
 - **Note**: The fee amount used for Menasha in this calculation is the median number - \$400.00.

Special Exception

- **Current Fee**: \$100.00
- **Municipal Code**: [17.47\(7\)](#), fee is \$25.00
- **Department Review**: Planning and Community Development Department
- **Review Bodies**: Plan Commission (x2), Common Council (x2)
- **Public Notification**: Class 2 notice, notice mailed to interested parties as determined by the City Plan Commission (usually property owners within 100-500')
 - **Note**: The public notification costs for the most recent special exception was \$84.79. The cost for mailing notices was around \$19.89 and was mailed to all property owners within 100'. The total cost was around \$104.68.
- **Fee Comparison**:
 - [City of Appleton](#): \$600.00
 - [City of Menasha](#): \$350.00
 - [City of Neenah](#): \$500.00
 - [Village of Harrison](#): \$350.00
 - [Village of Kimberly](#): \$350.00
 - [Village of Little Chute](#): \$450.00
 - [Village of Wrightstown](#): \$250.00
 - **Average**: The average fee for a special exception is \$407.14.

Variance

- **Current Fee:** \$100.00
- **Municipal Code:** [17.50\(7\)](#), fee is \$100.00
- **Department Review:** Planning and Community Development Department
- **Review Bodies:** Board of Appeals
- **Public Notification:** Class 2 notice
 - **Note:** The public notification costs for the most recent variance was \$65.08.
- **Fee Comparison:**
 - **City of Appleton:** \$350.00
 - **City of Menasha:** \$350.00
 - **City of Neenah:** \$350.00
 - **Village of Harrison:** \$350.00
 - **Village of Kimberly:** \$500.00
 - **Village of Little Chute:** \$450.00
 - **Village of Wrightstown:** \$125.00 for residential, \$250.00 for commercial
 - **Average:** The average fee for a variance is \$353.57.
 - **Note:** The fee amount used for Wrightstown in this calculation is \$125.00, as residential variances are more common.

Zoning Change

- **Current Fee:** \$100.00
- **Municipal Code:** [17.51\(6\)](#), fee set by resolution
- **Department Review:** Planning and Community Development Department
- **Review Bodies:** Plan Commission, Legislative Committee, Common Council (x2)
- **Public Notification:** Class 2 notice, notice mailed to interested parties is not required per Code but is usually given to property owners within 200'
 - **Note:** The public notification costs for the most recent zoning change was \$129.15. The cost for mailing notices was around \$21.06 (waiting on Graci for confirmation) and was mailed to all property owners within 200'. The total cost was around \$150.21.
- **Fee Comparison:**

- [City of Appleton:](#) \$600.00
- [City of Menasha:](#) \$350.00
- [City of Neenah:](#) \$500.00
- [Village of Harrison:](#) \$400.00
- [Village of Kimberly:](#) \$350.00
- [Village of Little Chute:](#) \$450.00
- [Village of Wrightstown:](#) \$400.00
- **Average:** The average fee for a zoning change is \$435.71.

Staff Recommendation

Staff is recommending the following:

- That ordinance language is updated so that all fees are set by resolution.

Staff is requesting the following:

- Direction on if specific notice requirements outside of the class 2 notice should be codified for special exceptions and rezones.
- Direction on if the Common Council would like to pursue any fee updates.

