



Town of Lake Mills, 1111 South Main Street, Lake Mills, WI 53551

Clerk's Office (920)648-5867 www.townoflakemills.org

DRIVEWAY/CULVERT PERMIT APPLICATION

\$200.00 as of 1/1/2023 (fee subject to change, applications will not be processed until fee is received)

TO VIEW REGULATIONS ONLINE-[CLICK HERE](http://www.townoflakemills.org) (or visit website at www.townoflakemills.org and view Ordinance 5-7 Driveways and Culverts under the Government tab.)

1. Property Owner/applicant information:

Property Owner's name:

Permit applicant's name (If different from owner):

Street Address:

Street Address:

City, State, Zip Code:

City, Street, Zip Code:

Home Phone Number/Work Phone Number

Home Phone Number/Work Phone Number

Email:

2. Property Location:

Property Location: Gov't. Lot _____ 1/4 _____ 1/4, S _____ T _____, N,R _____ E

County: **JEFFERSON**

Parcel I.D. # **018-0713-** _____ - _____

TOWN OF LAKE MILLS

Property Address or Nearest Road: _____

Lot#

Block #

Subdivision Name or CSM #

3. Please check the type of driveway in which you are applying for:

() Agricultural () Residential () Commercial

() Other: please specify: _____

4. Compliance with Town Ordinance:

In the Town of Lake Mills, it is required that all new driveways comply with specifications as outlined in Town Ordinance 5-7. Please read the Town Ordinance. Then use the check list below to review your planned construction, and whether or not it meets **all** required specifications. Each item may be checked off after it has been determined to be in compliance.

Visibility: Visibility is defined as being 3 feet above the driveway and 15 feet from the road pavement.

() Driveway entering road posted 55 MPH- must have 400 feet visibility on wither side of drive

() Driveway entering road posted 30-45 MPH-must have 300 feet visibility on either side of drive.

() Driveway entering road posted below 30 MPH-must have 200 feet visibility on either side of drive.

() Visibility has been checked: Right _____ feet Left _____ feet

Ditches:

- ☐ Sufficient Ditch Exists
- ☐ The existing ditch is not deep enough. It will be cleaned out to provide sufficient depth.
- ☐ A sufficient ditch does not exist. A correct ditch must be created.
- ☐ Other: _____

Culvert: Required: ☐ Yes ☐ No

Size: May be determined by adjacent culverts or anticipated flow. Minimum culvert diameter required is 15 inches. It is required that a minimum of at least 8 inches of gravel must cover a culvert. See ordinance for specifics.

Type of culvert to be used:

New: ☐ Corrugated metal with ends ☐ Concrete with ends ☐ Round ☐ Arched

If culvert is not required, please specify the reason:

- ☐ The driveway is located on the breaking point (high point) of a hill.
- ☐ No ditch exists and the road slopes away from the driveway.
- ☐ Culvert of right-of-way provides correct drainage.
- ☐ Other: _____

In an upslope situation at least 6 feet shall be level with the road or downslope. Ditches shall be provided on both sides of a driveway in order to divert any run off into the road ditch. Proper measures shall be used to control erosion. In level or down sloped situations at least twenty-five (25) feet of driveway shall be level with the roadway or sloping away at a maximum of three percent (3%). In no case shall a driveway culvert be covered by less than eight (8) inches of gravel.

5. Construction date/completion date and name of contractor providing installation:

Start date for construction: _____ Completion Date: _____

Name of Contractor providing installation: _____

Address of Contractor: _____

Work phone number of contractor: _____

Email of Contractor: _____

6. Please provide a sketch of the intended driveway:(NOTE: driveway must also be staked on the lot for inspection.)

7. Signatures:

Signature of property owner/or Applicant: _____ Date: _____

Print Name of signor: _____ Date: _____

An application, along with a non-refundable fee shall be submitted to the Town Clerk. Upon receipt of the application, the Town may require up to fifteen (15) working days to visit the site and respond with any recommendations. The permit becomes valid upon the applicant receiving an approved copy of the application. Denial of approval will result in the loss of the application fee. Re-application and an additional site evaluation may result in additional fees. Any driveway constructed without a permit may result in removal of the driveway at the owner's expense, and/or a fine of up to \$500.00.

.....**DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY**.....

FEE: Received: ☐ Yes ☐ No Date: _____ Payment: \$ 150.00 (subject to change see current fee schedule)

APPROVED BY:

CULVERT INSPECTOR: Print Name: _____ Date: _____

Signature: _____

TOWN CLERK: Print Name: _____ Date: _____

Signature: _____