

TOWN OF WAUSAU DRIVEWAY /HIGHWAY PERMIT

Requirements for installation of a Driveway

1. Road width at the intersection of 20 feet.
2. Width clearance at the intersection of 24 feet and a steel or plastic culvert no less than 30 feet.
3. Width clearance of 16 feet free of trees, brush, wires, or other potential obstructions.
4. Height clearance at the intersection of 16 feet free of trees, brush, or other potential obstructions, and wires 14 feet 6 inches.
5. The driveway within the area of the public right-of-way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road.
6. The angle of any intersection of a town road and driveway shall be 90 degrees.
7. Private roads and driveways must withstand emergency vehicles.
8. Vertical retaining walls of any type of construction are prohibited.
9. All disturbed town facilities must be restored promptly. When restoration is not accomplished voluntarily without delay, the town authority may issue a notice setting forth a final date by which the restoration must be completed. If the applicant fails to complete the restoration within the allotted time, the town may arrange for the restoration, and all resulting costs shall be the obligation of the permit applicant.
10. The entire cost of installing and maintaining the driveway shall be borne by the applicant.
11. Any boulders, stumps, or other debris resulting from the performance of the work shall be disposed of by completely covering or entirely removing from the road right- of-way in a satisfactory manner. Road surfaces, slopes, shoulders, ditches, culverts, and vegetation disturbed shall be restored.
12. Blasting within the limits of the town right-of-way is prohibited unless specifically authorized by this permit.
13. Ditching must be complete and have proper elevation to provide for adequate drainage.
14. A culvert is required in all driveways for proper drainage and shall be installed after elevation and location is obtained from the Town Board or its authorized delegate and is at the owner's expense.
15. It is the responsibility of the permit applicant to maintain the driveway culvert and replace it when necessary.
16. The minimum length of any culvert installed shall be at least two feet greater than the base course width. In no case shall the culvert be less than 15 inches in diameter.
17. The duplicate flare or slope of the culvert shall have a 3 to 1 slope.
18. All work shall be carried out in a manner satisfactory to the Town as to compliance with the terms and condition stated.
19. Any variance from these requirements must have prior approval from the Town Board.

The applicant for a permit shall submit to the town zoning administrator a completed application with the appropriate fee and following attachments:

1. Sketch Map. A rough sketch showing the conceptual design of the project and approximate location and dimensions of the project.
2. Plat Map. A plat map indicating the location and dimensions of the desired driveway and highway access locations, if any, as well as the parcels immediately adjacent to the applicant's property.
3. Other documents. The Town Board or its designee may require other documents to be attached to the permit.
4. The permit fee of \$50 made payable to the Town of Wausau.

Questions, please contact Larry Vesely, Zoning Administrator, at 715 574 9186.

The undersigned owner, legal occupant or operator, of described property, hereby requests permission to construct a driveway and/or install a culvert as described below:

First Name	Last Name
Address	City, State, Zip
Phone	Email
Describe erosion control	Indicate location of driveway
Check: ___ New Driveway ___ 2 nd Driveway	Width of the Driveway:

Please provide a sketch or plat map of the site the driveway is to be installed.

AFFIRMATION TO THE TOWN OF WAUSAU

The property owner hereby certifies that the accompanying ordinance regulating culvert and driveways has been read and understood. The owner also certifies that all information provided is accurate. The owner assures the Town of Wausau that the culvert and/or driveway will be installed as directed by the Town of Wausau in compliance with Town of Wausau ordinances.

By _____
Property Owner Signature Date

The Town of Wausau has determined the following culvert requirements:

Culvert Type _____ Diameter _____ inches Length _____

Sketch map approved: ____yes ____no Plat map provided: ____yes ____no

Type of Install: ☐ New Culvert ☐ Replacement Culvert ☐ Extension Culvert

By _____
Approved by Authorized Town Representative _____ Date _____

Permit fee: \$50.00 Make check payable to: "Town of Wausau"

Date Check Received	Check #
---------------------	---------

Final Inspection by Town Authorized Representative

Signature of Representative _____ Date: _____

Please return to: Larry Vesely
Town of Wausau Zoning Administrator
321302 Shenandoah Ridge Road
Wausau, WI 54403