

OFFICE USE ONLY: Paid on ____/____/____ by Cash ____ or Check # ____ Amount \$ ____ Sc ____ Ex ____ QB ____

**TOWN OF TRENTON
DRIVEWAY/CULVERT
PERMIT APPLICATION**



Town of Trenton
1071 Highway 33E
West Bend, WI 53095

DRIVEWAY/CULVERT PERMIT NUMBER	DC
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***** PLEASE NOTE THAT CONTACT PHONE NUMBERS FOR BOTH OWNER AND CONTRACTOR ARE REQUIRED *****

DATE _____ OWNER _____ PHONE _____

ADDRESS _____ EMAIL _____

PROJECT ADDRESS OR DESCRIPTION _____

CONTRACTOR _____ ADDRESS _____

CONTACT _____ PHONE _____ EMAIL _____

LICENSE/CERTIFICATION # _____ EXPIRATION _____

Remarks: _____

The following construction standards and general requirements shall apply:

- (a) 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.
- (b) 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.
- (c) Applicant shall be responsible for calling DIGGERS HOT-LINE at 800.242.8511.
- (d) 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. Restoration required to satisfaction of Town of Trenton Department of Public Works.
- (e) 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.
- (f) Any driveway or approach constructed by Applicant 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.
- (g) The driveway may not jeopardize or interfere with traffic.
- (h) Any revisions or additions to the driveway or its appurtenances on road right-of-way requires a new Driveway/Culvert Permit.
- (i) The Building Inspector/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 may be considered necessary to permit the relocation, reconstruction, widening or maintenance of the road or to provide proper protection to life and property on or adjacent to the roadway.
- (j) Permittee, his successors or assigns, agree(s) 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.
- (k) The Town of Trenton does not assume responsibility for 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.

CULVERT DETAILS: Indicate Use:	Indicate Length:	Indicate Diameter: NOTE: Flared-ends required	Indicate Material :
<input type="checkbox"/> Residential (Minimum 3 feet from property line)	_____ (24 ft minimum)	_____ (15 in minimum)	<input type="checkbox"/> Galvanized steel (must meet minimum State Highway gauge)
<input type="checkbox"/> Commercial/Industrial	_____ (40 ft minimum)	_____ (15 in minimum)	

Temporary: Note purpose: _____
Note: Fee includes \$500 refundable deposit. Temporary culvert must be removed within six months, unless an extension is granted. Notify Town Administrator when culvert is removed and town right-of-way is restored. The cost of any additional work necessary to restore town right-of-way will be charged on property tax bill.

Culvert waiver requirement waived? If yes, indicate reason:
 Acceptable culvert exists | Curb/Gutter exists | Culvert waiver approved by Town board on _____

DRIVEWAY DETAILS:	Indicate Material:
Driveway surface pitch from roadway must be 1/2 inch per foot to center of culvert Driveway surface material covering half of the culvert's diameter recommended	<input type="checkbox"/> Concrete* <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel
*NOTE § 174-19(7) on reverse prohibiting concrete surfacing in road right-of-way unless: <input type="checkbox"/> Curb/gutter exists, or <input type="checkbox"/> Waiver and Indemnification Agreement for Noncompliant Driveway is executed and additional fee is collected	

FEES:		
Culvert (DOUBLE IF WORK COMMENCED BEFORE PERMIT OBTAINED):	\$ 30.00	_____
Driveway (DOUBLE IF WORK COMMENCED BEFORE PERMIT OBTAINED):	\$ 75.00	_____
Concrete surfacing in road right-of-way:	\$ 75.00	_____
Temporary Culvert (includes \$500.00 refundable deposit):	\$ 550.00	_____
Total Enclosed:		=====

I acknowledge that I have read and agree to all standards and requirements on both sides of this application:

Signature: _____ Date: _____

Town ordinances regarding Driveways and Culverts:**§174-18 Culverts required; driveway/culvert permit.**

- A. Requirement. No person shall construct any driveway in the public right-of-way without installing a culvert. Included within the scope of this requirement are driveways providing field access to agricultural lands and residential and commercial driveways. The culverts shall be placed in the ditch line at elevations that will assure proper drainage. Culverts shall be installed wherever a roadway intercepts a natural waterway and flow in such a manner that no correction or runoff of water will be allowed. The property owner shall install the culvert and be responsible for the cost thereof. All culverts shall be constructed of galvanized steel and be a minimum of 15 inches in diameter and 24 feet in length, to be sized by the Building Inspector. End guards are required for all residential culverts. If a property owner refuses, the Town may install the culverts and charge back the cost thereof as a special charge pursuant to § 66.0627, Wis. Stats.
- B. Driveway/culvert permit required. Specifications and requirements for the proper installation of driveways and culverts in the public right-of-way of any street, road or highway shall be provided upon application for a driveway/culvert permit. Before installing a driveway/culvert, a permit must first be obtained from the Building Inspector. The request for such permit shall be on the Town of Trenton's application forms, signed by the owner of the real estate affected or his/her agent, and shall include design specifications and a drawing depicting the location and orientation of the proposed culvert in relationship to the real estate involved and the adjacent road, street or highway.
- C. Appeals. Persons may appeal the determination of the Building Inspector to the Town Board by filing a written appeal request with the Town Clerk within five days of the Building Inspector's decision. The Town Board may only waive the requirement for a culvert upon a finding that unique characteristics of the location in question render a culvert unnecessary.

§ 174-19 Driveway installation.

- A. Installation requirements. All driveways installed, altered, changed, replaced, or extended shall meet the following requirements and must be approved as to location by the Town:
- (1) Openings. Openings for vehicular ingress and egress shall be constructed under the following standards:
 - (a) For residential properties, a minimum of 10 feet at the lot line and a maximum of 25 feet at the roadway.
 - (b) For agricultural properties, a minimum of 18 feet at the lot line and a maximum of 35 feet at the roadway.
 - (c) For commercial properties, a minimum of 35 feet at the lot line and a maximum of 50 feet at the roadway.
 - (2) Proximity to intersection. No driveway shall be closer than 75 feet to an intersection of two streets. At street intersections, a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Town for effective traffic control or for highway signs or signals.
 - (3) Setbacks. Driveways must be located at least three feet from all lot lines and extensions thereof.
 - (4) Islands. Islands between driveway openings shall be provided with a minimum of six feet between all driveway culverts.
 - (5) Driveway aprons. No driveway apron shall extend out into the street farther than the near edge of the Town road pavement, and under no circumstances shall such driveway apron extend above any road pavement surface. All driveway entrances and approaches shall be so constructed as not to interfere with the drainage of streets, side ditches or roadside areas or with any existing structure on the right-of-way.
 - (6) Utilities. Driveways shall in all cases be placed wherever possible as to not interfere with utilities in place. Any costs of relocating utilities shall be the responsibility of the property owner. Approval of the Town is necessary for relocating utilities.
 - (7) Pavement materials. Driveway pavement materials within the Town right-of-way shall be compatible with adjacent Town pavement material, limiting it to crushed gravel, crushed rock, bituminous products and/or asphalt ("blacktop"). Concrete pavement shall end a minimum of 10 feet from the Town road pavement. In the event a concrete driveway has been installed within 10 feet of the Town road pavement, the property owner shall be responsible for any costs incurred by the Town for violating this subsection, including, but not limited to, triple permit fees, damage to plow trucks and increased costs associated with paving and maintaining the right-of-way. Any such costs shall be added to the property owner's property tax bill as a special charge. In addition, the property owner shall have an indemnification, release and hold harmless agreement on file with the Town Clerk. Such agreement shall indemnify the Town and its designees from any damage or damage to function of such a driveway caused by the repaving or maintenance of the road right-of-way (for e.g., the repaving may cause the driveway to connect to the Town pavement at a substantially lower elevation). Such agreement, which may be recorded in the sole discretion of the Town, shall run with the land and bind future owners. The bottom course of the driveway may be constructed of large-size crushed stones or rock, except along that part adjacent to the culvert pipe, and the upper course, at least, shall consist of medium well-graded crushed gravel or fine to medium well-graded crushed rock. In no case shall the granular material or subsequent permanent surfacing be constructed higher than the adjacent highway pavement. The construction of the driveway shall be of acceptable material and provided in a neat, workmanlike manner. Driveway surfaces shall connect with the roadway pavement in a neat, workmanlike manner.
 - (8) Number of driveway openings. The maximum number of driveway openings for vehicular ingress and egress permitted for lots shall be one. Agricultural parcels upon which actual agricultural activities are practiced may average one driveway per field.
 - (9) Brush clearance. All brush, trees, shrubs, and vegetation of any kind shall be cleared and cut back a minimum of six feet from each side of the center line of the driveway and a minimum of 12 feet above the driveway and for the entire length of the driveway, including the access point with the Town roadway.
- B. Regulation of the construction of a driveway serving more than one parcel of land. No person, firm, partnership, company, or corporation shall construct or permit to be constructed within the Town any driveway arranged or planned to serve more than one parcel of land used for residential purposes, unless approval shall first be obtained from the Town, following approval of the plans providing such information as location, width, and general plans for such driveway by the Town Board. Consideration by the Town shall include, but shall not be limited to, the road access requirements of § 350-21 of this Code and any amendment thereto. A shared driveway shall serve a maximum of two parcels.
- C. Structures and construction in Town right-in-way regulated. Any installation or construction of any driveway, landscaping, or structure of any kind, as defined within the Town Zoning Code,^[1] and including temporary structures, shall be regulated as follows:
- (1) Permit required. No person, persons, partnership, company, or corporation shall erect or install any driveway, landscaping, structure, sign, fence, wall, pavement or other vehicular access, nor perform or arrange for any construction within or upon the Town highway right-of-way, without first obtaining a written permit from the Town, with the exception of a mailbox and boxes installed for the delivery of newspapers.
 - (2) Mailboxes. Mailboxes shall be installed in accordance with the United States Postal Service Regulations, but as far from the Town highway pavement as those regulations allow. Mailbox supports and attachments shall be strong enough to withstand the pressure and thrusts of plowed, wet snow but shall not be so formidable and massive as to damage vehicles and cause serious injury to people who may accidentally strike them.
 - (3) Address numbers. Address numbers, also known as fire numbers, shall be installed pursuant to § 174-15, and any amendments or changes thereto, of this chapter.
 - (4) Existing structures and obstructions. Any existing landscaping, structure, sign, fence, wall, pavement or other obstruction, including trees and vegetation, which, in the judgment of the Town, will prevent proper snow removal from the pavement and shoulders or mowing of the ditches of the Town highway shall be removed by the owner or occupant of the adjacent property within 15 days of receiving written notice therefor from the Town. If the owner or occupant does not remove said structure or obstruction within the allotted time, the Town shall remove or make arrangements to have the obstruction removed and the expense of removal shall be charged to the adjacent property as a special assessment, after notice and hearing.
- D. Violations. Any person, persons, partnerships, company, or corporation who or which violates any provision in this section shall pay, when a permit fee is required, double the specified fee and shall remove, alter or correct the installation as ordered by the Town. If the owner or occupant does not correct the installation as ordered by the Town within the allotted time, correcting the installation shall be done by the Town and the expense thereof shall be charged to the property as a special assessment after notice and hearing.
- E. Permittee liable for damage or injury. The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during construction or repair of driveway approaches or entrances and during any installation or construction of any landscaping or structure of any kind within the highway right-of-way.