

# DRIVEWAY CONSTRUCTION PERMIT APPLICATION

Town of Spring Green  
E4411 Kennedy Road; Spring Green, WI 53588

## Instructions:

- Application required for any person or entity wishing to establish, construct, improve, modify or re-route a driveway or agricultural access driveway that changes the existing grade of the land or any driveway accessing town, county, state or federal highway, must first obtain a Driveway Construction Permit from the Town.
- This application does not grant access on county, state or federal highways or across a railroad easement.
- Applicants shall submit a rough sketch map of the conceptual idea of the project, approximate location and dimensions as part of this application.
- The "Specifications Guide for Constructing Driveways" shall be completed with all applications
- If the Building Inspector determines that a driveway construction plan is required, a \$1000 deposit is required. The deposit shall cover the Town's Building Inspector and/or Town's engineer's expenses, in most cases, for the review of the applicants engineered plan. The Building Inspector will notify the applicant during the application/construction/approval process if an additional deposit is necessary. After the occupancy permit is issued, the portion of the deposit that is unused shall be returned to the applicant.
- If the Building Inspector determines that a driveway construction plan is not required, a fee of \$300 shall be paid with this application.

## Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Legal description(s) of site for proposed or existing driveway (found on your property tax bill):

Property located in \_\_\_\_ 1/4 of \_\_\_\_ 1/4, Sec . \_\_\_\_, T \_\_\_\_ N, R \_\_\_\_ E,

Lot \_\_\_\_ Subdivision (CSM #) \_\_\_\_\_, Town of Spring Green.

Intended Use: \_\_\_\_\_

Access of off public road, road name: \_\_\_\_\_

Side of public road, location:      West      East      South      North

Center of driveway from the closest property line: \_\_\_\_\_ feet

Located \_\_\_\_\_ miles / feet from \_\_\_\_\_ (closest intersecting road)

Driveway Length: \_\_\_\_\_ feet

WHEREFORE, the undersigned landowner(s) and/or applicants hereby state that the foregoing information and all attachments to this Driveway Construction Permit Application are true and correct to the best of our knowledge. And, the undersigned landowner(s) hereby grant representatives from the Town of Spring Green Board and representatives from its Building Inspection and Engineering firm to access his/her property without the landowner(s) being present to view the proposed driveway location, which the landowner and/or applicant will have clearly marked with temporary markers from where it accesses the public roadway to where it ends on the property. And, the undersigned landowner(s) hereby agrees to reimburse the Town of Spring Green for all permit application and professional service fees necessary to review and act upon this application regardless of the town's decision.

DATED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Landowner/Applicant

\_\_\_\_\_  
Landowner/Applicant

**Building Inspector Review:**

Date Application was reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Checklist:**

- 1) Driveway Type:                     Residential                     Agricultural                     Shared
- 2) Drainage culverts required:     Yes     No    5) Retaining wall proposed:         Yes     No
- 3) Bypass lanes requires:         Yes     No    6) Erosion control plan required:     Yes     No
  - a. Number: \_\_\_\_\_
- 4) Driveway grade appears  $\geq$  10%:  Yes     No    7) Driveway crosses stream or alters drainage:                     Yes     No
- 8) Supporting documents required:  Yes     No

Specify Supporting Documents: \_\_\_\_\_

**Type of plan required:**

- Driveway Location Plan
- Driveway Construction Plan

**Type of plan submitted:**

- Driveway Location Plan
- Driveway Construction Plan
- No plan submitted

\_\_\_\_\_  
Contractor name, please print clearly (required for Driveway Construction Plan)

\_\_\_\_\_  
Engineer, Engineering Firm, please print clearly (required for Driveway Construction Plan)

If a Driveway Construction Plan is required, the Contractor and Engineer names must be provided before a permit will be issued. Application shall not be accepted until this information is provided.

**Application Fee**

Driveway Location Plan  
 \$300 Application Fee  
 Date of Receipt of Fee: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Received by: \_\_\_\_\_

Driveway Construction Plan  
 \$1,000 Deposit  
 Date of Receipt of Deposit: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Received by: \_\_\_\_\_

**Results of Plan Review:**

- Driveway plan and/or Driveway Construction plan are complete and approved without conditions.
- Driveway plan and/or Driveway Construction plan are complete and approved subject to the following conditions:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
- Driveway plan and/or Driveway Construction plan is not acceptable and is rejected because of the following:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

Note that a rejected application will require a new permit application.

Plan reviewed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_