

# 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 Matt Westphal, 1312 E Ramsdell Street, 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 (715) 853-2828 or via email at [mattwestphal1977@gmail.com](mailto: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