

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 date and must be paid prior to 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 REGULATIONS.

- 1) Driveways regulated. Any new driveways or any alterations to existing driveways, in which such driveways shall connect from private property to a public right-of-way, shall require the issuance of a permit by the Village/Town of Bloomfield Road Foreman prior to the beginning of such construction or alteration for a fee of \$75.00. The applicant, who may be the owner, agent, or contractor, shall submit a location construction plan showing specifications including grade, slope, width, and length of the driveway and erosion control procedures. The plan shall be submitted to the Bloomfield Road Foreman on a form approved by the Village/Town Board.
 - a) Bloomfield Road Foreman shall not issue a permit to an applicant unless the applicant's plan complies with the following specifications:
 - i. Minimum driveway surface width: 12 feet
 - ii. Minimum height clearance of trees, wires, etc.: 18 feet.
 - iii. Maximum grade: 10 percent.
 - iv. Maximum driveway surface at the roadway not to exceed 35 ft. per parcel.
 - v. 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.
 - vi. 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.
 - vii. An adequate road bed base of suitable material to support the projected traffic and any requirements for culverts shall be determined by the Road Foreman in considering an application for driveway approval. If culverts are required, they shall meet the design standards identified in Section 22.30(2) of this ordinance.
 - viii. All driveways entering onto Bloomfield roads shall be at least five (5) feet off of the nearest side lot line at the point where the property line meets the Bloomfield road right-of-way unless approved by the Village/Town 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. The area between the concrete driveway and the traveled portion of the roadway shall be paved with asphalt.
 - c) **NUMBER OF APPROACHES LIMITED.** The number of road accesses shall be limited as follows: 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/Town Board. Where the Village/Town Board approves more than one road access, any two approaches shall be at least seventy-five(75) feet apart unless waived by the Board.
 - d) **DRIVEWAY PLAN.** A driveway plan shall be approved by the Bloomfield Road Foreman before any construction permits can be issued.
 - e) The Village/Town Board may waive any requirements of this subsection;

2) CULVERT REGULATIONS.

a) COMPLIANCE REQUIRED

- i. Prohibition. No person shall install a culvert unless the culvert fully complies with the regulations of this ordinance.
- ii. Culvert required. Culverts must be properly installed prior to an occupancy permit being issued. The installation of all culverts in the Village/Town of Bloomfield shall be done by the property owner or its agent or designee.
- iii. 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) DEFINITION

Culvert: Culverts are those structures which function to convey surface water through an embankment or under a roadway or under a driveway.

c) DESIGN SPECIFICATIONS

- i. Bloomfield Engineer's Determination.
 - a. The location and grade of culverts shall be determined by Bloomfield Engineer, consistent with the criteria stated in this ordinance.
 - b. The size and specification of culverts shall be determined by Bloomfield Engineer, consistent with the criteria stated in this ordinance.
 - c. The inspection of culverts, after installation, shall be made by Bloomfield Engineer, consistent with the criteria stated in this ordinance.
- ii. Special Design Criteria.
 - a. Apron ends shall be provided on cross-road 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 driveway width on each side.
- iii. 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.
- iv. Special Material Specifications.

All culverts must be made of reinforced concrete ,corrugated metal or aluminum pipe.
- v. 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 of 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 Road Foreman 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. **CULVERT INSTALLATION MAY BE REQUIRED IN EXISTING DRIVEWAYS.** Where the public welfare requires a suitable culvert for an existing driveway, the Village/Town Board shall notify, in writing, the property owner, that the Village Road Foreman 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 such 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.

- d) **OBLIGATION FOR CORRECTIVE WORK.** If any culvert is installed, driveway access is built, alteration is made in a right-of-way, or other unauthorized condition exists in violation of this chapter, the violation shall be corrected by the owner of the property, at the property owner's sole expense. If the violation of this ordinance is not corrected after ten (10) days written notice from the Village Building Inspector, the Village/Town may make all necessary corrections, including removing the culvert or fill or other cause of the violation, and rebuilding conforming improvements if deemed necessary by the Village Building Inspector, and restoring the right-of-way, and bill the property owner for all of the expenses incurred by the Town in said corrective work. If said property owner fails to pay the Village/Town's expenses, the charge shall be placed upon the tax roll and collected as a special tax under §66.0627, Wisconsin Statutes.