

# TOWN OF DUPONT

[Date]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

Re: **Land Use Permit – SECOND NOTICE**

Dear [Recipient Name]:

On [date of last letter] you were sent a letter requiring you to apply for a land use permit for a [what is the violation] that you have constructed, located at [fire number and road name] in Sec. [Section number], Town of Dupont [Parcel number]. This letter gave you a date of [previous expiration date] to have your application and fee submitted to me. To date we have not received anything from you.

Enclosed you will again find a land use permit application. You will need to complete this application, draw a detailed site plan showing the project, its distance to lot lines, road right of ways, septic systems, other buildings, etc. and return them to Kay Vanden Elzen, N11340 Hunting Road, Marion, WI 54950 with the applicable fee by [new date to be done]. The fee for an [type of structure] is [fee for permit]. Unfortunately, because this is being handled after the fact, the permit fee is doubled to [cost of doubled fee]. Failure to have the application and applicable fee submitted by the aforementioned due date will result in the issuance of a citation of up to \$767.50 – in addition to the requirement of obtaining a land use permit (paying the citation does not negate the need to obtain a land use permit).

If you have any questions concerning these matters I can be contacted at (920) 373-0274 or via email at [kaymv@yahoo.com](mailto:kaymv@yahoo.com). Thank you, in advance, for your cooperation in these matters.

Respectfully,

Kay Vanden Elzen  
Town of Dupont – Zoning Administrator

Enclosure

Cc: Dave Barnick, Town of Dupont Chairman – No Enclosure