



# CITY OF APPLETON

## MEMORANDUM

**Date:** March 12, 2025  
**To:** Community Development Committee  
**From:** Kara Homan, AICP, Director of Community Development  
Kurt W. Craanen, Inspections Supervisor  
**Subject:** Erosion Control Permit Fee Increase and Update to Section 4-161 of  
Municipal Code

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### GENERAL INFORMATION

Update the Municipal Code to include Erosion Control Fees and increase the fee amount from \$40 to \$50.

### PURPOSE OF MUNICIPAL CODE TEXT AMENDMENTS

The intention of this text amendment is to add the erosion control permit fee language to Chapter 4, along with other types of permit fees. The Building Permit Fee Schedule and the Erosion Control Permit Fee Schedule, which are on file with the City Clerk's office, will be updated and the fee increased to \$50 for projects that disturb less than one (1) acre.

### BACKGROUND

Permit fees were increased in the 2024 and 2025 Annual Budgets; however, the Erosion Control Permit Fee Schedule did not get increased in conjunction with other fees.

### PROPOSED DRAFT TEXT AMENDMENTS

The text recommended to be added is underlined. The text recommended for deletion is identified by ~~strikethrough~~.

#### **Sec. 4-161. Permit fees.**

(a) **Generally.** Before a permit is issued to a contractor, the owner or his agent for work described in this section, a fee shall be paid to the Director of Finance as follows:

- (10) ~~[Reserved.]~~ **Erosion Control.** The amount of an erosion control permit fee for disturbance of less than one (1) acre shall be on file in the office of the City Clerk.

## **RECOMMENDATION**

Staff recommends the proposed text amendments to Chapter 4 Buildings of the Municipal Code **BE APPROVED** for Section 4-161 Permit Fees, and the Building Permit Fee Schedule and Erosion Control Permit Fee Schedule be updated to increase the erosion control permit fee to \$50 which is on file with the City Clerk's office.