



TOWN OF WESTPORT

5387 Mary Lake Road • Waunakee, WI 53597
Office: (608) 849-4372 • www.townofwestport.org

Dean A. Grosskopf
Administrator/Clerk-Treasurer

Robert C. Anderson
*Utility, Finance, IS Manager,
Deputy Clerk/Treasurer*

Jessica J. Duffrin
Executive Assistant

TOWN BOARD

John Cuccia, *Chair*

Joe Pichette

Mary Manering

Mark Trotter

Neal Werner

CUP/REZONE/VARIANCE APPLICATION

Project:

Name: _____

Address: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Email: _____

Representative:

Name: _____

Address: _____

Phone: _____

Email: _____

Date Submitted: _____

Review Period Ends: _____

Period Extended to: _____

Date of Meetings: _____

Time of meeting: _____

I agree that the following information is true to the best of my knowledge, and to abide by Town of Westport Ordinance Provisions.

By: _____

Date: _____



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Memorandum

IMPORTANT INFORMATION ON REVIEW/APPLICATION FEES PLEASE READ CAREFULLY

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 a minimum of 5% of total invoices from outside consultants, billed monthly. In some cases, this does not cover the time spent by Westport Staff, therefore, the Town reserves the right to bill for specific time spent in a month if it is reasonable to do so. The rates for these instances are as follows:

Dean A. Grosskopf, Administrator/Clerk-Treasurer	\$ 110/hr.
Robert C. 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.

FEE SCHEDULE

Form	Filing Fee	Other Fees
CSM	\$300 + \$50 per lot	Legal, engineering, administrative, etc.
PLAT	\$300 + \$50 per lot	Legal, engineering, administrative, etc.
CUP/Rezone/Variance	\$300	Legal, engineering, administrative, etc.
Design Review	\$400	Legal, engineering, administrative, etc.
Driveway	\$125	
Road Opening	\$125	
Curb Stop Permit	\$250	
Water Connection Application	\$ 25	
Sewer Connection Application	\$ 25	



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CUP/REZONE/VARIANCE AGREEMENT FOR PRELIMINARY REVIEW IN THE TOWN OF WESTPORT, DANE COUNTY, WISCONSIN

THIS AGREEMENT is entered into between the Town of Westport ("Town"), a Wisconsin municipal corporation, and _____, ("Petitioner").

WHEREAS, the Petitioner wishes to file a CUP/Rezone/Variance described at Exhibit A attached hereto and incorporated herein by reference located within the Town and to obtain Town approval of this CUP/Rezone/Variance in accordance with applicable State laws and Town ordinances; and

WHEREAS, the Town agrees to review the proposed CUP/Rezone/Variance of the Petitioner in accordance with law and desires to have such review made without unreasonable expense to Town taxpayers; and

WHEREAS, other actions may become necessary after the CUP/Rezone/Variance to allow the requested CUP/Rezone/Variance on the property.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, pursuant to the Town's ordinances, the parties agree as follows:

PART A. PAYMENT FOR REVIEW SERVICES

The Petitioner agrees to pay all administrative costs incurred by the Town for processing, study and review of the CUP/Rezone/Variance and/or other activities related to and made necessary by the proposed development of the property, including land use plan amendments, zoning classification amendments, and urban service area amendments. Such costs include, without limitation because of enumeration, legal and engineering service costs and general administration costs incurred by the Town in connection with this review and related actions.

Said costs shall be payable to the Town within ten (10) days of invoice by the Town Clerk of the amount thereof. Interest at the rate of one and one-half percent (1-1/2%) per month shall be charged on invoices not paid within thirty (30) days of invoice.

IN WITNESS THEREOF, the parties have executed this Agreement on the _____ day of _____, 20_____.

TOWN OF WESTPORT

Town Clerk

Petitioner

Witnessed by



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Zoning Change

Parcel Numbers Affected: _____

Property Address or Location: _____

Zoning District Change: _____

(To/From/# of Acres)

Narrative: (reason for change, intended land use, size of farm, time schedule)

- | | |
|--|--|
| <input type="checkbox"/> Separation of buildings from farmland | <input type="checkbox"/> Creation of a residential lot |
| <input type="checkbox"/> Compliance for existing structures and/or land uses | <input type="checkbox"/> Other |

Variance

Current Principal Use: _____

Accessory or Secondary Uses: _____

Proposed Use: _____

Ordinance section from which variance is being sought: _____

What specific departure from the ordinance is being proposed (refer to the standards of the ordinance)

Have you been granted any variances in the past for this property? ☐ Yes ☐ No

If yes, please describe:

Name of adjoining property owners, if known:



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Conditional Use

Parcel Numbers Affected: _____

Property Address or Location: _____

Section: _____

Existing/Proposed Zoning District: _____

Type of Activity Proposed (please explain)
