

Application for Permit TO MAKE AN EXCAVATION OR FILL OR TO INSTALL A CULVERT ON A COUNTY TRUNK HIGHWAY.

When submitting an application, please only include pages relevant to your application. Do not include instruction sheets. Certificate of Compliance will be mailed separately, submit only after work is completed.

SUBMISSION REQUIRMENTS FOR DRIVEWAY PERMITS

Instructions:

1. Obtain a permit from the Green Lake County Highway Department or Green Lake County website for all work proposed within county right- of-way.

Highway Department
570 South Street
Green Lake, WI 54941

Office: 920-294-4060
Email: glchwy@co.green-lake.wi.us
Website: www.co.green-lake.wi.us

2. Refer to Code of Green Lake County Chapter 159 & 160. www.ecode360.com/GR2053
3. Complete the top portion of permit application and submit with the following information:
 - a. Original copy of the permit
 - b. A drawing showing the location and dimension of both existing and proposed driveway.
 - c. Nonrefundable Permit Fee, as follows: (make check payable to Green Lake County)
 - a. Driveway access: \$150
 - b. Driveway alteration: \$50
 - c. After-the fact: \$250
4. Once permit and payment are received an investigation and field inspection will be completed by Highway personnel.
5. Permit will be returned to property owner either, approved, denied, or variance required.
6. If **approved**, a culvert pipe and size will be specified.
7. If **denied** no access is allowed. Can appeal to the Green Lake County Highway Committee.
8. If a **variance** is required, applicant may request approval from the Green Lake County Highway Committee. Variance fee is \$400.
9. If approved, a Certificate of Compliance application will be mailed to you along with approved permit. After driveway and/or culvert are installed, complete the Certificate of Compliance application (no fee required) and submit to the Highway Department. If all provisions are met the Certificate of Compliance will be issued and mailed to address on application.
10. Nonconforming fee is \$300.
11. If driveway needs to be removed by the Highway Department all expenses incurred will be billed to property owner.



APPLICATION FOR PERMIT

TO MAKE AN EXCAVATION OR FILL OR TO INSTALL A CULVERT ON A COUNTY TRUNK HIGHWAY

§86.07(2) and other applicable Wis. Stats.
Code of Green Lake County Ch. 159, 160

GREEN LAKE COUNTY
HIGHWAY COMMISSION
570 South Street
Green Lake, WI 54941
Phone: (920) 294-4060
Fax: (920) 294-4066
Email: glchwy@co.green-lake.wi.us

Permit No. _____

Before the County Highway Commission takes any action on this application an investigation and field inspection will be made by a representative of the Commission in company with the applicant.

To be filled out by Applicant

Name: _____ Phone No.: _____ Date: _____
Present Mailing Address: _____ City: _____ State: _____ Zip: _____
County Trunk Highway Involved: _____ Parcel No. _____
Type of Work to be Completed: Excavation Fill Culvert New Driveway Driveway Alteration
Type of Driveway Requested: Residential Commercial Agricultural Proposed Road Other
Approximate Location of Work to be Completed:
On the _____ Side of _____ located _____ miles _____ of _____
(N-S-E-W) (CTH or Town Rd) (N-S-E-W) (CTH or Town Rd)
Township of _____ County of Green Lake.
Has the applicant placed stakes in the ditch line where work is proposed? Yes No
Unusual features of driveway request: (i.e. wider for school bus, restrictive terrain, etc.) _____

I the applicant do hereby certify that I have requested this driveway permit and that I have read understand and agree to abide by the applicable provisions and restrictions which are shown on this permit. I will comply with all terms and conditions which apply.

By: _____
Applicant or Authorized Representative Date

To be filled out by Highway Personnel

Does property have any access restrictions on it? Yes No
If yes, what is the nature of the restrictions? _____
Is adequate clear vision available looking both ways from proposed driveway? Yes No
Is further subdivision of adjoining lands possible by owner? Yes No
Is the horizontal distance between access points less than 500 feet? (including intersections) Yes No
Is a variance required? Yes No
Size and length of culvert pipe required under driveway: _____

Permit Approved By: _____
Authorized Highway Personnel, Title

_____ \$ _____
Date Received Fee Paid Date Issued
FEES: Access: \$150/Alteration \$50/After-the fact \$250 Variance: \$400 Nonconforming: \$300

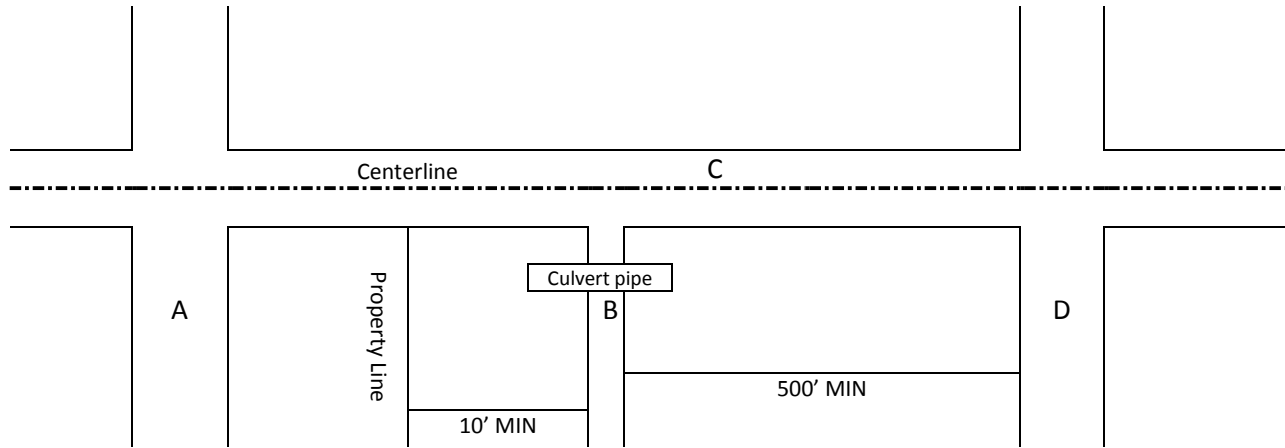


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(NOT TO SCALE)

- A: Nearest intersection or driveway
- B: Driveway
- C: County Highway
- D: Nearest intersection or driveway

Provisions and Restrictions

1. Applicant is responsible for installation and maintenance of driveway and/or culverts, including keeping culvert free of debris and other obstructions in order to provide proper drainage along the highway. Any expense incurred by the Green Lake County Highway Department due to lack of proper maintenance will be at the owner's expense. (i.e. thawing of culvert pipe not cleaned, not structurally sound, obstruct by excessive snow pushed into ditch, etc.)
2. Culverts shall be corrugated metal pipe. Plastic and home-made culverts are not permitted.
3. Apron end walls with flared ends are required. No concrete end walls or vertical retaining walls of any type or construction are permitted.
4. No concrete approaches or aprons shall be permitted within the highway right-of-way.
5. All driveways shall be constructed of solid load bearing material. The top surface of the driveway shall consist of at least six inches of gravel upon the traveled portion.
6. End slopes shall not be greater than a length to height grade ratio of 3:1. All slopes shall be seeded or covered with sod by the property owner.
7. Culverts shall be installed a minimum of 10 feet from property line.
8. Return Certificate of Compliance to Green Lake County Highway Department once work has been completed for final inspection.
9. Permit shall expire one year after the date of issuance.