

TOWN OF DUPONT

[Date]

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

RE: Land Use Permit
Tax Parcel No.:

Dear [Recipient Name]:

It has recently come to our attention that you have constructed a “[**what is the structure**]” on the property that you own located at fire number [**Firenumber and road name**]. The Town of Dupont participates in Comprehensive Zoning which requires the issuance of a land use permit for all structures prior to the start of construction. A review of our records indicates that a land use permit has not been obtained for this project.

The purpose of Comprehensive Zoning is to promote thoughtful and deliberate use of resources and to affix reasonable standards to which buildings and structures shall conform to protect property values and to ensure that the Town of Dupont has a healthy community, environment and economy continuing into the future. A land use permit serves as verification that the proposed project is compliant with the rules that have been established for such assurance.

Enclosed you will 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 Matt Westphal, 1312 E Ramsdell Street, Marion, WI 54950 with the applicable fee within 10 days of this letter. The fee for an [**what is the violation**] is [**permit fee**]. Unfortunately, because this is being handled after the fact, the permit fee is doubled to [**after the fact permit fee**].

If you have any questions concerning these matters I can be contacted at (715) 853-2828 or via email at mattwestphal1977@gmail.com. Thank you, in advance, for your cooperation in these matters.

Respectfully,

Matt Westphal
Town of Dupont – Zoning Administrator

Enclosure

Cc: Town of Dupont Chairman – No Enclosure