

TOWN OF BURLINGTON

Driveway / Culvert Permit Application

32288 Bushnell Road | Burlington, WI 53105 | 262.763.3070

Ordinance Chapter 12.14 — April 2024 Edition

PERMIT FEE: \$200.00 | REFUNDABLE BOND: \$1,000.00 | TOTAL DUE: \$1,200.00

Make check payable to: **Town of Burlington**

■ **Certificate of Insurance (COI) attached** — If a valid COI from the contractor is attached, the \$1,000.00 refundable bond is **waived** and the total due is **\$200.00**.

SECTION 1 — APPLICANT INFORMATION

Applicant Name	Phone	Email
Mailing Address	City	State / ZIP

SECTION 2 — PROPERTY OWNER (if different from Applicant)

Owner Name	Phone	Email
Mailing Address	City	State / ZIP

SECTION 3 — PROJECT / PROPERTY LOCATION

Project Site Address	Tax Parcel Number
Town Road the Driveway Will Connect To	Legal Description / Lot #

SECTION 4 — TYPE OF ACCESS (check all that apply)

- Private Driveway Private Lane (≤ 3 fire numbers) Private Road (> 3 fire numbers) Agricultural Access
- New Construction Reconstruction / Full-Depth Replacement Temporary Driveway

Note: Routine maintenance (adding gravel, re-paving, crack sealing) does NOT require a permit. Full-depth pavement replacement that exposes bare soils DOES require a permit. One driveway per parcel is permitted unless a variance is approved by the Town Board.

SECTION 5 — PROPOSED WORK DESCRIPTION

Driveway Surface Material (check one):

- Asphalt Gravel Other Non-Prohibited Material

Concrete is PROHIBITED within the town road right-of-way (effective November 14, 2002). Driveway surface must extend at least 1 foot past the culvert using an approved material.

Culvert Information:

Proposed Culvert Diameter (min. 12")	Culvert Length (min. 24 ft)	Material / Type
Adjacent Uphill Culvert Diameter (if known)	Adjacent Downhill Culvert Diameter (if known)	

Culvert diameter must be ≥ 12" AND must not be less than the diameter of adjacent uphill/downhill culverts. Minimum 24 ft length required. Minimum 12" of cover from top of culvert to subgrade required. Ends must be riprapped or sodded. Only standard manufactured apron endwall sections are permitted — no concrete, stone, timber, or other hazardous end walls.

Driveway Geometry:

Proposed Driveway Width (min. 12 ft roadbed)

Distance from Nearest Side Lot Line (min. 15 ft)

Distance from Nearest Intersecting Public Road R-O-W (min. 60 ft)

Distance from Nearest Other Driveway Connection (min. 30 ft)

Maximum grade change between driveway slope and public road cross-slope: 10%. Driveway must align with public roadway at right angles. Overhead clearance of 15 ft required for emergency vehicle access. Right-of-way is assumed to extend 33 ft from road centerline unless otherwise documented.

SECTION 6 — STRUCTURES (Bridges, etc.)

No structures required

Bridge or other structure required (complete below)

Structure Type / Description

Structure Width (min. 10 ft)

Load Rating — must pass 30-ton fire apparatus

Any bridge or structure must be inspected, rated, and confirmed to safely pass a 30-ton fire apparatus. Minimum width: 10 ft.

SECTION 7 — PRIVATE LANE / ROAD REQUIREMENTS (complete if applicable)

Number of Fire Numbers / Addresses Served

Easement Width (Lane ≤3: 30 ft min; Road >3: 66 ft min)

Easement recorded with County Register of Deeds

Maintenance agreement recorded (required for roads serving > 3 fire numbers)

SECTION 8 — APPLICANT ACKNOWLEDGEMENTS (initial each line)

_____ All costs of culvert installation, maintenance, and public roadway/right-of-way restoration are solely my responsibility. (§1.G)

_____ Town road surfaces, slopes, shoulders, ditches, and vegetation disturbed by construction will be restored by me. (§1.F)

_____ No portion of the driveway is closer than 60 ft from the nearest edge of an intersecting public road right-of-way. (§1.K)

_____ If this is a temporary driveway, I agree to restore the affected area to its natural state within six months after use is halted. (§1.I)

_____ If this driveway serves two adjacent parcels on or near a lot line, I understand a recorded maintenance agreement and easement are required. (§1.H)

_____ I understand that violating this ordinance may result in a forfeiture of \$100–\$500 per day and/or required removal at my expense. (Violation–Penalty)

SECTION 9 — APPLICANT SIGNATURE

Applicant Signature

Date

By signing, I certify that all information provided is accurate and complete, and that construction will comply with Chapter 12.14 of the Town of Burlington ordinances and all applicable permits.

SECTION 10 — PAYMENT RECORD (office use only)

COI Attached — Bond Waived (Total: \$200.00)

No COI — Bond Required (Total: \$1,200.00)

Amount Paid \$

Check #

Date Received

Received By

SECTION 11 — HIGHWAY DEPARTMENT REVIEW (office use only)

Approved Location / Culvert Specifications:

Conditions / Comments:

Decision: **APPROVED** **APPROVED WITH CONDITIONS** **DENIED**

Highway Superintendent Signature _____ Date _____ Permit # _____

SECTION 12 — FINAL INSPECTION & BOND RELEASE (office use only)

Date of Final Inspection _____ Inspected By _____ Inspection Result Pass Fail

Bond Refund Issued Yes No _____ Amount Returned \$ _____ Date of Refund _____

Notes / Deficiencies (if failed): _____
