

## Frequently Asked Questions Page

### **How many animals can I have and do I have to license them?**

Every person who owns, keeps, or harbors a dog or cat must have it immunized against rabies and obtain a license from the City Treasurer. No person or unit living together may keep more than two dogs nor more than four cats over the age of five months. Dogs or cats are not permitted to run at large. When walking your dog or cat, animal excreta discharge on public or private property must be immediately removed by the walker. License fees are \$3.00 for spayed/neutered and \$8.00 for unaltered per animal.

### **Night Parking November 15<sup>th</sup> – April 1st**

No person shall park any vehicle between the hours of midnight and 7:00 am of any day from November 15th to April 1st, other than physicians or emergency service providers, on any street or alley in the City of Viroqua.

### **What are City Hall office hours?**

Monday through Friday from 7:30 AM to 4:30 PM (except major holidays). Located at 202 North Main Street

### **When does the Common Council meet?**

The Common Council has two regularly scheduled meeting each month. They meet the second and last Tuesday of every month at 7:30 PM at City Hall.

### **When and where do I pay property taxes?**

Taxes may be paid by December 31st each year at the City of Viroqua to take advantage of a deduction for the previous year's income taxes. They may also be paid by January 31st each year without penalty or in two installments on January 31st and July 31st. The first payment must be made to the City of Viroqua if you choose the installment option; the second payment is made to the County Treasurer's Office.

### **Where do I get a work permit?**

Work permits can be obtained at the Vernon County Register of Deeds, 400 Courthouse Square Room 110. (608) 637-5371.

### **Where do I pay my fine issued by Hidden Valleys Municipal Court?**

Payments can be made at the Viroqua Police Department at 702 E. Broadway St, Viroqua, WI 54665. (608)637-2121. To contact the Hidden Valleys Municipal Court Clerk with questions call (608)637-8231.

### **When do I need to obtain a building permit?**

If a person builds or installs a new building or alters a building in excess of \$1000 value in any twelve month period, the person shall first obtain a building permit for such work from the building inspector. Alterations include items such as siding, roofing, fences, pools, HVAC, and electrical. Contact Wayne Haugrud, building inspector at 608-606-1025 or [building@mwt.net](mailto:building@mwt.net) with additional questions.

### **What are the requirements for Board of Review?**

Municipal Boards of Review must meet:

- Annually
- Anytime during the 30-day period beginning on the second Monday in May

### **Requirements for citizens to appear before the Board of Review**

- No person shall be allowed to appear before the Board of Review, to testify to the Board by telephone or to contest the amount of any assessment of real or personal property if the person had refused a reasonable written request by certified mail of the assessor to view such property.
- After the first meeting of the Board of Review and before the Board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to, a member of the Board about that person's objection except at a session of the Board.
- No person may appear before the Board of Review, testify to the board by telephone or contest the amount of any assessment unless, at least **48 hours before** the first meeting of the Board or at least 48 hours before the objection is heard if the objection is allowed under sub. (3) (a), that person provides to the Clerk of the Board of Review notice as to whether the person will ask for removal under sub. (6m), and if so which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.
- When appearing before the Board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
- No person may appear before the Board of Review, testify to the Board by telephone or object to a valuation; if that valuation was made by the assessor or the objector using the income method; unless the person supplies to the assessor all the information about income and expenses, as specified in the manual under s. 73.03 (2a) that the assessor requests. The municipality or county shall provide by ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determines that it is inaccurate, is not subject to the right of inspection and copying under s. 19.35(1).

#### **How do I dispose of yard waste and brush?**

City residents may take yard waste and brush to the drop-off site off Lewison Road. A key to the site may be signed out at City Hall between the hours of 7:30 a.m. and 4:30 p.m. Public Works employees also pick up these items on Fridays throughout the City but lengths and weight limits apply. See City Brush policy.

#### **How soon must property owners remove snow from their sidewalks?**

Property owners have 24 hours after a snowfall to remove the snow from their sidewalks.

#### **Where can I pay my taxes after 4:30 P.M.?**

Tax payments (and other payments) can be put in the "drop boxes" located in the front of the City Hall building or in the side alley next to City Hall. Payments sent in the mail must be postmarked by due date or put in drop box by 7:30 A.M. the following day.

#### **Will the City locate my property corners?**

The City of Viroqua does not assist private property owners in locating property irons, surveying private property, or locating property lines between properties. A property corner, property corner monument (iron), or property line can **ONLY** be determined or verified by a survey performed by a Licensed Land Surveyor.

#### **Are there economic development funds available for a new or existing business?**

Currently there are Revolving Loan funds available for business loans through Rural Development. Contact the City Clerk's Office at 608-637-7154 Ext 11 for further details. The City of Viroqua is an equal opportunity provider.

#### **What are the rules regarding lawn length?**

City ordinance states that lawns cannot exceed 8" in length. The Weed Commissioner can issue written notices to property owners to have grass or lawn cut to comply with this ordinance. If there is no compliance, the City will cut the grass/lawn at the expense of the property owner.

#### **How can I get a tree planted on my boulevard?**

The City plants trees on boulevards if funding is available, the most-needed areas for planting is determined by the Viroqua Tree Board. Citizens may plant a tree on their boulevard (purchased by themselves) if it is a tree that is on the approved tree list and have obtained City approval. Contact City Hall for the list of approved trees and process for approval.

**How do I reserve a park shelter?**

Reservations are accepted on a first come/first serve basis each calendar year. The fee to reserve is \$50.00. Contact City Hall for availability.

**When do I need a street opening permit?**

Anytime you are digging in the street right-of-way. For example: any curb disturbance, driveway excavation, sidewalk repair/replacement or other utility work.

**What do I do with leaves and grass clippings from my yard?**

In the fall of the year the leaf vac will come and pick up leaves and grass clippings in the City. All other times of the year they must be put in containers or hauled to the compost site. Nothing can be raked into the street until the fall collection. If you have questions as to when the leaf vac is out contact City Hall.