

**VILLAGE OF CASSVILLE  
GRANT COUNTY, WISCONSIN**

**APPLICATION FOR DRIVEWAY PERMIT**

**Instructions:**

Applications are to be filed with the Village Clerk-Treasurer. Incomplete or illegible applications may be refused. Applicants are required to include a site plan with specific measurements for the proposed location of the driveway.

**General Information (please type or print clearly)**

	Applicant/Agent	Property Owner
Name		
Address		
Phone #		
Email		

Contractor Information, if applicable: \_\_\_\_\_

Address of Premises Affected: \_\_\_\_\_

**Property/Project Information** (*Attach additional sheets as needed, including your required site plan*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Existing Operation or Use** (*Check one*):

Residential       Commercial       Industrial       School  
 Government       Church       Other (List) \_\_\_\_\_

**Details of Driveway Project** (*Check all that apply*):

New       Replacement       Enlargement  
 Concrete       Blacktop       Gravel

Area of Project (Sq. Ft.): \_\_\_\_\_

**Submitted By:**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**FOR USE BY VILLAGE OFFICIALS**

Property inspection completed on: \_\_\_\_\_

Zoning requirements adhered to: Yes \_\_\_\_\_ No \_\_\_\_\_

Site plan adheres to specifications for driveway construction: Yes \_\_\_\_\_ No \_\_\_\_\_

Construction will not interfere with utilities: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional relevant information/comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application: Approved \_\_\_\_\_ Denied \_\_\_\_\_

If denied, reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Director of Public Works Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Zoning Chair Signature*

\_\_\_\_\_  
*Date*

Notes:

- Permit may be revoked without notice if misrepresentation of any of the above information or attachments is found to exist.
- Permit shall expire six (6) months from the approval date unless substantial completion of the project has occurred.
- Permit is null and void if issued in error. It is understood that any permit issued on this application will not grant any right or privilege for any purpose that is prohibited by City Ordinances.
- Changes in the plans or specifications submitted in the original application shall not be made without prior approval of the Director of Public Works.
- A simple site plan sketch must be submitted on a separate page. It must provide side and rear setback information as applicable to known property lines.

Regulations for requests to construct, maintain, or enlarge driveway:

## CHAPTER 6 – PUBLIC WORKS

### 6.04 – DRIVEWAYS

- (1) **Approval Required.** No person shall construct or maintain any driveway across any sidewalk or curbing without first obtaining a driveway permit from the Director of Public Works and Zoning Committee Chair.
- (2) **Specifications for Driveway Construction.**
  - (a) **Width.** No driveway shall exceed 24 feet in width at the outer edge of the sidewalk unless special permission is obtained from the Village Board.
  - (b) **Interference with Intersection Prohibited.** At street intersections, a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Village Board for effective traffic control or for highway signs or signals.
  - (c) **Interference with Street.** No driveway apron shall extend out into the street further than the face of the curb, and under no circumstances shall such driveway apron extend into the gutter area. All driveway entrances and approaches shall be so constructed that they shall not interfere with the drainage of streets, side ditches or roadside areas or with any existing structure on the right of way. When required by the Chairman of the Street Committee to provide for adequate surface water drainage along the street, the property owner shall provide any necessary culvert pipe at his own expense.
  - (d) **Number of Approaches Limited.** No more than one driveway entrance and approach shall be constructed for any lot or premises except where deemed necessary and feasible without undue impairment of safety, convenience and utility of the street by the Chairman of the Street Committee. Any 2 approaches shall be at least 10 feet apart.
  - (e) **Workmanship and Materials.** All driveway entrances and approaches which are constructed across sidewalks shall be paved in accordance with the requirements for sidewalk construction in Section 6.02 (3) of this code insofar as such requirements are applicable, including thickness requirements in Section 6.02 (3)(d).
  - (f) **Permittee Liable for Damage or Injury.** The permittee shall assume all responsibility for any injury to or damage to persons or property resulting directly or indirectly during construction or repair or driveway approaches or entrances. When curb or gutter is removed, the new connection shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. Any sidewalk areas which are damaged or are inadequate by

reason of vehicle travel across the sidewalk shall be replaced in accordance with the requirements of Section 6.02 (3).

- (3) **Penalty.** The penalty for violation of any provision of this section shall be a penalty as provided in Section 25.04 of this code.

## **CHAPTER 16 – ZONING**

### **3.07 Driveways**

1. Driveways shall have a minimum side yard set back of three feet, except those driveways upon corner lots shall have a minimum setback of fifteen feet from the lot corner abutting the intersection of two or more streets.
2. In constructing any driveway, the grade of the subject property shall not be altered so as to cause any additional drainage onto an adjacent landowners property nor shall the grade of any driveway be altered so as to change the grade of any gutter or to create gutter obstruction.