

## Town of Apple River

612 US Highway 8

Amery, WI 54001

### Driveway Permit Procedure for Access to Town Roads

1. Applications can be obtained on the Town of Apple River website [www.townofappleriver.com](http://www.townofappleriver.com) or from the Town Clerk, JoAnne Agne. The Driveway Ordinance is attached to the application on the website.
2. Applicant completes application, submits application with \$50.00 application fee. Checks made payable to the Town of Apple River.
3. Clerk forwards the completed application to the driveway inspector, Supervisor Ansel Johnson 715/377-2999.
4. Inspector reviews application for completeness.
5. Inspector calls applicant to review application and set time to meet on site.
6. Inspector and applicant meet on site.
  - a. If the proposed driveway is determined not safe or does not meet the ordinance requirement, the Inspector may suggest modifications or may deny the application. If the application is denied, the applicant may appeal the decision to the Town Board.
  - b. If proposed driveway location meets the ordinance requirements, and has a safe line of sight, the application can be approved. Once approved, only then can construction begin. After completion, the applicant must call the Inspector for a final inspection. The driveway must be completed no later than 60 days following the first inspection.

The Town Board has the authority to issue citations for violations of the Town of Apple River ordinances.