



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Contact:

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November 19, 2020

FOR IMMEDIATE RELEASE

BURLINGTON – COVID-19 (Update #13)

The mission of the City of Burlington is to build and enhance our community by safely, respectfully, proudly and effectively executing our daily work activities. As we reflect daily on our mission, “safely” is our top priority during these unprecedented times. This includes being responsible to the public and employees of our lean organization. Over the last several weeks, we have had Covid-19 (knowingly and unknowingly) positive customers traversing our city buildings.

In an effort to minimize the spread of the virus and due to the surge of COVID-19 cases in Wisconsin effective Monday, November 23, 2020, all City offices (City Hall, Public Works, Wastewater Treatment Plant and the Fire Department) are closed to the public. Although we have closed our buildings, we will continue to provide excellent public service via email, telephone online and U.S. Mail. Please see the following options to pay your real estate tax bill, pay your water bill, obtain a real estate tax receipt or obtain a dog/cat license. **Please note, employees will continue to work within these buildings while the buildings are closed to ensure we can answer your calls and assist you remotely.** We apologize for any inconvenience the closure may cause you while we observe safety protocols!

Police and Fire Services

Essential functions of Police and Fire Services will continue full operations with additional measures implemented to protect the safety of you and our first responders.

Online Payments

- Water bills: <https://www.paymentservicenetwork.com/Login.aspx?acc=RT18996>
- Municipal Court citations: <https://www.paymentservicenetwork.com/Login.aspx?acc=RT24926>
- Parking tickets: <https://www.paymentservicenetwork.com/Login.aspx>
- Real Estate Taxes (December – January): <http://www.burlington-wi.gov/107/Taxes>

Water Bills

Water bills can be mailed to the Water Department, P.O. Box 477, Burlington, WI 53105, placed in the payment drop box at City Hall, 300 N. Pine Street (once installed) or paid online at <https://www.paymentservicenetwork.com/Login.aspx?acc=RT18996>. For questions please call 262-342-1173.

Real Estate Taxes

Make Property Tax Payments One of These Ways (December – January):

The check should be made payable to “City of Burlington Treasurer”

- MAIL CHECK TO:
City Hall - 300 N. Pine Street, Burlington, WI 53105
Please supply a self-addressed stamped envelope or your email address if you would like a receipt mailed/emailed to you.
- DROP BOX
As City Hall is closed to the public, a payment drop box will be installed on the Jefferson Street side of City Hall for payments. For questions call (262) 342-1161.
- GREENWOODS STATE BANK*
241 E. Jefferson Street, Burlington | (262) 763-8600
Monday – Thursday 8 a.m. to 5 p.m. | Friday – 8 a.m. to 6 p.m. | Saturday – 8 a.m. to 12 p.m.
* No credit cards.
Contact bank to confirm hours
Follow signs if lobby is closed.
- BMO HARRIS BANK*
1000 Milwaukee Ave, Burlington | (262) 763-9141
Monday – Thursday 9 a.m. to 5 p.m. | Friday – 9 a.m. to 5:30 p.m. | Saturday – 9 a.m. to 12 p.m.
* No credit cards.
Contact bank to confirm hours
Follow signs if lobby is closed
- ONLINE
Payment Service Network Site**:
<http://www.burlington-wi.gov/107/Taxes>
Click the PSN Link on the page
**A fee of 2.75% is charged

Print a Real Estate Tax Receipt

Visit the Racine County Treasurer website at

<https://ascent.racinecounty.com/LandRecords/PropertyListing/RealEstateTaxParcel#/Search> to begin your property search. Type in your information and click on “Find Now”. In next screen click on the Parcel ID Number. In the next screen select “Taxes” from the dropdown menu. In the next screen select “Printer Friendly” on the top right.

Vital Records

Vital Records will be available through the mail, online or through any local Register of Deeds Office (ROD) that is still open to the public. Ordering online is available through the ROD website at <https://www.racinecounty.com/government/register-of-deeds/birth-marriage-death-certificates> or through the State Vital Records Office in Madison
<https://www.vitalchek.com/wistorefront/customer/wi/wiHome.xhtml>

Marriage Licenses

Please contact the Racine County Clerk’s office regarding any questions about applying for marriage licenses at this time at (262) 636-3121.

Library Services

Visit the Burlington Public Library website to learn about current library operations at <https://www.burlingtonlibrary.org/>.

Dog & Cat Licenses

Dog and Cat Licenses do not expire until March 31. If you would like one before that date you can mail in a request in writing for your pet licenses to City Hall, 300 N. Pine Street, Burlington, WI 53105. Please include the name and address the pet is registered under, a phone number in case we have questions and a copy of the most recent rabies vaccination certification from your veterinarian. Also include payment for the licenses. Spayed/neutered dogs and cat licenses are \$6 each and those not “fixed” are \$10 each. Once we receive your information, we will mail you the pet licenses.

Operator License (Bartending License)

Operator License applications can be downloaded at:

<http://www.burlington-wi.gov/DocumentCenter/View/930>. Return the completed application, a copy of your photo ID and payment either via mail at 300 N. Pine Street, Burlington, WI 53105 or by email to dhalbach@burlington-wi.gov. Payment arrangements must be made with the City Clerk before the license can be issued.

Building Permits

Building permit applications can be downloaded at:

<http://wi-burlington2.civicplus.com/DocumentCenter/View/1759>. Return the completed application and all corresponding documentation either via mail at 300 N. Pine Street, Burlington, WI 53105 or by email to gguidry@burlington-wi.gov. Payment arrangements must be made with the Building Inspection Department before the permit can be issued.

Report a Concern

Submit comments, concerns or questions to cityhall@burlington-wi.gov or on the City website at <http://burlington-wi.gov/RequestTracker.aspx>.

Contact Info

Should you have any questions relating to City Services please call the following numbers or you can always email cityhall@burlington-wi.gov. Please note, staff will respond as soon as they are able.

- City Hall: (262) 342-1161
- Water Dept and Public Works: (262) 342-1181
- Library: (262) 342-1130
- Municipal Court: (262) 342-1129
- Police (non-emergency): (262) 342-1100
- Fire (non-emergency): (262) 763-7842
- Municipal Court: (262) 342-1129
- Building Inspection: (262) 342-1164
- Register of Deeds: (262) 636-3208
- Racine County Clerk: (262) 636-3121
- Racine County Treasurer: (262) 636-3239

We will continue to assess this decision on a monthly basis in consultation with the Health Department and Health experts and do look forward to servicing you in person soon!

Thank you for your patience!

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