





**PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Please read *and sign* the following Notice:

Pursuant to Chapter 14-19 of the Village of Summit Code, the Summit Village Board has determined that whenever the services of the Village Planner, Village Engineer, Village Attorney, or any other Village 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 the fees incurred by the Village to the property owner incurring those fees (without regard to the outcome of the request). Also, pursuant to the same Chapter 14-19, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved.

I/we, the undersigned, have been advised that, pursuant to the Village of Summit, if the Village Planner, Village Engineer, Village Attorney or any other Village professional provides services to the Village because of my/our activities, whether at my/our request or at the request of the Village, I/we shall be responsible for the fees incurred by the Village (even if my/our request is not approved). In addition, I/we have been advised that pursuant to the Village of Summit, certain other fees, costs, and charges are my/our responsibility, even if my/our request is not approved.

The undersigned will receive the first billing once charges are incurred and monthly thereafter so the undersigned remains up to date regarding any current charges.

**PLEASE PRINT LEGIBLY**

Information for the Owner and/or Party responsible for the Invoices:

\_\_\_\_\_ Name

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ e-mail address

Information for the Property that is the subject of the Request:

\_\_\_\_\_ Owner’s Name

\_\_\_\_\_ Property Address

Tax Key Number of the Property that is the subject of the Request: SUMT \_\_\_\_\_

Signature of the Property Owner(s) and/or Applicant(s) and Current Date:

\_\_\_\_\_ Applicant

\_\_\_\_\_ Date

\_\_\_\_\_ Owner

\_\_\_\_\_ Date

04/2018

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Village Official that accepted the form: \_\_\_\_\_ Date \_\_\_\_\_