



TOWN OF WESTPORT

5387 Mary Lake Road • Waunakee, WI 53597
Office: (608) 849-4372 • www.townofwestport.org

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 Stopping Site Distance Required at Posted Speed: _____

Remarks: _____

Drainage Consideration: _____

**** Requirement to meet the Town Standards: 4' buffer between road and driveway surface. The buffer must be asphalt or concrete and could be removed and/or replaced at the Town's discretion. ****

**** MINIMUM Culvert Size 15" Round or Equivalent Arch ****

I _____, as owner/agent of the above property, agree to the preceding terms, conditions, and specifications.

(Electronic Signature) Dated this _____ day of _____, 20____.

For Office Use Only

Approved/Issued by: _____ Date: _____



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Application for Water Service

Date of Request: _____ Requested By: _____

Property Owner: _____ Phone: _____

Property Address: _____

Email Address: _____

*** If other than SFR, attach description, drawing of building, lot indicating type, and layout of service desired ***

Size of Connection: _____ Size of Meter: _____ Est. Date of Service: _____

Kind of Meter: New: _____ Replacement: _____ Improvement: _____

Type of Material: (Owner's Service): Copper: _____ Cast Iron: _____ Plastic: _____

Master Plumber: _____ License #: _____

*** The customer is responsible for the cost of installation (service & shut off valve) if necessary to install service from the water main to the property line ***

As owner/agent of the above property agree to the preceding terms, conditions, and specifications.

(Owner/Agent) Dated this _____ day of _____, 20____.



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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. Installation of Meters 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 Address: _____

Email Address: _____

Proposed Driveway Location: _____

Industrial users must make application directly to the Madison Metropolitan Sewerage District

The undersigned agrees to be bound by and comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin, Madison Metropolitan Sewerage District, Town of Westport, and Town of Westport Sewer Utility District, relating to the construction, operation and maintenance of sewerage and plumbing facilities. In the event that this application relates to a commercial use of the building sewer, a description of the commercial process; and anticipated volume and character of the proposed discharge must be attached hereto.

The undersigned certifies that (s)he is a licensed master plumber in the State of Wisconsin.

_____ Dated this _____ day of, _____, 20 ____.
(Master Plumber and license #)

_____ Dated this _____ day of, _____, 20 ____.
(Electronic Signature of Owner)



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

1. **SUBMITTAL**: Applicant shall submit a curb stop application form in conjunction with the building permit application. A \$250.00 application fee.
2. **COMPLETION**: Once final Building inspections are completed and the Certificate of Occupancy has been issued the Town will be notified and it will perform the inspection of the curb stop, water meter, and water meter transmitter within seven (7) days of completion of site stabilization. The property owner must allow access to the site for inspection.
3. **REVIEW**: The Public Works Supervisor or designated staff will verify that the curb stop is fully functional, and the water meter and water meter transmitter have been installed and complete. The Town 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. If it is found upon review that the curb stop is damaged or not functioning properly, the Town will notify the property owner by mailing a notice in writing of what needs to be repaired. The property owner will have 10 business days to complete the repairs as directed. Failure to repair the damage will result in a fine of \$50.00 daily for thirty (30) days at which time the Town will hire a contractor to have the repairs completed at the property owner's expense. The property owner will receive an invoice for the total cost of repairs, to be paid within (90) days, or the cost of said repairs shall be placed on the tax roll as a special tax against the property plus penalties and interest.
5. If the curb stop is found to be located in an unpaved driveway or the final completion of landscaping is scheduled for a future date, The Town will complete an initial inspection following the issuance of the Certificate of Occupancy and will complete a final inspection once the scheduled work is fully completed. This could result in having to repair any issues a second time if damage is found at the final inspection.



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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 familiarized himself/herself with the State and local codes and procedures pertaining to this application. The undersigned hereby certifies that the information contained in this application is true and correct.

Applicant Signature

Date

Property Owner

Date



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Certificate of Operation

Town of Westport

5387 Mary Lake Road, Waunakee, WI 53597

Date of Project Completion:
Contractor Name & Address:
Property Owner:
Property Address:
Parcel Number:

I hereby request the Town to inspect and verify the operation of the water valve, for the address listed above.

Applicant Signature

Date

Property Owner

Date

Inspection Report

To be completed by the Town Representative

Date of Inspection: _____ Inspected by: _____

Approved: Yes No

Notes: _____

