

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:				
D1				
Phone: Email:				
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 inform	nation is true to the best of my	knowledge, and	l to abide by Town of W	estport
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	\$ 1	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 PLAT CUP/Rezone/Variance Design Review Driveway Road Opening Curb Stop Permit Water Connection Application Sewer Connection Application	\$300 + \$50 per lot \$300 + \$50 per lot \$300 \$400 \$125 \$125 \$250 \$ 25 \$ 25	Legal, engineering, administrative, etc. Legal, engineering, administrative, etc. Legal, engineering, administrative, etc. Legal, engineering, administrative, etc.
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John Cuccia, Chair

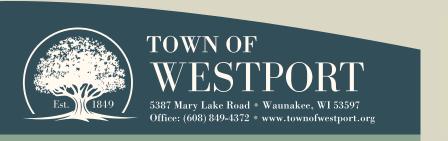
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Mary Manering
Mark Trotter

Neal Werner

CUP/REZONE/VARIANCE AGREEMENT FOR PRELIMINARY REVIEW IN 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)
□ Separation of buildings from farmland □ Creation of a residential lot
□ Compliance for existing structures and/or land uses □ 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)	