

Village • Bloomfield • Town

Village-PO Box 609 | Town-PO Box 704 | N1100 Town Hall Rd | Pell Lake, WI 53157
(262) 279-6039 Ext 2 | Fax: (262) 279-3545

DRIVEWAY PERMIT APPLICATION

___ Village ___ Town

Fee: \$75.00

Present Mailing Address of Owner

Address of Permit Location

Name: _____

Street: _____

City/State/Zip: _____

Phone #: _____

PERMIT REQUESTED: Driveway ___ Driveway Relocation ___ Culvert Addition ___

DRIVEWAY USE: Commercial ___ Residential ___

Type of installation: _____

Plans prepared by: _____ Copy attached: YES ___ NO ___

How much frontage do you have on roadway? _____

Name of Road/Street involved: _____ Side of Street: E ___ W ___ N ___ S ___

The undersigned applicant is bound and obligated to construct the driveway or other alterations in accordance with the description contained herein and sketches attached hereto shall abide by the approved application after inspection by the authorized Public Works representative. A final inspection MUST be made after the proposed work is completed. This permit is issued subject to the conditions that the work shall be constructed in accordance with all applicable rules and regulations of any governmental agency applicable thereto and be performed and completed to the satisfaction of the Village/Town of Bloomfield. The applicant shall be liable to the Village/Town of Bloomfield for all damages which occur during the progress of said work or as a result thereof.

SKETCH OR PLAN DRAWING REQUIRED FOR PERMIT APPROVAL.

SIGNED: _____ DATE: _____
(Applicant Signature)

Approval based on the following condition: A ___ inch diameter pipe ___ feet in length will be installed with end walls under driveway to provide proper drainage.

APPROVED BY: _____ DATE: _____

Office Use Only:		
Date Filed:	Amount Paid:	Received by:

COST RECOVERY AGREEMENT

I/We, the undersigned, do hereby understand and agree that as an applicant or petitioner of the Village/Town of Bloomfield, I/we will be responsible for all normal fees payable by an applicant or petitioner (i.e. application fees, engineer fees, attorney fees, etc.). I/We further understand and agree to be responsible for any additional or consequential costs to the municipality as a result of my/our application or petition (i.e. engineering, legal, or other professional services). All fees and costs shall be paid within thirty (30) days of invoice and must be paid prior to the Village/Town holding any public hearings, meetings, and the issuance of any permit or license. If payment is not made, said fees and costs may be assessed against the real property as a special charge.

I/We understand that the Village/Town of Bloomfield by and through their agents, representatives (elected or appointed), employees, successors or assignees make no representations of their findings. I/We forever hold them harmless of all liability whether founded in tort or contract and as such agree to indemnify them from all claims arising out of these transactions.

Project Information:

Project Name: _____

Project Address: _____

Billing Address: _____ **Phone:** _____

_____ **Email:** _____

Property Owner(s): _____
Name – Print

Name – Signature *Date*

Name – Print

Name – Signature *Date*

Applicant/Agent of all Owners:

Name – Print

Name – Signature *Date*

§22.30 DRIVEWAY AND CULVERT REGULATION.

- 1) **Driveways Regulated.** The purpose of this section is to regulate the installation of new driveways and the alterations of existing driveways and culverts.
- 2) **Permit Required.** No person shall construct or repair any driveway, in which such driveways shall connect from private property to a public right-of-way, without first obtaining a zoning permit from the Village Zoning Department. No permit for a new driveway shall be issued until the Village Engineer has viewed the premises and determined whether a culvert shall be required to provide adequate surface water drainage.
 - a) Permit Application. A zoning permit application shall be filed with the Zoning Department, consisting of the following:
 1. Name of property owner(s).
 2. Property owner's present mailing address to include zip code, telephone number, and email.
 3. Address of permit location.
 4. Permit requested.
 5. Driveway use.
 6. Type of installation.
 7. Name or company who prepared plans.
 8. Road frontage length.
 9. Name of road involved.
 10. Owner(s) and applicant(s) sign and date permit application.
 - b) State or County Highway Access. Pursuant to §27-104, if access is needed to a State or County highway, permit requirements are through that jurisdiction.
 - c) Submit Detailed Site Plan and/or Survey.
 1. A drawing, site plan, or plat map displaying property boundaries, the location of all structures on the property, the proposed location of the driveway and the distances from the existing structures and lot lines.

Note: Self-drawn site plans shall be drawn to an accurate scale (i.e. 1" = 20')
 2. Show and label streets.
 3. Depict the proposed driveway with lines and dimensions.
 4. Dimension of dwelling, sheds, garages, and decks.
 5. Size of parcel.
 6. Copy of contractor's proposal, or estimate, if applicable.
 7. Any additional information to help determine compliance at the Zoning Administrator's request.
 - d) Permit Fee. Fees shall be established by resolution of the Village Board. The fee schedule shall be on file at the office of the Village Clerk. Fees shall be related to costs involved in handling the permit application and reviewing plans. A permit fee shall be remitted upon submittal of the application. If any driveway is installed, in full or part, prior to the issuance of a permit, two (2) times the fee shall be charged for the permit.
 - e) Application Review, Approval Required, and Permit Issuance. The Zoning Department shall review and certify all applications as complete before approving a permit. The driveway may contain culvert conditions stated on the approved application. All applications that comply with this Ordinance will be stamped approved and issued a permit.

- f) Completion of Installation. Zoning permits issued under this subsection shall be fully installed in accordance with this Ordinance within one (1) year of the date of issuance.

The owner(s) or owner's agent may file a written request for an extension of the permit by the expiration date and a reason for the request. A permit under this section may be extended for up to one hundred eighty (180) additional days to complete the installation.

- g) Responsibility of Applicant. The applicant is solely responsible for installing the driveway:

1. Within the boundaries of their property determined by the survey or site plan, in compliance with proper materials and lot line setback requirements.
2. In a manner as will not obstruct storm water drainage or unreasonably divert storm water on the property of another.

3) **Driveway Construction Specifications.**

- a) General Requirements. The Village Zoning Department shall not approve an application unless the applicant's plan complies with the following specifications:

1. Minimum paved road frontage: 50 feet.
2. Minimum driveway surface width: 12 feet.
3. Minimum height clearance of trees, wires, etc.: 18 feet.
4. Maximum grade: 10 percent.
5. The maximum driveway width shall not exceed 35 feet per parcel. The apron shall not exceed the maximum width of the driveway. ****
6. At least one 25 feet in length and 18 feet in width segment of road surface shall slope away from the public length to provide for the safe passage of meeting the vehicles.
7. If grade conditions allow the driveway within the area of the public right-of-way shall slope away from the public road at a minimum of 1 percent and a maximum of 5 percent to prevent erosion onto the public road.
8. An adequate roadbed base of suitable material to support the projected traffic and any requirements for culverts shall be determined by the Highway Supervisor in considering an application for approval. If culverts are required, they shall meet the design standards identified in §22-30(4).
9. All driveways entering onto the right-of-way shall be at least five (5) feet from the nearest side lot line at the point where the property line meets the right-of-way unless approved by the Village Board.

- b) Concrete Surfacing of Private Driveways. If a driveway is installed as a concrete driveway, the concrete shall not extend beyond the lot line or six (6) feet from the roads edge, whichever is furthest from the road right-of-way. The area between the concrete driveway and the traveled portion of the roadway shall be paved with asphalt.

- c) Number of Approaches Limited. No more than one driveway entrance and approach shall be constructed for any parcel or premises except when additional road accesses are approved by the Village Board. Where the Village Board approves more than one road access, any two approaches shall be at least fifty (50) feet apart unless waived by the Board.

- d) The Village Board may waive any requirements of this subsection.

4) **Culvert Regulations.**

- a) Compliance Required.

1. *Prohibition.* No person shall install a culvert unless the culvert fully complies with the regulations of this ordinance.
2. *Culvert required.* Culverts must be properly installed prior to an occupancy permit being issued. The installation of all culverts in the Village of Bloomfield shall be done by the property owner or its agent or designee.
3. *Purpose.* The intent of this subsection of this ordinance is to assure drainage ditch preservation and to assure adequate surface and storm water drainage.

b) Design Specifications.

1. *Bloomfield Engineer's Determination.*
 - a. The location and grade of culverts shall be determined by the Bloomfield Engineer, consistent with the criteria stated in this ordinance.
 - b. The size and specification of culverts shall be determined by the Bloomfield Engineer, consistent with the criteria stated in this ordinance.
 - c. The inspection of culverts after installation shall be made by the Bloomfield Engineer, consistent with the criteria stated in this ordinance.
2. *Special Design Criteria.*
 - a. Apron ends shall be provided on crossroad culverts and driveway culverts.
 - b. All driveway culverts shall be at least 15-inches in diameter and no driveway culvert shall be less than 24 feet long and 2 feet past the driveway width on each side.
3. *Standard Material and Construction Specifications.*

The applicable portions of the most current edition of the State of Wisconsin, Department of Transportation, Division of Highways, Standards Specifications for Road and Bridge Construction shall govern, except as herein amended.
4. *Special Material Specifications.*

All culverts must be made of reinforced concrete, corrugated metal, or aluminum pipe.
5. *Private Entrance Culvert Location.*
 - a. In cases of a single entrance to the property, the culvert as located in the ditch shall be a minimum of three (3) feet off the side lot line, as extended.
 - b. Where a joint access is required, the culvert is to be centered on the line between the two properties as extended to the ditch. The driveways where they cross into the respective properties shall be a minimum of five (5) feet off the property line.
 - c. The Village Board may waive the location requirements of this subsection, where the Village Highway Supervisor finds that compliance with these requirements is not reasonable due to topography or other natural features.
 - d. *Culvert Maintenance and Repair.* Every property owner will have the continuing responsibility and obligation to maintain and repair the culvert(s) servicing their property. Should any culvert become in such a condition or state of disrepair or be damaged to such an extent that the flow of the drainage or access by motor vehicles is affected thereby, the property owner shall take whatever actions are necessary to repair or replace said defective culvert.
 - e. *Culverts Installation may be Required in Existing Driveways.* Where the public welfare requires a suitable culvert for an existing driveway, the Village Board shall notify, in writing, the property owner, that the Village Highway Supervisor will install a culvert at the expense of the abutting property. The property owner shall deposit a sum in an amount equal to the estimated cost of installing a culvert

within ten (10) days from the date of notice. If the deposit is not made, and if the cost of the installation to the abutting property is not paid to the Treasurer on or before November 1st, the same shall be entered on the tax roll as a special charge against the property.

- c) Obligation for Corrective Work. Any driveway or culvert installed upon, under, or over any public right-of-way without a permit, or any such driveway or culvert which is installed contrary to the terms and conditions of the issued permit or of this ordinance, shall be deemed a highway encroachment. The culvert shall be subject to removal, pursuant to §86.04, Wis. Stas., as it presently exists or as it may hereafter be amended or renumbered. Failure to obey an order for removal under §86.04 Wis. Stats., may result in a per-diem forfeiture and the recovery of the Village's costs of removal. If said property owner fails to pay the Village's expenses, the charge shall be placed upon the tax roll and collected as a special charge pursuant to §66.0627, Wis. Stats.