

TOWN OF POLK

Office Use: # _____

3680 STATE HWY. 60, SLINGER, WI 53086
T: 262.677-2123 E : zoning@townofpolk-wi.gov

APPLICATION FOR ROADWAY ACCESS AND CULVERT INSTALLATION

Property Owner: _____

Property Owner Address: _____

Telephone Number: _____ Tax Key #: _____ Email: _____

Location of Property Requiring Permit: _____

PLEASE REVIEW THE REQUIREMENTS AND GUIDELINES ON THE REVERSE SIDE OF THIS APPLICATION**Purpose of Permit: (Check all that apply)**☐ Roadway access☐ Excavation or Fill☐ Culvert Installation☐ Repair or Replace Existing Culvert☐ Any Other Alterations**Please provide the following information:**

A. Culvert Size: _____ inches X _____ feet*

B. Location of Road Access and/or Culvert. Indicate location of stake(s) from the lot line or specific marker.

_____ feet _____ inches from N S E W lot line (circle one)

Submit a copy of the parcel survey indicating the location of the proposed access and/or culvert installation.

C. Describe any alteration or excavation projects below. Attach additional sheet or drawings as necessary.

The information provided with this application is correct to the best of my knowledge. I have reviewed and understand the
Requirements and Guidelines described on the reverse side of this Road Access and Culvert application.

Signature of Applicant: _____ Date: _____

OFFICE USE:Date filed: _____ **Application Fee \$75.00** Paid _____ Received by: _____

Inspected by: _____ Date: _____ Approved _____ Denied _____

Instructions to Applicant:

Town of Polk Road Access and Culvert REQUIREMENTS AND GUIDELINES

Culvert Requirements: No culvert shall be less than 28 feet or more than 35 feet in length. Minimum diameter will be 18 inches. Material shall be galvanized and of the size and type as approved by the Town Board. No plastic culverts shall be allowed without Highway Commissioner approval. No aluminum or Used culverts may be used. Options such as squashed culverts and reduced diameters may be considered as a 'field adjustment' to facilitate drainage.

Driveway: No concrete may be placed in the driveway on road right of way.

Installation:

- 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.
- The ditch shall be properly prepared to accept the placement of the culvert, the end of which shall be set at a minimum of six feet from the abutting property line.
- No object or obstruction may be placed on the road right of way without Town Board Approval.
- Any grading within 33 feet from the center of the road requires Town Board Approval.
- Diggers Hotline shall be notified by Applicant before digging commences.

Road Damage: The Applicant shall be liable to the Town for all damages which occur during the progress of said work as a result thereof. All debris carried onto any Town highway shall be removed by the responsible party immediately or be subject to the provisions of Section 86.07, Stats. If highway damage results, the highway may be restored to its former condition by the Town and the cost of materials, labor, and equipment incurred by the Town shall be billed to the Applicant property owner. If not paid within thirty (30) days, such amount shall be a special charge under Section 66.60 (16), Stats and shall be extended upon tax roll as a delinquent tax against the real estate. Applicant is responsible for any and all damage to underground utilities and assumes all liability for any work performed.

Penalties: Any person, firm, or corporation who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not more than One hundred Dollars (\$100), and costs of prosecution for each violation. Each day a violation exists, or continues shall give rise to a separate offense.