

**TOWN OF UNION
DRIVEWAY & PRIVATE ACCESS DRIVES
PERMIT APPLICATION**

\$25.00 Fee

The undersigned hereby makes application for a Driveway Permit for the work described and located as shown herein. The undersigned agrees that all work shall be done in accordance with the requirements of the Town of Union-Chapter 4, Code of Ordinances; Federal, State, and County of Door

Name: _____

Telephone No. _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

LOCATION:

The property involved in this application is located at:

Fire # _____ Road _____ Town of Union _____
Govt Lot _____
or ¼ ¼ _____ Section _____ Town 26 North, Range 23 East Parcel No. _____

CULVERT REQUIRED:

☐ Yes ☐ No

- **The Town Chairman shall approve all culverts prior to construction of the driveway.**
- Culverts shall be installed as part of the construction of the driveway.
- Culverts shall be a minimum of 12 inches in diameter

REQUIREMENTS:

- Driveways shall be at least sixteen (16) feet wide, have not less than fourteen (14) feet of hard surfacing with one (1) foot shoulders on either side and an overhead clearance of fifteen (15) feet so fire and emergency equipment can enter unobstructed.
- The setback for any driveway must be a minimum of five (5) feet from the property side lot line unless the driveway is to be shared by the adjacent property owner.
- No more than two (2) single family houses or two (2) commercial or industrial buildings shall be served by a shared driveway. Access for more than two lots or parcels to a road or permanent access easement via any shared driveway shall not be approved unless the Town Board determines that a shared driveway is necessary for environmental or safety reasons, and must be equal to Town Road standards.
- Driveways shall not be constructed so as to impair drainage, and culverts shall be large enough and properly placed to accommodate adequate water movement and transport of emergency vehicles.
- Driveways in excess of 50' in length which are not straight, shall be provided a turnaround for emergency vehicles.

ATTACHMENTS:

- **A site plan indicating lot size, the proposed driveway, any existing buildings, distances between buildings and the centerlines of all abutting roads, ordinary high-water mark and lot lines.**
- **A permit fee of \$25.00. Make check payable to the Town of Union.**

AUTHORIZATION FOR INSPECTION:

I hereby authorize Town Officers or Town Employees to enter and remain on my premises for which this application is made at any reasonable time for all purposes of inspection related to this application.

SIGNATURE OF APPLICANT:

DATE:

Mail this application with all required attachments to the following address:

Town of Union
Bruce Alberts, Town Chairman
1660 Tru Way Road
Brussels, WI 54204

Office Use Only

Date Received: _____ Fee Paid _____ Town Permit Date _____

Special Conditions/Reason for denial: _____

Permit Number: _____ Approved by: _____

SITE PLAN

Owner: _____ Date: _____

Below or on a separate sheet attach a drawing showing each of the following as applicable:

- Boundaries, dimensions, and area of the site
- Location of public roads and right-of-ways
- Location of private roads
- Location of easements
- Location of navigable waters
- Location and dimensions of all existing structures
- Location of existing or proposed well and waste water disposal system
- Location and dimension of all structures and additions
- Location of utilities
- Location of proposed and existing road access points, parking and loading areas, and driveways
- Indicate North arrow.

