

# ZONING CHANGE APPLICATION

TOWN OF WESTPORT • 5387 MARY LAKE ROAD • WAUNAKEE, WI 53597  
PHONE (608) 849-4372 • FAX (608) 849-9657 • [www.townofwestport.org](http://www.townofwestport.org)

PERMIT #:

Permit Fee: \$\_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date:        /        /

Items that must be submitted with your application:

➤ **Written Legal Description of the Proposed Zoning Boundaries**

Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

➤ **Scaled Drawing of the Location of the Proposed Zoning Boundaries**

The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable)
MAILING ADDRESS	MAILING ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
DAYTIME PHONE #	DAYTIME PHONE #
EMAIL	EMAIL

## LAND INFORMATION

Town: \_\_\_\_\_ Parcel Numbers Affected: \_\_\_\_\_

Section: \_\_\_\_\_ Property Address or Location: \_\_\_\_\_

Zoning District Change (To / From / # of acres) \_\_\_\_\_

Soils classification of area (percentages) Class I Soils: \_\_\_\_\_ % Class II Soils: \_\_\_\_\_ % Other: \_\_\_\_\_ %

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

I authorize that I am the owner or have permission to act on behalf of the owner of the property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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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

Kenneth R. Sipsma, *Chair*

Joseph Pichette

Mary Manering

Mark A. Trotter

John Cuccia

## Memorandum IMPORTANT INFORMATION ON REVIEW/APPLICATION FEES PLEASE READ CAREFULLY

DATE: September 1, 2022  
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:

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

### FEE SCHEDULE

Form	Filing Fees	Other Fees
CSM	\$250 + \$50 per lot	Legal, engineering, administrative, etc.
PLAT	\$250 + \$50 per lot	Legal, engineering, administrative, etc.
CUP/Rezone/Variance	\$250	Legal, engineering, administrative, etc.
Design Review	\$320	Legal, engineering, administrative, etc.
Driveway	\$125	
Road Opening	\$125	
Water Valve Permit	\$ 50 + \$1,000.00 Deposit	
Water Connection Application	\$ 25	
Sewer Connection Application	\$ 25	