



**CITY OF BROOKFIELD  
PLAN COMMISSION AND PLAN REVIEW BOARD  
PROCEDURES AND APPLICATION CHECKLIST**

All individuals requesting to be placed on the agenda for the City of Brookfield City Plan Commission or the Plan Review Board shall observe the following procedures per the City Zoning Code and Subdivision and Platting Code.

PROCEDURE		EXPLANATION																																																																		
<b>A.</b>	<b>Pre-Application Conference</b>	<p>All applicants requesting to be placed on the Plan Commission or Plan Review Board shall contact the Department of Community Development to schedule a meeting with the Director of Community Development or designee in a pre-application conference prior to consideration for placement on the agenda. Schematic or conceptual plans and site data should be presented. If it is determined that the preliminary information is sufficient, the required plans and information as outlined below shall be submitted to the Planning Office prior to the application deadline outlined below. The application shall be placed on the next available Plan Commission or Plan Review Board agenda subject to established agenda length limits.</p> <p>A pre-application conference can be arranged by contacting the Planning Office of the Community Development Department, 2000 N. Calhoun Road, or by calling 262-796-6695. A project representative in the Planning Office will be assigned to the applicant.</p>																																																																		
<b>B.</b>	<b>Required Submittals</b>	<p>Each application to the City Plan Commission or Plan Review Board shall include the following items, checked "X" if applicable.</p>																																																																		
	<input type="checkbox"/> <b>1. Application Fees</b>	<p>The following <b>application fees</b> are to be paid in check, payable to "City of Brookfield", to the Director of Community Development or designee at the time of <b>application and by the deadline noted on Page 4, Section C, below.</b></p> <table> <tr><td>_____</td><td>New Plan and Method of Operation</td><td>\$ 1509.00</td></tr> <tr><td>_____</td><td>Revised Plan and Method of Operation</td><td>\$ 960.00</td></tr> <tr><td>_____</td><td>Minor Revision to Plan &amp; Method of Operation</td><td>\$ 360.00</td></tr> <tr><td>_____</td><td>Conditional Use</td><td>\$ 309.00</td></tr> <tr><td>_____</td><td>Special Exception</td><td>\$ 870.00</td></tr> <tr><td>_____</td><td>Rezoning</td><td>\$ 1029.00</td></tr> <tr><td>_____</td><td>Floodplain Amendment</td><td>\$ 1029.00</td></tr> <tr><td>_____</td><td>New Development Agreement</td><td>\$ 900.00</td></tr> <tr><td>_____</td><td>New Subdivider Agreement</td><td>\$ 300.00</td></tr> <tr><td>_____</td><td>Amended Development Agreement</td><td>\$ 480.00</td></tr> <tr><td>_____</td><td>Amended Subdivider Agreement</td><td>\$ 135.00</td></tr> <tr><td>_____</td><td>Preliminary/Final Certified Survey Map (CSM)</td><td>\$ 420.00</td></tr> <tr><td>_____</td><td>CSM – Application Fee</td><td>\$ 360.00</td></tr> <tr><td>_____</td><td>CSM/Dev. or Sub. Agreement – Recording Fee (per doc.)</td><td>\$ 30.00</td></tr> <tr><td>_____</td><td>Preliminary Plat Application Fee</td><td>\$ 1440.00</td></tr> <tr><td>_____</td><td>Final Plat</td><td>\$ 360.00</td></tr> <tr><td>_____</td><td>PDD—General Plan</td><td>\$ 3120.00</td></tr> <tr><td>_____</td><td>PDD—Specific Plan</td><td>\$ 1440.00</td></tr> <tr><td>_____</td><td>Landscape Plan Review Fee</td><td>\$ 350.00</td></tr> <tr><td>_____</td><td>Stormwater Management Review Fee</td><td>\$ 300.00</td></tr> <tr><td>_____</td><td>Minor Stormwater Management Review Fee</td><td>\$ 165.00</td></tr> <tr><td>_____</td><td>Telecommunication Tower Conditional Use Fee</td><td>\$ 1440.00</td></tr> </table> <p><b>TOTAL FEE DUE AT TIME OF APPLICATION</b> \$ _____</p> <p><i>Also, see Billed Fees below.</i></p>	_____	New Plan and Method of Operation	\$ 1509.00	_____	Revised Plan and Method of Operation	\$ 960.00	_____	Minor Revision to Plan & Method of Operation	\$ 360.00	_____	Conditional Use	\$ 309.00	_____	Special Exception	\$ 870.00	_____	Rezoning	\$ 1029.00	_____	Floodplain Amendment	\$ 1029.00	_____	New Development Agreement	\$ 900.00	_____	New Subdivider Agreement	\$ 300.00	_____	Amended Development Agreement	\$ 480.00	_____	Amended Subdivider Agreement	\$ 135.00	_____	Preliminary/Final Certified Survey Map (CSM)	\$ 420.00	_____	CSM – Application Fee	\$ 360.00	_____	CSM/Dev. or Sub. Agreement – Recording Fee (per doc.)	\$ 30.00	_____	Preliminary Plat Application Fee	\$ 1440.00	_____	Final Plat	\$ 360.00	_____	PDD—General Plan	\$ 3120.00	_____	PDD—Specific Plan	\$ 1440.00	_____	Landscape Plan Review Fee	\$ 350.00	_____	Stormwater Management Review Fee	\$ 300.00	_____	Minor Stormwater Management Review Fee	\$ 165.00	_____	Telecommunication Tower Conditional Use Fee	\$ 1440.00
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	<input type="checkbox"/> <b>1a.</b> <b>Billed Fees</b>	<p>1. The <u>City Clerk's Office</u> will bill the applicant for the cost of publication of required notices for Conditional Use, Special Exception, and Rezoning. The applicant will also be billed by the City Clerk's Office for recording costs for Certified Survey Maps and Development/Subdivider Agreements over \$30.00.</p> <p>2. The <u>Planning Office</u> will bill the applicant \$120.00 per hour for review of each draft of a new Developer or Amended Developer Agreement, (if more than 7 hours of staff time) and \$120.00 per hour for any Special or Administrative Review.</p> <p>3. The <u>Engineering Department</u> will bill the applicant \$110.00 per hour for review of Floodplain Amendments, Development Agreements, "PDD" General or Specific Plans, new or revised Plans and Methods of Operation, Preliminary or Final Plats, and Preliminary Survey or Certified Survey Maps.</p> <p>4. The <u>City Attorney's Office</u> will bill the applicant \$180.00 per hour for review of each draft of a new Developer Agreement or Amended Developer Agreement.</p>
	<input type="checkbox"/> <b>2.</b> <b>Statement of Operations/ Application Letter</b>	<p>Thirteen (13) copies of a signed letter from the property owner, holder of interest in the property, or bona fide owner's representative, describing the request. Three (3) copies of evidence of controlling interest in property, such as a copy of an executed (signed) contract between a prospective buyer or tenant and the current property owner may be substituted for the property owner's signature upon approval of the Director of Community Development. Letters of Intent (LOI) to purchase or lease will not be accepted. <i>The name, address (including city, state, zip), telephone number, e-mail address, and corporate status (corporation, LLC, LLP, etc. with or without mortgage) of applicant shall be included in the application. Letters shall describe proposed use, plan of operation, hours of operation, outdoor seating, and whether a liquor license will be requested. Also, provide contact information for one (1) development project manager – name, address, telephone number, and e-mail address.</i></p>
	<input type="checkbox"/> <b>3.</b> <b>Area Study Map</b>	<p>In addition to the required submittal materials pertaining to the site for which approval is requested (the "application site"), applicants shall affix an area study map in equivalent number of copies meeting the size requirements established by the Community Development Department during the pre-application conference showing adjacent lands. City maps are available to help prepare this map. The area study map shall identify the relationships of buildings, parking, drives, frontage roads, street median locations and landscape features proposed for the application site with similar features that exist or that may occur on adjacent lands within the study area. Also show current zoning patterns of surrounding properties. Submit four (4) copies if separate from site plan.</p>
<p><b>ITEMS 4-10 APPLY TO THE APPLICATION SITE ONLY</b></p> <p><b>ALL MATERIALS SUBMITTED FOR ITEMS 4-10 MUST BE COLLATED</b></p>		
<p><b>All materials submitted for Items 4-10 must be collated</b></p>	<input type="checkbox"/> <b>4.</b> <b>Site/Utility Plan</b>  <b>Or</b>  <b>Plat</b> <b>(in case of subdivision)</b>  <b>Or</b>  <b>Certified Survey Map</b> <b>(in case of minor subdivision)</b>	<ul style="list-style-type: none"> <li>• Four (4) copies of a site plan, plat, or survey map at a standard engineering scale (e.g., 1" = 20', 1" = 30', etc.). <b>Maximum size: 24" x 36"</b>.</li> <li>• Thirteen (13) reduced copies of the site plan, plat or survey map for which all information is legible (i.e., 8 1/2" x 11" or 11" x 17" in size).</li> </ul> <p>a. The <b>site/utility plan</b> should include the precise location and relationship of the property to surrounding properties, including buildings on adjacent properties, the location of existing and proposed buildings on the site, the location, arrangement and dimensions of driveways, parking areas, lighting, signs, electrical transformers, power generators, floodplain and wetland limits, and other site development factors. The site/utility plan must show all existing and proposed utilities, including the public facilities within the street right-of-way or easement adjacent to the subject property. A <b>site data table</b> shall be included on the site plan, indicating the lot area for all types of developments, square feet of lot area per unit and number of units per acre for multiple family development, floor area of existing and proposed buildings, floor area ratio (F.A.R.), lot coverage, landscape surface ratio (L.S.R.), parking area greenspace as a percentage of the parking area and number of existing and proposed parking spaces for all types of developments.</p> <p>b. Dumpster enclosures, HVAC screening, electrical transformers, and exterior utility meter locations: Statement acknowledging that such project components are noted on site or building plans.</p> <p>A <b>plat</b> or <b>CSM</b> should contain information required in Chapter 16 of the Municipal Code. A <b>lot data table</b> should be included for a plat indicating lot widths, areas, F.A.R. and lot coverage for each lot. The following final copies shall be submitted: an AutoCAD document (call City for current version); a pdf with stamp &amp; signature; Two (2) hard copies with stamp &amp; signature.</p>

All materials submitted for Items 4-10 must be collated.	<input type="checkbox"/> 5. <b>Preliminary Grading, Drainage and Erosion Control Plan</b>	<p>Four (4) copies and thirteen (13) reduced copies (11" x 17") of a preliminary grading, drainage and erosion control plan done to the same scale as the site plan, plat, or certified survey map referred to above, and shall be prepared and sealed by a registered Professional Engineer, unless this requirement is waived by the City Engineer. The following final copies shall be submitted: an AutoCAD document (call City for current version); a pdf with stamp &amp; signature; Two (2) hard copies with stamp &amp; signature.</p> <p>This plan should include existing and proposed contours at a maximum of two foot intervals. Existing 2' contours must extend for 100' beyond property limits. Existing features such as floodplains and wetlands, as well as swales, ponds, ditches, storm sewers, inlets, etc. shall be shown with size and type of pipe label. Proposed features to promote proper drainage, include curbing, berms, swales, inlets and extensions to storm sewers shall also be shown and clearly labeled. Proposed features intended to comply with the Wisconsin Construction Site Best Management Practice Handbook and the City's Erosion Control Ordinance must be shown. (The Engineering Division will require erosion control calculations for traps and basins, as well as details for all erosion control practices). All information should be provided on NGVD29 datum. <b>NOTE: Topographic alterations in excess of 4 to 1 slopes at the property line require Plan Commission approval and will be considered only when unique topographic circumstances or hardships are present.</b> This plan shall be subject to final review and approval by the Engineering Division or upon referral to and approval by the Board of Public Works. It also serves as a basis for future "as-builts".</p>
	<input type="checkbox"/> 6. <b>Exterior Building Plans</b>	<p>Four (4) copies and thirteen (13) reduced copies (11" x 17") of exterior building plans at a standard architectural scale (e.g., 1/8" = 1', 1/4", etc.) including exterior elevation drawings of all sides of all buildings proposed to be erected or remodeled to show the architectural treatment intended and identification on the plan of <b>all</b> specific building materials to be used on each side of the building. Identify utility meter locations on building walls, and HVAC equipment. <b>Specify vision glass v. spandrel and note that the application of window film is prohibited. Building plans must state: "Vision glass remains vision glass and cannot be obstructed with window film or other opaque substance except that operable window blinds, or shades are permitted". All wall mounted meters and meter boxes are to be located so as not to face a public or private street and shall be painted to match the building. If stainless steel meter boxes are used they will be etched and painted to match the building. All ground mounted HVAC or electrical transformers will be screened with landscaping or building forms.</b></p>
	<input type="checkbox"/> 7. <b>Building Materials</b>	<p>Sample building materials and paint colors are required to be submitted for any new construction or when different materials or colors are proposed for existing construction. Samples, including brick, siding, E.I.F.S., metal trim, paint colors, glass and shingles <b>must be mounted on a board</b>, unless authorized by staff, and be clearly identified as to project name and location. Materials are not returnable. Make a record of the material samples prior to deposit. <b>Sample boards should not exceed 24" x 36".</b></p>
	<input type="checkbox"/> 8. <b>Architectural Rendering</b>	<p>One (1) color architectural rendering and 13 reduced color copies (11" x 17") produced in acrylic, tempera or watercolor, of proposed buildings <b>in perspective</b>. <b>A CAD, marker or pencil-produced rendering can only be used subject to the approval of City staff and provided, in the opinion of the Plan Commission, that it conveys adequate detail to evaluate the proposal.</b> Please note the renderings become property of the City until the project is completed.</p>
	<input type="checkbox"/> 9. <b>Landscape Plan</b>	<p>Four (4) copies and thirteen (13) reduced copies (11" x 17") of a preliminary landscape plan, done to the same scale as the site plan referred to in No. 4, meeting the specifications listed on pg. 23-24 of the "Site Development Standards" document, available at the City Clerk's office. Said plan shall be prepared by a registered landscape architect. Upon City Engineering Division approval of the grading, drainage, erosion control, and stormwater plans, the applicant shall finalize the preliminary landscape plan and superimpose it upon the approved grading plan. The applicant will submit three (3) copies of the final landscape plan done to the same scale as the grading plan as well as a PDF of the landscape plan on CD. Upon receipt of the final review comments, the applicant shall make required revisions to the final landscape plan.</p>
	<input type="checkbox"/> 10. <b>Site Lighting Plan</b>	<p>Lighting: In a written statement, identify the general intent for exterior lighting by type, including photometric plan, manufacturers specification sheets for parking lot "cut-off" fixtures, decorative or pedestrian fixtures, building mounted, canopy fixtures, etc. Include written acknowledgement of compliance with the City illumination regulations. (Section 17.120.070 and 15.16.080 of the Zoning Code).</p>
	<input type="checkbox"/> 11.	<p>One (1) copies of the stormwater management plan (SWMP) and/or application if required by City of Brookfield Stormwater Management Ordinance and/or MMSD Chapter 13 rules. (Please see Engineering Division for application, which includes an applicability flow chart.)</p>

	<b>Stormwater Management Plan and/or Application</b>	When required, the SWMP shall include calculations showing that stormwater runoff and water quality control meets requirements of the Brookfield Stormwater Management Ordinance and/or MMSD Chapter 13 stormwater rules. Calculations shall include but not be limited to travel times, existing and proposed drainage area maps, existing and proposed drainage basin hydrographs with and without runoff control and water quality calculations. Other SWMP contents include soil maps, detention/retention basin details, and outlet details. Completed stormwater management applications must be stamped and signed by a registered Professional Engineer and the owner responsible for stormwater management maintenance must sign and date the application. <b>Notification is hereby given to applicants that subchapter III of the Wisconsin Administrative Code NR216 or other waterway and wetland permits may apply to the proposal project. Applicant shall check for applicability.</b>
	<input type="checkbox"/> 12. <b>Digital Data</b>	Applicants shall provide a PDF of the materials listed in 2 – 11 above.  Applicants shall provide civil plans, plats, and certified survey maps electronically (PDF) and in AutoCAD format.  The final landscape plan shall be submitted in hard copy (1 – 24” x 36” copy) - PDF and AutoCAD format.

	<input type="checkbox"/> 13. <b>Copyright Release Form</b>	Applicants shall complete and submit two copies of the Intellectual Property Release Form attached to this document.
	<input type="checkbox"/> 14. <b>Other</b>	Any other information that is deemed necessary to properly address the request such as building floor plans, a building model, traffic studies, sanitary sewer and water locations, etc.  <input type="checkbox"/> Required: _____ Number of copies _____.

**The Director of Community Development or City Engineer may waive or adjust any of the above documents or information where deliberation by the Plan Commission or Plan Review Board is unnecessary in the Director’s opinion.**

	<input type="checkbox"/> 15. <b>Sign Requests</b>	The Plan Commission does not review or approve signage. Depictions of signage in Plan Commission submittal materials is not required and if provided is for illustrative purposes only. Submit applications for sign permits to the Inspection Services Department. Contact the Zoning and Building Administrator at 262-796-6646 regarding sign permit application procedures.
	<input type="checkbox"/> 16. <b>Re-submittals</b>	Please discuss with the Director of Community Development (or designee) requirements for resubmittals of applications or requirements after public hearings.

<b>C.</b>	<b>Application Deadline</b>	<p><b>The application deadline for Plan Commission materials is 35 calendar days prior to meeting.</b> City Plan Commission meets at 6:30 p.m. and has a time limit of 9:30 p.m. <b>Agenda limits may be set by Director.</b></p> <p><b>The application deadline for the Plan Review Board materials is 17 calendar days prior to meeting.</b> Plan Review Board meets at 4:30 p.m. <b>All Plan Review Board items must be approved by the Plan Commission and Common Council.</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <u><b>2021 Plan Commission Schedule:</b></u>  January 11  February 8  March 8  April 12  May 10  June 7  July 12  August 9  September 13  October 11  November 8  December 13 </td> <td style="vertical-align: top;"> <u><b>2021 Plan Review Board Schedule:</b></u>  January 21  February 18  March 18  April 22  May 20  June 17  July 22  August 19  September 23  October 21  November 18  December 16 </td> </tr> </table>	<u><b>2021 Plan Commission Schedule:</b></u> January 11 February 8 March 8 April 12 May 10 June 7 July 12 August 9 September 13 October 11 November 8 December 13	<u><b>2021 Plan Review Board Schedule:</b></u> January 21 February 18 March 18 April 22 May 20 June 17 July 22 August 19 September 23 October 21 November 18 December 16
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		<p>If any application deadline falls on a City holiday, then the application deadline becomes the preceding business day.</p> <p style="text-align: center;"><b><u>A pre-application conference must be arranged by the applicant in advance of deadlines</u></b> <b><u>Call 262-796-6695</u></b></p>
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<b>D.</b>	<b>City Plan Commission Criteria and Site Development Standards</b>	<p>The Plan Commission’s decision shall be based on its determination that the proposed structure and use will or will not:</p> <ol style="list-style-type: none"> <li>(1) Have a substantial adverse effect on the property values of neighboring properties.</li> <li>(2) Have a substantial effect on traffic safety.</li> <li>(3) Be inconsistent with the purposes of the Zoning Code.</li> <li>(4) Be inadequately served with present or planned municipal services.</li> <li>(5) Result in undue concentration of like or identical uses.</li> <li>(6) “Site Development Standards” (Does not apply to single-family subdivisions). The project shall be in conformance with the <i>Site Development Standards for Non-Residential Uses</i> as adopted by the Common Council (Resolution No. 4285) provided the Plan Commission may determine a standard (other than a mandatory standard) may be modified or waived consistent with the spirit and intent of these ordinances; and the Plan Commission may modify the standards for lot coverage, landscape surface ratio and intensive use offsets in approving amendments for developments approved prior to May, 1990. A copy of the Site Development Standards may be viewed at or obtained from the City Clerk’s office.</li> <li>(7) Be substantially in conformance with the City’s 2050 Comprehensive Plan or relevant portions thereof.</li> <li>(8) Be substantially in conformance with the City’s Stormwater Management Plan (Municipal Code, Title 14) where applicable.</li> </ol>
<b>E.</b>	<b>Order of Presentation of Items to the Plan Commission and Plan Review Board</b>	<p>The following order of presentation of items to the Plan Commission and Plan Review Board at meetings is established.</p> <ol style="list-style-type: none"> <li>(1) Mayor reads items.</li> <li>(2) Presentation by staff as to general location, zoning, type of request, etc.</li> <li>(3) Presentation of recommendation by staff.</li> <li>(4) Presentation by applicant. Maximum 10 minutes or as otherwise granted by Chairperson.</li> <li>(5) Questions directed to the applicant or staff by Commission members. Input from applicant is limited to addressing questions asked by Commission or Board members.</li> <li>(6) Summary restatement of the application and recommendation by the staff (if necessary).</li> <li>(7) Deliberation of the Commission.</li> <li>(8) Decision of the Commission.</li> </ol> <p>If presentation by the applicant yields new information that significantly changes or alters the request or otherwise significantly impacts the information that the staff report or recommendation was based upon, the staff, Commission, or Board has the privilege to request deferral in order to analyze the new information.</p>
<b>F.</b>	<b>Common Council Ratification</b>	<p>Most Plan Commission applications are forwarded to the next regularly scheduled Common Council meeting for ratification, denial or modification (except for authorization of certain public hearings). Typically, Council meetings are one to two weeks after the Plan Commission meeting.</p>

The City of Brookfield Zoning Code can be viewed at: <http://www.codepublishing.com/wi/brookfield/>

## **City of Brookfield Intellectual Property Release Form**

\_\_\_\_\_, (“Licensor”) hereby certifies that it owns the copyright, title, trademark, and all other related rights to the drawings, works of authorship, data, records, and other materials submitted to the City of Brookfield, as more particularly described in the attached Exhibit A (“Work”).

Licensor hereby grants a non-transferable, non-exclusive, perpetual license to the City of Brookfield to copy or otherwise reproduce any portion of the Work for administration of the City’s regulatory, legislative, administrative, and legal functions, including sharing of information with other governmental entities.

Licensor further grants permission to the City of Brookfield to publish the Work on its website and to provide copies of the Work to the general public if requested.

Licensor certifies that no other individuals or parties hold copyright interests in the Work, that it holds all rights to the works submitted, and that the license granted herein does not violate any third-party rights or applicable laws.

Licensor hereby releases, holds harmless, and indemnifies the City of Brookfield, its elected officials and appointed officials, officers, employees, authorized representatives, and authorized volunteers from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, attorneys’ fees, and damages whatsoever that Licensor or a third party may hereafter have against the City of Brookfield in connection with this Agreement.

**LICENSOR HEREBY ACKNOWLEDGES THAT IT OR ITS REPRESENTATIVE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND HAD THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY TO DISCUSS THE ASPECTS OF THIS AGREEMENT AND IT HAS AVAILED ITSELF OF THOSE RIGHTS TO THE EXTENT DESIRED.**

**LICENSOR FURTHER REPRESENTS THAT IT HAS READ CAREFULLY AND FULLY UNDERSTANDS ALL THE PROVISIONS OF THIS AGREEMENT AND HAS KNOWINGLY AND VOLUNTARILY ENTERED INTO IT.**

Licensor hereby certifies and covenants that it is of legal age, or if applicable, that the person signing below is authorized to sign on behalf of the entity.

\_\_\_\_\_  
Signature of Licensor or Licensor’s representative

Date:

**Exhibit A**  
List of Work