



W8095 County Road E, PO Box 228, Park Falls, WI 54552
 Phone: 715-762-2151 Email: clerktownoflake@gmail.com
 Website: www.townlakewi.com

Driveway Access Permit Application

Please fill out the required information on this form and submit to the Town of Lake per the attached instruction sheet

along with a non-refundable \$50.00 application fee

Applicant Name	Telephone Number	Type of Driveway: <input type="checkbox"/> New driveway <input type="checkbox"/> Temporary driveway <input type="checkbox"/> Improve existing driveway <input type="checkbox"/> Relocate existing driveway <input type="checkbox"/> Replace culvert (no fee)
Applicant Mailing Address		Estimated completion date
Property Owner Name and Property Address		

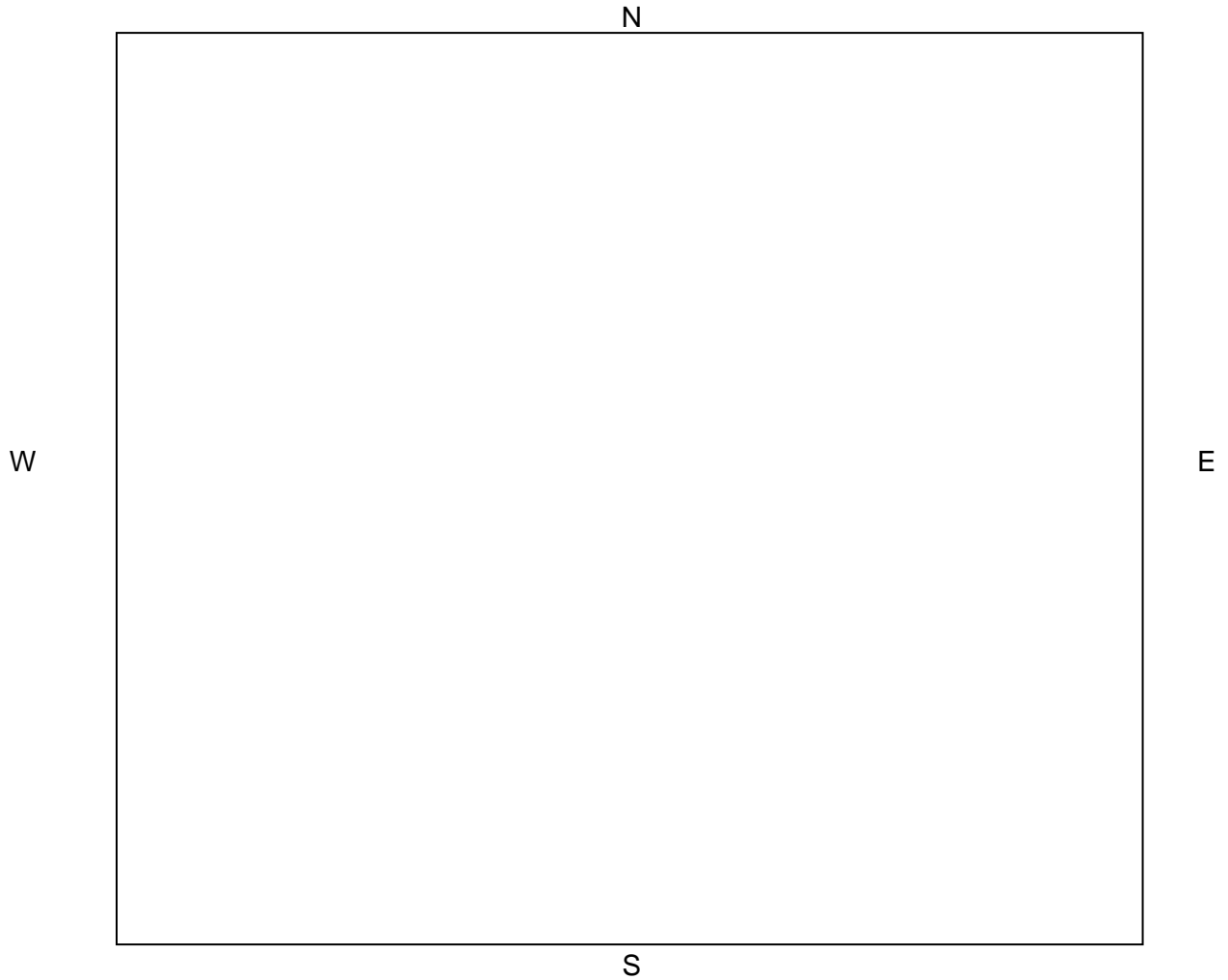
The applicant/property owner does hereby agree to the conditions of the Driveway Access Permit:

1. No work on the construction of a driveway access shall begin before a permit is obtained from the Town Board.
2. The driveway must be at least 16 feet wide with at least a 14 foot overhead clearance and, if deemed necessary, a suitable turnaround allowing accessibility by emergency vehicles.
3. All obstructions, such as rocks, lights, tree stumps, are to be removed.
4. The driveway shall be constructed in such a manner as to prevent water flow from the property onto the surface of the Town road.
5. The cost of the culvert and installation of same is solely the obligation of the applicant and the Town Board by the approval of this permit, does in no way assume any responsibility for any costs resulting in the installation, or cost of the said culvert.
6. In the event that during or after the completion of the installation of a culvert by the applicant, the ditches on either side of the culvert shall become filled or disturbed so as to restrict the normal flow of water, the ditches shall be restored to their original grade, that being the same that existed prior to the installation of said culvert and all costs resulting from the restoration of said ditches shall be born by the applicant.
7. Upon completion of the installation, the applicant shall notify the Town Board so that the Town Crew Supervisor can conduct an inspection of the driveway to ensure full compliance with the permit.
8. The Driveway Access Permit is effective for 12 months from the date of approval unless renewed for an additional one 6-month renewal period.
9. No revision or additions shall be made to the access driveway or its appurtenances on the right-of-way without the permission of the Town of Lake crew supervisor.
10. Road surface, shoulders, ditches and vegetation that are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor.
11. The driveway shall not obstruct or impair drainage in road side ditches. Driveway culverts where necessary shall be adequate for surface water drainage along the road.

 Signature of Applicant/Property Owner

 Date

Sketch a map below (required). Include the approximate location of the driveway in relationship to property lines, structures, existing private roads or town roads. Include the length of driveway to the dwelling or structure, dimensions of the driveway as well as the width of the driveway at the edge of the roadway. You will be notified in writing if a driveway construction plan and/or a highway access location plan is required. If more space is needed, attach a sketch to this application.



Town Crew Supervisor recommendation:

Turnaround needed? Yes No Culvert needed? Yes No

Size of culvert: _____

Driveway Access Permit Approved Denied

Town Chairman

Date

Town of Lake Driveway Access Permit Application Instructions

The Town of Lake desires to maintain safe and appropriate access to town roads as well as provide for drainage of water away from town roads.

It is the policy of the Town of Lake that permission must be obtained to construct or maintain a driveway or other property access point within the Town right-of-way through the following prescribed procedure. Wisconsin State Statutes govern the requirements of driveway and property access points at Statute 86.05 and 86.07.

In summary, the Town is ONLY obligated to provide a driveway to private property when making major grading improvements past said property. At all other times, the property owner must obtain the required permit, install their own driveway and culvert if necessary, and maintain the driveway henceforth.

The permit application for a new, temporary, improved or relocated driveway has an associated non-refundable fee. There is no fee for maintenance and repair although a permit application must be completed and submitted.

The property owner may request to purchase a culvert from the Town of Lake by contacting the crew supervisor. The Town of Lake will sell culverts that they have available for the cost of the culvert, plus delivery and administrative fees.

The procedure for permit application is as follows:

1. Complete the attached application form and submit with the required fee.
2. Mark proposed entrance location with brightly colored marking flags.
3. Field review is made by the town crew representative.
4. Applicant and Town Board are notified of findings of field review.
5. For new driveways, the Town of Lake will notify Price County Zoning of the findings of field review.
6. Applicant purchases approved materials from supplier and must meet manufacturers installation guidelines.
7. If a poly (plastic) culvert is used it must meet AASHTO M252, Type S or SP or ASTM F2306 and applicant must provide documentation from the manufacturer before installation.
8. Applicant installs/constructs access without interfering with traffic flow.
9. Applicant notifies the town crew supervisor of access completion.
10. Town crew supervisor performs final inspection.