

DRIVEWAY ACCESS PERMIT & BUILDING SITE VERIFICATION APPLICATION

PARCEL #: 0610- _____ PERMIT #: _____

SECTION 1 - SITE INFORMATION & SUBMITTAL REQUIREMENTS

Owner Name _____ Contractor Name _____
 Phone Number _____ Email _____
 Activity Construct New Alter Existing Relocate Existing Remove Existing Other _____
 Purpose Residential Field Road Access Second Driveway Other _____
 Road to be accessed is: Town Road County Highway State Highway Other _____
 Assigned Address of Driveway _____ City _____ Zip _____
If no assigned address yet or access is via County or State Highway, please list road to be accessed _____
 Does the property owner own the proposed driveway road frontage and/or land? Yes No, if no please list the name(s) of the easement or driveway agreement holder(s) and/or shared user(s) and provide appropriate documentation upon submission of this application: _____
 Width of Driveway Where Meets Road _____ Distance from Property Lines: Right _____ Left _____
 Length of Driveway _____ Distance from Neighboring Driveway Aprons: Right _____ Left _____
Please submit the following along with this application:
 A copy of the erosion control and/or shoreland mitigation permit, *if required by Dane County Land and Water Resources.*
 A copy of the shoreland zoning permit, *if required by Dane County Zoning.*
 A construction plan showing the following: The length and width of the driveway or field road; the relationship of the driveway or field road to property lines and neighboring driveway aprons; any structures and existing roads; the location and size of any culverts; the location and structure of any retaining walls.

Building Site Verification	Date	Comments

SECTION 2 – DRIVEWAY RESURFACING ONLY

For driveways accessed via Town road, the undersigned as owner, or as owner’s agent, hereby attests that all driveway resurfacing work will NOT alter the existing slope, elevation, or where the driveway meets the town road. The undersigned attests that all information provided is true and accurate.
 Signature _____ Date _____

SECTION 3 – DRIVEWAY CONSTRUCTION REQUIREMENTS

For driveways to be accessed via Town road, driveway plans, specifications, and construction MUST comply with the Town’s Driveway Ordinance, 13-1. Below is NOT a comprehensive list. For full specifications, refer to the Town’s Driveway Ordinance.

Driveway approaches must be at least 20-feet from the nearest driveway apron and be located at least 10-feet from lot lines.
 A driveway’s length shall be a minimum of 24-feet. For driveways longer than 40-feet in length, driveways shall have a minimum width of 14-feet where the driveway pavement meets the road edge.
 Unless a larger culvert is required by the Town or a waiver has been granted, a culvert with a diameter of at least 18-inches and 24-feet in length must be present and accompanied with end walls at the ditch line with a slight dip just before the culvert.
 For concrete driveways, it is recommended that 6-8 inches of asphalt is placed between the edge of the concrete and the beginning of the road to mitigate apron damage. **Road maintenance/construction affecting driveway aprons will be repaired using asphalt.**

The undersigned applicant as owner, or as owner’s agent, hereby attests they have read a copy of the Town’s Driveway Ordinance, that all information provided is true and accurate, and agrees to construct the described work in accordance with the Ordinance and plans specifications filed.
 Signature _____ Date _____

SECTION 4 – FINAL APPROVAL (OFFICE USE ONLY)

Notes/Waivers		
<input type="checkbox"/> Dane County Zoning is hereby authorized to issue a zoning permit, if applicable.	<input type="checkbox"/> Resurfacing only - no change to slope, elevation, or driveway apron.	<input type="checkbox"/> Field road - authorized for agricultural use only.
Public Works Signature	Date Permit Issued	Permit Fee & Payment Information