



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

FINAL PLAT 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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LAND DIVIDER'S AGREEMENT IN THE TOWN OF WESTPORT, DANE COUNTY, WISCONSIN

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

WHEREAS, the Developer wishes to divide the property described at Exhibit A attached hereto and incorporated herein by reference located within the Town and to obtain Town approval of this division in accordance with applicable State laws and Town ordinances; and

WHEREAS, the Town agrees to review the proposed land division of the Developer 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 land division review to allow the requested development 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 Developer agrees to pay all administrative costs incurred by the Town for processing, study and review of the land division 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.

PART B. ACTION BY TOWN BOARD

Within ninety (90) days of submission of a preliminary plat or within sixty (60) days of submission of a condominium plat or CSM, the Town Board shall approve, approve conditionally, or reject the land division and notify the undersigned Developer in writing of any conditions of approval or of the reasons for rejection. Failure of the Town Board to act within such period of time shall be treated as a rejection of the Plat or Map, unless this time period is extended in writing by Developer. Upon such inaction, Developer shall be entitled to invoke the provisions of part C as if such inaction were a disapproving resolution of the Board.



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PART C. PERMITS AND FEES

The Developer agrees that the Town will not issue an occupancy permit for any dwelling unit until all fees are paid and all dedications and improvements are approved and accepted by the Town.

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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CHECKLIST FOR FINAL PLATS

Date Received (Town) _____

Date Received (Engineer) _____

Checked by _____

Date _____

Name of PLAT _____

Owner _____ Subdivider _____

Address _____ Address _____

Phone _____ Phone _____

Email _____ Email _____

Engineer/Surveyor _____

Address _____

Phone _____

Email _____

**** NOTES:** Action on preliminary plat must be taken within ninety (60) days after received by Town.

The Town of Westport reserves the right to refuse submission of a plat for noncompliance of any of the following provisions.

Where the Plan Commission, Town Board or Town Engineer finds that it requires additional information relative to a particular problem presented by a proposed development in order to review the final plat. It shall have the authority to request in writing such information from the subdivider.

1. A letter of application, one (1) electronic set of plans, and one paper copy (11x17) of required plans.
2. A final plat prepared by a registered land surveyor shall be required for all subdivisions, which shall comply in all respects with the requirements of Section 236.20, Wis. Stats.

3. The final plat shall show correctly on its face, in addition to the information required by Section 236.20, Wis. Stats., the following:
 - a. Exact Length and Bearing of the center line of all streets.
 - b. Exact Street Width along the line of any obliquely intersecting street.
 - c. Exact Location and Description of vision triangle easements which shall be required at all street intersections for construction and landscaping as required by the Town Board.
 - d. Exact Location and Description of street lighting and lighting utility easements.
 - e. Railroad Rights-of-Way within and abutting the plat.
 - f. All Lands Reserved for future public acquisition or reserved for the common use of property owners within the Plat.
 - g. Special Restrictions required by the Town Board relating to access control along public ways or to the provision of planting strips.
4. Examination. The Town Board shall examine all Final Plats within the Town of Westport and may check for the accuracy and closure of the survey, the proper kind and location of monuments, and legibility and completeness of the drawing.
5. Maximum Error of Closure. Maximum error of closure before adjustment of the survey of the exterior boundaries of the subdivision shall be in accordance with chapter 236, Wis. Stats.
6. Street, Block and Lot Dimensions. All street, block and lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey, in accordance with chapter 236, Wis. Stats.
7. Plat Location. Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the tie required by Section 236.20 (3)(b), Wis. Stats., shall be expressed in terms of grid bearing and distance; and the material and Wisconsin state plan coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the subdivision.
8. Surveying and Monumenting. All Final Plats shall meet all the surveying and monumenting requirements of Section 236.15, Wis. Stats.
9. State Plan Coordinate System. Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing, and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.
10. Certificates. All Final Plats shall provide all the certificates required by Section 236.21, Wis. Stats.; and in addition, the surveyor shall certify that he has fully complied with all the provisions of this Chapter.
11. Fees.
12. Escrow.
13. Final Deed Restrictions.
14. Developmental Agreement.
15. Surety.

The Owner/Subdivider understand that if any of the above-required information is not submitted and an acceptable explanation is not given in an attached letter of intent as to why the required information is not submitted, the preliminary plan and related information will be returned to the Owner/Subdivider for re-submittal.

Owner

Date

Subdivider

Date