

TOWN OF MOUNT PLEASANT DRIVEWAY PROCEDURES (updated September 2021)

This outline of procedures is only a summary. You also must read the Town of Mount Pleasant Driveway Ordinance on the town website, www.townofmtpleasantwi.com, for a complete statement of driveway requirements and specifications, calculation of fees, and policies for field drives. These procedures do not apply to field drives. We want you to obtain your driveway permit with a minimum of time and effort. Feel free to contact the town board chair or a supervisor with any questions. Contact information is on the town website.

1. Persons wishing to construct a new driveway or rework an existing driveway must obtain a Town of Mount Pleasant driveway permit form, which is available on the town website or from the clerk. **If the forms are obtained from the clerk, the clerk will also provide a copy of the town driveway ordinance.** The applicant may be the property owner, the builder or excavator. The property owner's name and contact information must be included on the application, along with that of the applicant, if not the property owner. If you request, the town chair or a supervisor will review with you the requirements that apply to your driveway.

"Rework" means improvements or changes that change the drainage, topography, location, or grade of the existing drive. Rework does not include maintenance of an existing drive, such as replacing an existing culvert with the same size culvert, regrading, surface grading, seal coating, or patching, which does not require a permit.

2. After completing the town permit form, including all additional materials required by the town ordinance, submit the forms and materials to the Town of Mt. Pleasant board chair or a supervisor, together with the applicable permit fee and security deposit. See the Driveway Ordinance for the calculation of the permit fee. If the board member determines that the application is complete, they will schedule the application for consideration by the town board of supervisors at its next regularly scheduled meeting.
3. The town board will review the driveway permit application and either approve, deny, or postpone approval of the permit if further information or review is required. If the permit is approved, the chair will sign the approved permit and return one copy of the town permit form to the applicant.
4. When the culvert and base (breaker rock) have been installed, the property owner or the contractor are responsible for contacting the town building inspector to inspect the driveway. The contact information for the building inspector is on the town website or available from the town clerk. The building inspector will contact the town board chair to advise them of the results of the inspection.

Driveway permits issued and not inspected within one year from board approval are void.

5. After the final layer of finished gravel is laid down, the property owner or their representative is responsible for again contacting the town building inspector for a final inspection of the driveway. If the inspector notifies the town board chair or supervisor that the driveway passes final inspection, the town board member will contact the other board members and the clerk, and the clerk will refund the security deposit. Expenses for the building inspector inspections, damages, plan evaluation, expert help, special meeting costs, or other expenses incurred by the town regarding a driveway project will be deducted from the security deposit.