

**TOWN OF WINNECONNE  
DRIVEWAY LOCATING & CULVERT PERMIT APPLICATION**

**DATE:** \_\_\_\_\_

**TAX PARCEL NUMBER:** \_\_\_\_\_

**NAME OF OWNER:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_

**ADDRESS OF APPLICANT** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**LOCATION OF DRIVEWAY VERIFIED BY:** \_\_\_\_\_

**DATE OF VERIFICATION:** \_\_\_\_\_

**SIZE OF CULVERT:** \_\_\_\_\_

**GRADE OF HUBS SET:** \_\_\_\_\_ **DATE SET:** \_\_\_\_\_

**DATE CULVERT INSTALLED:** \_\_\_\_\_

**DATE OF FINAL INSPECTION:** \_\_\_\_\_

**SIGNATURE OF CULVERT AND LOCATION INSPECTOR:** \_\_\_\_\_

**DRIVEWAY LOCATION**

Draw a sketch of the property including directions, road name, size of the lot, location of the house and indicate the location and measured dimensions from the nearest lot line of the proposed driveway.

Include a plat map that shows the location of the driveways on adjacent properties

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Indemnify and hold harmless the Town of Winneconne from any damages it may be required to pay as a result of injury to persons or property caused by Applicant or his Agent.

**APPLICANT:** \_\_\_\_\_

## SPECIFICATIONS

- A. All driveways in the Town for which a Driveway Permit is required shall meet all of the following minimum requirements:
1. Access driveways shall have a setback of 15 feet from an adjacent property line.
  2. The maximum number and width of access driveways to highways and service roads shall be as follows:
    - a. Real estate parcels used primarily for commercial, industrial and agricultural purposes shall be allowed two access driveways with a maximum 40 feet and graded portion of non-paved roads. The access driveways shall be located at least 15 feet from an adjacent private property line and shall meet at least a 75- foot spacing from adjacent access points, measured from the paved edge of the driveways.
    - b. Field accesses shall not be restricted regarding the number of driveways or width requirements, but are subject to the approval of the Town Superintendent of Highways
    - c. Residential properties shall be allowed one improved access drive with a maximum width of 32 feet and a minimum width of 20 feet measured from the pavement edge or the edge of the graded portion of non-paved roads. The access driveways shall be located at least 15 feet from an adjacent private property line.
    - d. A residential property may utilize a horseshoe driveway as long the access points meet the required side yard setback of 15 feet and the total frontage does not exceed the maximum width of 32 feet and the Superintendent of Highways has approved the access points.
  3. All driveways shall have culverts of an appropriate size to maintain proper ditching unless deemed unnecessary by the Superintendent of Highways.
  4. Access drives shall be designed and constructed to provide adequate access for emergency vehicles to the building location. Where it is deemed that a driveway may not meet this requirement, local emergency personnel may be contacted for verification. If it is found that the driveway is unsafe or inaccessible the Driveway Permit can be denied
  5. The applicant for a Town Driveway Permit shall submit to the Superintendent of Highways completed application for each proposed driveway with the appropriate fee and with the following attachments:
    - a. Sketch Map. A rough sketch showing the conceptual idea of the project and approximate location and dimensions of the project.
    - b. Plat Map. A plat map indicating the location and dimensions of the desired driveway as well as the parcels immediately adjacent to the applicant's property.
    - c. Other Documents. The Town Board may require other documents to be attached to the Driveway Permit Application.