

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

Driveway Permit

Date of Request:	Requested By:	
Property Owner:	Property Address:	
Email Address:		
Proposed Driveway Location:		
Intended Use:		
Stopping Site Distance Available:		
Posted Speed Limit: MPH Stop	oping Site Distance Required at Posted Sp	eed:
Remarks:		
the state of the s	dards: 4' buffer between road and drivewa	y surface. The buffer must be
	ld be removed and/or replaced at the Tow	
** MINIMUM	Culvert Size 15" Round or Equivalent Ar	ch **
I, as conditions, and specifications.	owner/agent of the above property, agree	to the preceding terms,
(Electronic Signature)	Dated this day of	, 20
	For Office Use Only	
Approved/Issued by:	Date:	



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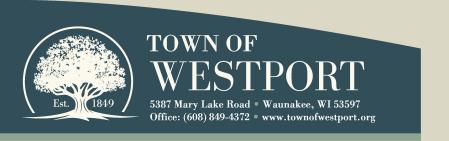
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Application for Water Service

Date of Request:	Reque	ested By:		
Property Owner:	Phone	o:		
Property Address:				
Email Address:				
* If other than SFR, attach of	lescription, drawing of build	ing, lot indicating type	e, and layout of service de	sired *
Size of Connection:	Size of Meter:	Est. D	ate of Service:	
Kind of Meter: New:	Replacement:	Impro	ovement:	
Type of Material: (Owner's Se	ervice): Copper:	Cast Iron:	Plastic:	
Master Plumber:		License #:		
* The customer is responsibl As owner/agent of the above p	from the water main to	o the property line *		service
	Dated		-	



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INSTRUCTIONS FOR WATER SERVICE INSTALLATION TOWN OF WESTPORT

Service Connections (or Water Laterals)

All water services shall be undiminished in size from the street main into the point of meter placement. Service pipe shall be installed not less than 6 feet below established or proposed grade, whichever is lower.

Backfilling Trenches (Permit Required)

Trenches in public right-of-way shall be backfilled with sand or gravel and compacted to 95% maximum density. The road shall be replaced in kind except that a minimum of 10" of aggregate and 3" of asphaltic concrete shall be used. The government agency which owns and/or maintains the street may have additional requirements.

Shut Off Valve

The customer shall protect the stop box in the terrace, keeping it visible and operable. <u>Installation of Meters</u> Meters will be furnished by the Water Utility District and installed by the owner's plumber. Locations are to be approved by the Water Utility District. Once installed, meters shall be sealed by the Water Utility District and are not to be disconnected or tampered with by the customer. All meters shall be readily accessible for reading, inspection, and servicing. Meters shall be installed between two shut-off valves and connected with unions for easy removal and replacement. Piping shall be fully supported when the meter is removed. A sampling faucet **may** be installed after the meter for water quality testing by the Water Utility District.

Turning on Water

The water shall be turned on by a duly authorized employee of the water utility. The plumber may request that the water be turned on to test his installation, but the water must be turned off after testing.



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Application for Sewer Connection

Date of Request:	Requested By: _		
Property Owner:	Property Addres	ss:	
Email Address:			
Proposed Driveway Location:			
Industrial users must make applicat	ion directly to the Mad	ison Metropolitan Sewo	erage District
The undersigned agrees to be bound by and co of the State of Wisconsin, Madison Metropol Westport Sewer Utility District, relating to th plumbing facilities. In the event that this appl description of the commercial process; and an attached hereto.	itan Sewerage District, e construction, operation ication relates to a com	Town of Westport, and maintenance of smercial use of the build	I Town of sewerage and ding sewer, a
The undersigned certifies that (s)he is a licens	sed master plumber in tl	ne State of Wisconsin.	
(Master Plumber and license #)	Dated this	day of,	, 20
(Electronic Signature of Owner)	Dated this	day of,	, 20



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Curb Stop Guidelines Town of Westport 5387 Mary Lake Road Waunakee, WI 53597

- 1. <u>SUBMITTAL</u>: Applicant shall submit a curb stop application form in conjunction with the building permit application. A \$50.00 application fee and a \$1,000.00 deposit will be required to complete the application process.
- 2. <u>COMPLETION:</u> The permit holder shall request a Certificate of Operation certified by the appropriate individual and notify the Town within five (5) days of completion of site stabilization (lot must be seeded or sodded and all concrete work completed). Applicant must allow access to the site for inspection.
- 3. <u>REVIEW:</u> The Public Works Supervisor or his designee will verify that the water valve is fully functional and will provide a Certificate of Operation after the site has been fully built out, including all concrete work driveways and sidewalks, and the lawn has been fully seeded.
- 4. <u>REFUND:</u> Following the issuance of the Certificate of Operation, the Town will issue a refund of the \$1,000.00 deposit.
- 5. If it is found upon review that the curb stop is damaged or not functioning properly, the \$1,000.00 deposit shall be forfeited as a fine and the cost of the repair shall be paid by the property owner. If not paid within (90) days, the cost of said repairs shall be placed on the tax roll as a special tax against the property.



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Curb Stop Operation Permit Application Town of Westport 5387 Mary Lake Road Waunakee, WI 53597

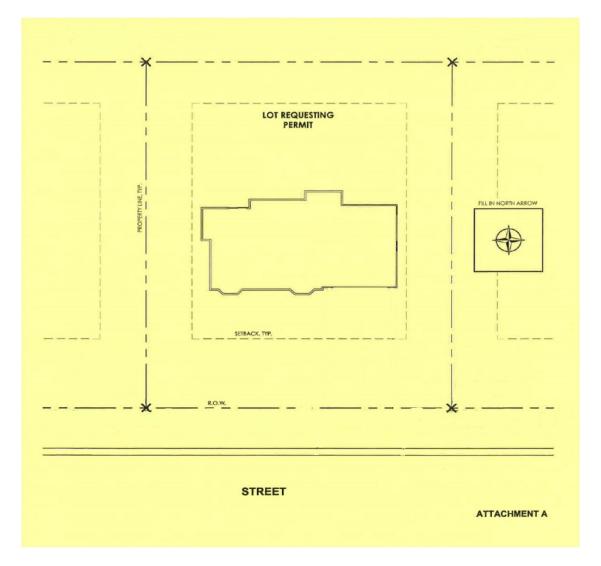
Date of Submittal:	
Property Address:	
Parcel Number:	
Property Owner:	
Email Address:	
General Contractor:	Phone:
Plumber: License #:	Phone:
Date Work Completed:	
The undersigned certifies that he/she has familiari State and local codes and procedures pertaining to undersigned hereby certifies that the information c crue and correct.	this application. The
Applicant Signature	Date
Property Owner	Date

Curb Stop Installation Site Plan Town of Westport 5387 Mary Lake Road Waunakee, WI 53597

Prior to starting construction, the building permit holder shall verify the water valve is fully functional and complete this site plan.

The site plan shall include the following:

- 1. Property Address
- 2. Sketch of driveways and sidewalks
- 3. Location of water valve and water line
- 4. Sketch the location of any culverts





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Certificate of Operation Town of Westport 5387 Mary Lake Road Waunakee, WI 53597

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