



Town of Sheboygan Falls

W3860 CTH O Sheboygan Falls WI
Phone (920) 467-1922
clerk@townofsheboyganfallswi.gov

Application for Driveway / Culvert Permit

Permit NO. _____

Owner Name: _____

Mailing Address: _____

Phone: _____

Applicant Name (if different): _____

.....
Check one: New driveway _____ (attach drawing showing location of existing improvements, placement of proposed driveway, and setbacks from lot lines)

Replacement of existing culvert _____

Relocating existing driveway _____

Removal of existing culvert _____

What road does the proposed driveway enter onto: _____

What side of the road is the proposed driveway on: ___north ___south ___east ___west

Nearest intersecting road to proposed driveway: _____

What direction is the driveway from the nearest intersecting road: ___N ___S ___E ___W

Width of Driveway: (Minimum length is 24', maximum allowed without Board approval is 36'. Minimum diameter is 15".) _____

This driveway will result in how many driveways serving the property: _____

I, the undersigned applicant do hereby certify that I have requested this driveway/culvert permit and that I have read, understand, and agree to abide by all the applicable provisions and restrictions which are shown on the reverse side of this permit application. Please see other side for owner's covenant.

Applicant / Owner's Signature

Date

(effective January 2, 2012 fees \$100.00 platted area, \$50.00 unplatted areas)
revised 8-2-2022

OWNER'S COVENANT

- A. Any grading, special ditching, alteration of slopes, or any other disturbance of any portion of the road right of way, shall be restored by and at the expense of the applicant, to the condition existent prior to such disturbance and to the satisfaction of the Town of Sheboygan Falls.
- B. The entire cost of the driveway construction or installation shall be the obligation of the applicant. When culvert pipe over 36' are allowed by the Town Board, the property owner shall accept all liability and agree to be responsible for any future clean out costs that may arise.
- C. No culvert shall impede any drainage course. Drainage problems resulting from improper or inadequate culvert placement or maintenance shall be the sole responsibility and liability of the landowner.
- D. Applicant shall keep driveway culvert free of debris and other obstructions to provide proper drainage along the road.
- E. Culverts must meet DOT standards, only corrugated steel, corrugated polyethylene pipe (HDPE) meeting AASHTO M294 Type S specs, or reinforced concrete culvert pipe and endwalls shall be used. The minimum diameter shall be 15 inches.
- F. At a distance of six (6) feet from the edge of the highway pavement, the finished grade of the driveway shall be at least four (4) inches below the grade of the edge of the adjacent pavement.
- G. Maintenance and upkeep of driveway shall be the responsibility of the applicant.
- H. The driveway authorized by this permit shall be installed in accordance with the Town of Sheboygan Falls Municipal Code Section 3.05, Regulation of private culverts and Section 3.06, Driveways.

The following special provisions, as deemed necessary by the Town of Sheboygan Falls shall apply to this permit:

3.05 REGULATON OF PRIVATE CULVERTS. Any adjoining land owner or tenant may install a culvert in the right-of-way if all applicable local, County, and State regulations and policies have been observed, payment of a permit fee, and issuance of a written permit by the Town Board or their designee. The individual property owner shall pay the total cost of all culverts.

(1) No culvert shall impede any other drainage course. Drainage problems resulting from improper or inadequate culvert placement or maintenance shall be the sole responsibility and liability of the landowner.

(2) Culverts must meet DOT Standards. Only galvanized steel, corrugated polyethylene pipe (HDPE) meeting AASHTO M 294 type S specifications, or reinforced concrete culvert pipe and endwalls shall be used for installations in the Town. The minimum length of any installation shall be twenty-four (24) feet of actual culvert pipe and a maximum length of thirty-six (36) feet of actual culvert pipe. The minimum diameter shall be fifteen (15") inches. Other installations may be made in excess of thirty-six (36) feet only on the permission of the Town Board and only under conditions set for the installation by the Board. When culvert pipe over 36' are allowed, owner shall accept all liability and agree to be responsible for any future clean out costs that may arise. Any variation from these requirements must be approved by the Town Board before placement.

(3) Installation Requirements

(a) Platted subdivisions must follow the Master Site Grading Plan. The Town Engineer must set all culvert elevation and locations within platted areas. The fee for Town Engineer to do so shall be included in the Town of Sheboygan Falls Right-of-way Fee Schedule on file with the Town Clerk. The fee for culvert installations outside platted areas shall be included in the Town of Sheboygan Falls Right-of-Way Fee Schedule. The Town Board shall have authority to amend the fee schedule related to right-of-way permits from time to time by Town Board resolution.

(b) All property zoned commercial or industrial shall follow the Grading Site Plan

(c) To protect the culvert from crushing, breaking, or bending or any other damage, it is required that a minimum of eight (8) inches of crushed rock or gravel be placed on the top of the culvert.

(d) In the event eight (8) inches of cover would bring the grade level too high, the installation of an arch (oval culvert pipe) may be required by the Town Board or its designee.

(e) Bedding and filling around the pipe and bedding and filling beneath the pipe shall be done with crushed rock, stone, gravel, or other material approved by the Town Board or its designee, but in no event shall dirt, clay, or other loose ground be used.

(4) After the culvert installation is complete, the driveway shall be at least four (4) inches below the grade of the adjacent highway pavement at a point six (6) feet from

the edge of the pavement so that water either from the roadway or the driveway will be diverted into the ditch.

3.06 DRIVEWAYS.

(1) Permit Required. No person or business entity shall construct, reconstruct, pave, alter or enlarge any private driveway; or install, reinstall, replace, or move a culvert within the Town without first obtaining a driveway permit as required in this chapter. Where a new driveway is to be constructed in conjunction with the construction of a new principal structure, this driveway permit shall be issued along with the building permit. Payment of the fees is a requisite to permit issuance. The fee for the permit required hereunder shall be included in the Town of Sheboygan Falls Right-of-way Fee schedule on file with the Town Clerk. The Town Board shall have authority to amend the fee schedule related to right-of-way permits from time to time by Town Board resolution.

(2) Application. Application for a driveway permit shall be made in writing upon forms issued by the Town Clerk and shall be accompanied by a drawing accurately depicting the proposed driveway to be constructed, reconstructed, altered, or enlarged. The drawing shall identify the following:

- (a) The location of existing and proposed improvements, including driveway width;
- (b) Building setbacks from all lot lines; and
- (c) Road names and roadway right-of-way widths;

(3) General Requirements. The location, design, and construction of driveways shall be consistent with the following requirements:

- (a) Driveways shall intersect the public road at right angles from the property line;
- (b) Driveways longer than 300 feet shall include an adequate turnaround space at end for emergency vehicles;
- (c) Driveways sub base shall be constructed of solid material covering a minimum of a 12 feet in width and 12 inches in depth to support emergency vehicles year round and cleared to a height of 14 feet.

(4) Temporary Driveways. Temporary driveways may be allowed but must be approved by the Town Board prior to placement. The Town Board may set limits on such driveways. Temporary driveway fees shall be the same as the regular driveway included on the Town of Sheboygan Falls Right-of-way fee schedule on file with the Town Clerk.