

DRIVEWAY AND  
CULVERT PERMIT  
APPLICATION



DRIVEWAY AND  
CULVERT PERMIT  
FEE TOTAL

1011 Highway 88 East  
West Bend, Wisconsin 53095

FOR

DATE \_\_\_\_\_, 20\_\_\_\_ PERMIT # \_\_\_\_\_ U.D.C. PERMIT # \_\_\_\_\_

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_ PH. \_\_\_\_\_

LOT # \_\_\_\_\_ BLOCK # \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LIC/CERTIFICATION # \_\_\_\_\_ DATE \_\_\_\_\_ 19\_\_\_\_ PHONE # \_\_\_\_\_

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The following construction standards and general requirements shall apply to any culvert placed within the right-of-way and to any paved driveway approach within the right-of-way.

- (a) Culverts, where required by the Town of Trenton, shall be twenty-four (24) feet long for residential driveways and forty (40) feet long for commercial driveways.
- (b) Culverts shall be installed with flared end walls.
- (c) Only new galvanized steel meeting minimum State Highway gauge will be allowed.
- (d) Culverts shall be laid on a bedding of existing sand base or three-quarter (3/4) inch road gravel and backfilled with three-quarter (3/4) inch road gravel.
- (e) End treatments, if used, shall be installed at a maximum of forty-five (45) degrees to the road surface and shall not exceed the driveway grade in height.
- (f) Driveway grades shall be placed in a manner to maintain a pitch of one-half (1/2) inch per foot away from the roadway to the center of the ditch flow line.
- (g) No concrete surface shall be allowed within the highway right-of-way.
- (h) The applicant shall be responsible for calling DIGGERS HOT-LINE 1-800-242-8511
- (i) The applicant shall restore the highway right-of-way to the satisfaction of the Town of Trenton Highway Department.
- (j) The entire cost of installing and maintaining the driveway access and culvert, including restoration, shall be the financial responsibility of the applicant and or owner.
- (k) The applicant/owner agrees to hold harmless and indemnify Town of Trenton, its officers, agents and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.

RESIDENTIAL CULVERT USE \_\_\_\_\_ COMMERCIAL / INDUSTRIAL USE \_\_\_\_\_

CULVERT LENGTH \_\_\_\_\_ LONG -- CULVERT DIAMETER \_\_\_\_\_ INCHES --WITH FLARED ENDS

CULVERT SIZE: DIAMETER \_\_\_\_\_ INCH LENGTH \_\_\_\_\_ FEET MATERIAL : GALVANIZED STEEL

MINIMUM LENGTH 24' LONG IN RESIDENTIAL AREAS SET 3' FROM PROPERTY LINE

MINIMUM LENGTH 40' LONG IN COMMERCIAL & INDUSTRIAL APPLICATIONS

ALL CULVERTS ARE TO BE A MINIMUM OF 15" DIAMETER ROUND OR IT'S EQUIVALENT

DRIVEWAY SURFACE MATERIALS: ASPHALT \_\_\_\_\_ GRAVEL \_\_\_\_\_ CONCRETE \_\_\_\_\_

DRIVEWAY SURFACE MUST BE PITCHED FROM ROAD WAY 1/2 " PER FOOT. TO CENTER OF CULVERT

DRIVEWAY SURFACE MATERIAL COVERING; 1/2 OF THE CULVERTS DIAMETER IS RECOMMENDED.

CULVERT PERMIT FEE: \$ 20.00

DRIVEWAY SURFACING IN ROAD RIGHT OF WAY: \$ 25.00

NOTE: NO CONCRETE MAY BE LAID IN THE ROAD RIGHT OF WAY

NOTE: IF CULVERT / DRIVEWAY WORK IS COMMENCED BEFORE THE PERMIT HAS BEEN OBTAINED, THE FEES SHALL BE DOUBLED. WITH NO EXCEPTIONS.

This application with terms and conditions of proposed permit is agreed to by:

\_\_\_\_\_ APPLICANT'S SIGNATURE DATE \_\_\_\_\_

PERMIT PAID BY \_\_\_\_\_ DATE \_\_\_\_\_ 20\_\_\_\_

## PERMIT REQUIREMENTS

GENERAL REQUIREMENTS: This permit is subject to the following restrictions:

FIRST: That applicant represents all parties in interest, and that any driveway or approach constructed by him is for the bona fide purpose of securing access to the property identified, and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the road right of way.

SECOND: That the permittee shall furnish all materials, do all work, and pay all costs in connection with the construction and maintenance of the driveway and its appurtenances on the road right of way. The permittee shall make the installation without jeopardy to or interference with traffic using the highway. Road surfaces, shoulders, ditches and vegetation disturbed shall be restored to equivalent or original by permittee.

THIRD: That no revisions or additions shall be made to the driveway or its appurtenances on road right of way without the written permission of the Building Inspector or his designee.

FOURTH: The Building Inspector, or designee reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the road right of way as maybe at any time be considered necessary to permit the relocation, reconstruction, widening, and maintaining of the road or to provide proper protection of life and property on or adjacent to the roadway.

FIFTH: That the permittee, his successors or assignees, agrees to hold harmless the Town of Trenton, and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

SIXTH: The Town of Trenton does not assume any responsibility for the removal or clearance of snow, ice, or sleet, or the opening of windrows of such material, upon any portion of any driveway or entrance along any Town Road even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.

### LOCATION, DESIGN AND CONSTRUCTION REQUIREMENTS:

The location, design, and construction of the driveway shall be in accordance with the following policy and limits, which limits are in no case to be exceeded unless specifically authorized by the Building Inspector or his designee.

- A) A driveway and or culvert permit is required regardless of location, crest of hill, absence of ditches.
- B) A driveway shall be located and restricted as to width as necessary so that the entire driveway roadway and its appurtenances are contained within the frontage along the roadway of the property served. At public highway intersections driveway shall not provide direct ingress or egress to or from the public highway intersection area and shall not encroach on or occupy areas of the roadway or right of way deemed necessary for effective traffic control or for highway signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the highway. An interior driveway turn around will be required.
- C) The number of driveways permitted serving a single property frontage along a Town road shall be the minimum deemed necessary by the Town of Trenton for reasonable service to the property without undue impairment of safety, convenience, and utility of the highway.
- D) Persons desiring permission to construct a driveway accessing a Town highway shall complete an application on a form approved by the Town of Trenton. A non-refundable permit fee of \$ 25.00 shall be submitted with each application.
- E) The application shall be reviewed by the Building Inspection office or a designee and shall contain a description of the proposed work on the road right of way, culvert requirements, if any, including size and length, and special restrictions, intersection clearances, and details of the proposed installation, including reference to attached sketches.
- F) The application and permit shall contain such other requirements as shall be determined necessary by the Building Inspector or his designee to permit orderly access to the Town Road system, without undue hazard to the traveling public.
- G) Any person who violates this section by proceeding to install driveway surfacing, access or culvert without obtaining a permit under this section shall be charged double permit fees, and maybe required to remove, relocate or abandon said driveway and or culvert at the violators cost.
- H) Any person obtaining a permit who fails to comply with the conditions of the permit, prior to the permit's expiration date, shall forfeit any and all rights.