

TOWN OF WESTPORT

Town Board

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Memorandum

IMPORTANT INFORMATION ON REVIEW FEES PLEASE READ CAREFULLY

DATE: May 1, 2017
TO: All Design Review or CUP/Rezone/Variance Petitioners
FROM: Thomas G. Wilson, Town Attorney/Administrator/Clerk-Treasurer
RE: Various Fees That You Will Incur in the Design Review or CUP/Rezone/Variance Process

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:

Thomas Wilson, Town Attorney/Administrator/Clerk-Treasurer	\$200/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.