

# TOWN OF WESTPORT

## Town Board

Dean A. Grosskopf, Chair  
Terry Enge  
Kenneth R. Sipsma  
Mark A. Trotter  
John Cuccia

## Kennedy Administration Building

5387 Mary Lake Road  
Waunakee, WI 53597  
Office 608-849-4372  
Fax 608-849-9657

Thomas G. Wilson  
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson  
Utility, Finance & IS Manager

Jessica J. Frey  
Executive Assistant

## Memorandum

### IMPORTANT INFORMATION ON REVIEW FEES PLEASE READ CAREFULLY

**DATE:** January 8, 2019  
**RE:** Various Fees That You Will Incur

The Town requires that all time spent by Town staff reviewing a Land Division, Design Review or CUP/Rezone/Variance, be charged to and paid by the Petitioner. This is charged as administrative, legal, or fiscal costs associated with the request. This is in addition to any fees the Town would pay for outside consultants (such as engineers, attorneys, planners), for which you are required to reimburse the Town as well.

Fees for administrative staff over and above the filing fee are currently as follows:

Thomas Wilson, Town Attorney/Administrator/Clerk-Treasurer	\$200/hr
Robert Anderson, Utility, Finance & IS Manager	\$ 75/hr
All Other Town Staff	\$ 60/hr

The administrative staff of the Town want there to be no misunderstandings about these fees. This system is now typical by governments for fee payment, and requires the petitioner for a Design Review or CUP/Rezone/Variance and related activities, to pay for administrative and professional time incurred for their benefit.

If you have questions, please do not hesitate to ask.