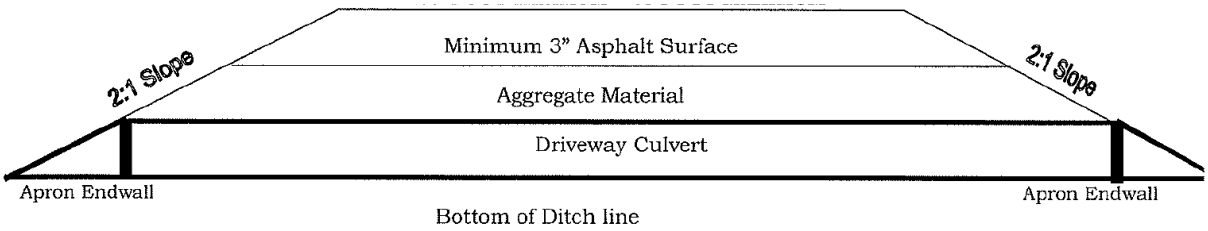
SECTION 1: DRIVEWAY APPROACH PERMIT GUIDELINES

1. The side slope grade must be no less than two to one (2:1) as per the diagram (Figure 1-1) below.



2. The property owner or contractor must ensure a minimum of one (1) foot of cover over the culvert. To achieve this, ensure the grade from the top of the garage slab (taken approximately two (2) feet inside the garage) to the top of the culvert is one (1) or more feet in height above the culvert. Make every effort to achieve the maximum cover over the culvert (while noting the minimum amount of cover required is one (1) foot).
3. The driving surface must meet specified width requirements. The minimum width is 24 feet. **The maximum width is 30 feet for single-family residential driveways. Multi-family and commercial driveways have a maximum width of 40 feet.**
4. All finish materials and permit fees are the property owner's expense.
5. The property owner must complete all other finish work within 90 days of the culvert installation; this includes surfacing the driveway approach. The Town of Algoma reserves the right to inspect and correct unaddressed deficiencies after the 90-day inspection period and have all associated costs charged to the property owner. If requested, the Public Works Director, Building Inspector, Administrator, or their designee may grant time extensions at their discretion.
6. Surface the portion of the driveway located in the right-of-way with asphalt. The use of brick pavers is prohibited. **Concrete is permitted only if the driveway extends to curb and gutter. (Urban section)**
7. Taper the HMA (hot mix asphalt) so water diverts into the roadway ditch. Runoff from the paved driveway cannot drain onto the adjoining road. Keep driveway approach elevations below the adjoining roadway pavement to avoid obstructions for snow removal equipment. The low point of the driveway must be over the culvert or transverse to the center of the ditch.

8. Temporary driveways may be allowed with approval from the Public Works Director**,** Building Inspector, Administrator, or their designee.
9. The property owner is responsible for the expense of removing any unauthorized installations. The property owner is then required to apply for and pay all necessary fees to obtain an approved Town of Algoma Driveway Permit before installation of the HMA or Concrete.

SECTION 1: DRIVEWAY CULVERT INSTALLATION GUIDELINES CONT.

10. The Town of Algoma Public Works Director, Building Inspector, Administrator, or their designee will approve all work. If the work does not meet Town of Algoma specifications, the property owner is required to make changes or repairs. If the property owner does not make the required changes or repairs within 60 days, the Town is authorized to hire a third party to complete the necessary work. The Town will bill the property owner for all work performed by the third party. The property owner has 45 days from the billing date to reimburse the Town of Algoma. The Town will add any past-due balances to the property owner's real estate taxes.
11. The property owner or contractor must contact Digger's Hotline and any other private utilities before the commencement of work.
12. **All driveway permits expire 12 months from the date of permit issuance.**

24 FOOT MINIMUM – 30 FOOT MAXIMUM (Single-Family)
24 FOOT MINIMUM – 40 FOOT MAXIMUM (Multi-Family & Commercial)

SECTION 2: DRIVEWAY CULVERT INSTALLATION GUIDELINES

1. The side slope grade must be no less than two to one (2:1) as per the diagram (Figure 2-1) below.

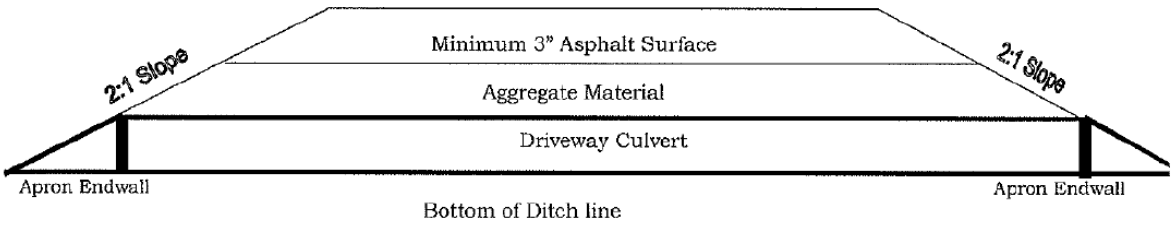


Figure 2-1

2. To obtain a permit, submit a site plan of the proposed building and building site to the Town of Algoma. The site plan must include four (4) views of the building elevations (front, back, and sides).
3. The culvert must be at a right angle to the roadway and located at the bottom of the existing ditch line. Some excavation may be needed to achieve the proper elevation and flow line.

SECTION 2: DRIVEWAY CULVERT INSTALLATION GUIDELINES CONT.

4. The owner or contractor must identify the desired driveway location by placing stakes in the ditch of the right-of-way. The Town Public Works Director, Building Inspector, Administrator, or their designee will then determine the size of the culvert.
5. The property owner or contractor must ensure a minimum of one (1) foot of cover over the culvert. To achieve this, ensure the grade from the top of the garage slab (taken approximately two (2) feet inside the garage) to the top of the culvert is one (1) or more feet in height above the culvert. Make every effort to achieve the maximum cover over the culvert (while noting the minimum amount of cover required is one (1) foot).
6. The driveway culvert must meet Town of Algoma specifications. The minimum width is 24 feet. **The maximum width is 30 feet for single-family residential driveways. Multi-family and commercial driveways have a maximum width of 40 feet**. The required length of the culvert with end walls is at the discretion of the Town of Algoma Public Works Director, Building Inspector, Administrator, or their designee.
7. The driveway culvert must meet Town of Algoma specifications. **The culvert diameter must be a minimum of 15 inches**, and all installations require end walls on both ends of the culvert pipe. End walls are to be installed during the original installation.
8. Culvert pipes and end walls can consist only of galvanized steel material. Culverts constructed of plastic, vinyl, or polyvinyl materials are prohibited except for an approved temporary installation.
9. All culverts, end walls, finish materials, installation, and permit fees are at the property owner's expense.
10. Install all culverts and end walls within 90 days of the permit issuance date.
11. The property owner must complete all other finish work within 90 days of the culvert installation; this includes surfacing the driveway approach. The Town of Algoma reserves the right to inspect and correct unaddressed deficiencies after the 90-day inspection period and have all associated costs charged to the property owner. If requested, the Public Works Director, Building Inspector, Administrator, or their designee may grant time extensions at their discretion. **Driveways within curb and gutter areas may be surfaced with concrete; (urban section) otherwise asphalt is required.**
12. Temporary culverts may be allowed with approval from the Public Works Director, Building Inspector, Administrator, or their designee.
13. The property owner is responsible for the expense of removing any temporary culverts.
14. The property owner or contractor must contact Digger's Hotline and any other private utilities before the commencement of work.

15. The property owner is responsible for the expense of removing any unauthorized installations. The property owner is then required to apply for and pay all necessary fees to obtain a Town of Algoma Driveway Permit before installing an approved culvert.

SECTION 2: DRIVEWAY CULVERT INSTALLATION GUIDELINES CONT.

16. The Town of Algoma Public Works Director, Building Inspector, Administrator, or their designee will approve all work. If the work does not meet Town of Algoma specifications, the property owner is required to make changes or repairs. If the property owner does not make the required changes or repairs within 60 days, the Town is authorized to hire a third party to complete the necessary work. The Town will bill the property owner for all work performed by the third party. The property owner has 45 days from the billing date to reimburse the Town of Algoma. The Town will add any past-due balances to the property owner's real estate taxes.
17. **All driveway permits expire 12 months from the date of permit issuance.**

Figure 2-1
24 FOOT MINIMUM – 30 FOOT MAXIMUM (Single-Family)
24 FOOT MINIMUM – 40 FOOT MAXIMUM (Multi-Family & Commercial)

SECTION 3: PERMIT FOR WORK WITHIN RIGHT-OF-WAY GUIDELINES

1. The applicant is responsible for the expense of removing any unauthorized installations.
2. The Town of Algoma Public Works Director, Building Inspector, Administrator, or their designee will approve all work. If the work does not meet Town of Algoma specifications, the property owner is required to make changes or repairs. If the property owner does not make the required changes or repairs within 60 days, the Town is authorized to hire a third party to complete the necessary work. The Town will bill the property owner for all work performed by the third party. The property owner has 45 days from the billing date to reimburse the Town of Algoma. The Town will add any past-due balances to the property owner's real estate taxes.
3. The property owner or contractor must contact Digger's Hotline and/or any other private utilities before the commencement of work.
4. **All permits for work within the right-of-way expire 12 months from the date of permit issuance.**

SECTION 4: PERMIT CONDITIONS

Failure to comply with any of the conditions below will result in a work stoppage mandated by the Town Public Works Director, Town Administrator or designee.

1. Dispose of all on-site waste and concrete wash properly.
2. Clean up road surfaces and all sediment carried off-site by the end of the workday.
3. Ditch checks are required.
4. Drainage from the site must not impact neighboring properties.
5. Establish vegetation as soon as possible and maintain erosion control practices until it is established.
6. Locate soil stockpiles on high ground, away from drainage, water courses, inlets, etc.
7. Minimize land disturbance.
8. Seed and mulch disturbed areas.
9. Establish property lines of new and abutting properties.
10. Perimeter controls are required.
11. Protect soil stockpiles with seed, mulch, silt fence, tarps, trenches, etc.
12. A tracking pad is required (minimum 24’ x 50’ x 1’ of 3-6” clear stone).
13. Culvert and asphalt aprons must comply with the requirements outlined in this document.
14. Access property through approved entrances only; do not disturb finished ditches.
15. Grade yards to proper grades OR provide yard grade information to owners.
16. Place mailboxes according to USPS requirements.
17. Overnight (midnight – 6:00 a.m.) parking is prohibited on ALL Town of Algoma roadways; this includes motor vehicles, other large vehicles, and trailers. See Town of Algoma Municipal Code § 320-15(E).