



# TOWN OF WESTPORT

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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 A. Trotter

Neal Werner

## 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	