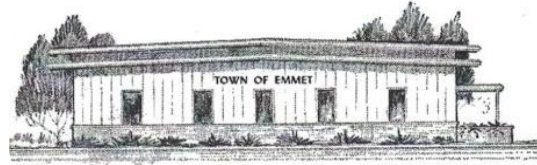


# TOWN OF EMMET

*Established in 1848*

W6777 SECOND STREET RD • WATERTOWN, WI 53098  
DODGE COUNTY • WISCONSIN



## Town of Emmet – Dodge County Driveway Permit

### SPECIFICATIONS FOR DRIVEWAY INSTALLATION IN THE TOWN RIGHT OF WAY

Paving driveways within the Town of Emmet requires a permit and site visit from one of the following: Town Chairperson, Board member or designee.

The permit application is obtained through the Town Chairperson OR the Town Clerk. They can be reached at [chairperson@emmettownship.com](mailto:chairperson@emmettownship.com) or [tclerk@emmettownship.com](mailto:tclerk@emmettownship.com).

Applications for a permit are available on the town website at [emmettownship.com](http://emmettownship.com) or by contacting the clerk. Payment and Application for a permit, **a sketch of the proposed plan**, must accompany the permit application, prior to the site visit and upon issuance of a permit.

The Town Chairperson, Board member or designee will inspect the proposed plan and layout **prior** to issuing the permit. A fee of \$100.00 must be included with the permit application, **along with a sketch/drawing of the proposed driveway** prior to the site inspection and granting of the permit.

The Town Chairperson, Board member or designee will further inspect the site prior to any plan for concrete pouring or asphalt laying where applicable. The owner, applicant, agent or contractor must notify the Town Chairperson, Board member or designee, within 7 days of the completion of the driveway, to allow for inspection of the driveway per the terms of the approved permit.

No vertical concrete walls are allowed or stonewalls with stones over eight inches in diameter. These are a hazard to public safety should someone leave the pavement. However, standard apron end sections, either metal, concrete or plastic may be used.

Proper pitching of materials accomplishes proper drainage, keeping water and other debris from entering the roadway.

- The minimum length of the culvert must be 24 feet and must have culvert ends.
- A fifteen-inch culvert is the minimum size that can be used. An oval or low-profile culvert can be used when shallow ditch conditions exist. A larger size culvert may be required in

deep ditches and/or high-water volume situations. The Town Chairperson, Board member or designee will determine what size is required.

- Minimum road surface width 12 feet.
- Minimum width clearance 16 feet, free of trees, fences, etc.
- Minimum height clearance free from trees, wires, etc. 18 feet.
- Maximum grade or steepness of driveway 10% slope.
- A minimum of six inches of gravel or bituminous material must overlay the culvert area. Other areas in the road right of way must have 6 inches of 2 inch or larger base gravel and 4 inches of  $\frac{3}{4}$  inch road surface gravel. If road right of way is immediately paved with concrete or asphalt, up to 6 inches of the gravel may be forfeited for the bituminous material.
- Asphalt/Concrete when paved into the road right away must be level with the edge of the Town Road.
- The driveway needs to be 5' off the property line for proper water runoff and any other issue that may arise by getting too close to a neighboring property line.
- The Town is not responsible for any Town road damage done during or after construction thereof when the driveway paving is put in. **The Town may charge the owner of the property for any road damage that was caused to a Town Road during construction and/or installation of the driveway.**
- **If the driveway is damaged in any way through usual and customary snowplowing of town roads, it is the responsibility of the owner of the driveway to incur all costs associated with the driveway and any damage to the snowplow.**

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<b>Property Owner Signature</b>	<b>Date</b>

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For office use only: Fee \$100  
Driveway Permit Approval:

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<b>Town of Emmet Representative Signature</b>	<b>Date</b>

