



# DEPARTMENT OF PUBLIC WORKS

## DRIVEWAY/CULVERT APPLICATION

OWNER		DATE OF APPLICATION
MAILING ADDRESS		
PHONE	E-MAIL	
TYPE OF INSTALLATION		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
<b>PLEASE SEE PAGE 2 FOR CULVERT ELEVATIONS AND BENCHMARKS</b>		

<b>PERMIT No.</b>
_____
Fee: _____
Rec. # _____
Staff Initials: _____
Shaded areas to be completed by Town personnel

LEGAL DESCRIPTION OF PROPERTY WHERE CULVERT/ACCESS IS TO BE LOCATED	
ADDRESS _____ PARCEL/LOT # _____ SUBDIVISION/CSM # _____	
IS THE CULVERT LOCATION STAKED OR MARKED? YES <input type="checkbox"/> NO <input type="checkbox"/> (PLEASE PROVIDE MAP SHOWING LOCATION)	
DESIRED CULVERT LENGTH.	
<p>I understand and agree that the submission of this application to the Town of Grand Chute shall not in any way be construed as implying consent and/or permission for any work to be performed in street right-of-way and, if the permit is approved, it shall be issued in the name of the CURRENT PROPERTY OWNER ONLY.</p> <p>I will comply with the terms and conditions of any permit that may be issued by the Town of Grand Chute.</p> <p><b>PROPERTY OWNER OR CONTRACTOR MUST CALL 24 HOURS IN ADVANCE FOR INSPECTION BEFORE POURING. PLEASE CALL 920-832-1581</b></p>	
OWNERS AUTHORIZED REPRESENTATIVE SIGNATURE	
PRINT/TYPE FULL NAME	DATE





# DEPARTMENT OF PUBLIC WORKS

## TOWN STAFF REVIEW/COMMENTS

ROADWAY AGREEMENT REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>					
ROADWAY AGREEMENT EXECUTED? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>					
ACCESS CONTROLLED BY:		OUTAGAMIE COUNTY APPROVAL <input type="checkbox"/>		N/A <input type="checkbox"/>	
		STATE OF WISCONSIN APPROVAL <input type="checkbox"/>		N/A <input type="checkbox"/>	
SITE PLAN OR SPECIAL EXCEPTION CONFORMANCE/CONDITIONS.					

CULVERT INSTALLATION INFORMATION

<b>CULVERT GRADES MAY BE SET BY CONTRACTOR TO PROVIDE POSITIVE DRAINAGE.</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/> (SEE BELOW)
BENCHMARK ELEVATION	BENCHMARK DESCRIPTION:		
N/W CULVERT INVERT ELEVATION	S/E CULVERT INVERT ELEVATION		
_____	_____		
<b>THE INVERT IS THE BOTTOM INSIDE OF THE PIPE.</b>			
<b>GRADE STAKES:</b>			
N/W STAKE EL. = _____		S/E STAKE EL. = _____	
CUT _____ FEET TO N/W INVERT		CUT _____ FEET TO S/E INVERT	
<b>NOTE: FLARED END SECTIONS ARE REQUIRE FOR PERMANENT INSTALLATIONS.</b>			
ACCESS LOCATION:			
CULVERT LENGTH/ACCESS WIDTH (FEET)		CULVERT DIAMETER (INCHES)	

TEMPORARY PERMIT SHALL EXPIRE ON _____	PERMANENT ACCESS <input type="checkbox"/>
This permit is issued subject to the terms and conditions of the Town of Grand Chute, including but not limited to Section 16.01 of the Town Code.	
Please contact the Department of Public Works when the installation is complete.	
<b>ISSUED:</b> SIGNATURE OF AUTHORIZED PERMITTING AUTHORITY REPRESENTATIVE <b>PRIOR TO</b> INSTALLATION	DATE
<b>APPROVED:</b> SIGNATURE OF AUTHORIZED PERMITTING AUTHORITY REPRESENTATIVE <b>AFTER</b> INSTALLATION	DATE



**DRIVEWAY/CULVERT INSTALLATION REQUIREMENTS**

1. No walls are allowed on the ends of culvert. Apron end walls shall be required on all culverts.
2. Minimum length of culvert shall be 30' for a two-car driveway.
3. The surface of the driveway connecting with open ditch street sections shall slope down and away from street shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the street roadbed.
4. Installation shall be made without danger to or interference with traffic using the public roadway system.
5. The applicant, his successors or assignee, agrees to hold harmless the Town and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason or exercise of this permit.
6. Proposed construction and the exercise of this permit shall conform to the requirements of the statutes of the State of Wisconsin and to any regulations imposed by any legally constituted body-having jurisdiction.
7. The Town reserves the right to make additions, deletions and relocations within statutory limits on the right-of-way as may be necessary to permit relocations, reconstruction, widening and maintaining of the road, or to provide protection to life and property on the street.
8. Street surfaces, slopes, shoulder, ditches and vegetation disturbed shall be restored.
9. The entire cost of installing and maintaining the facility shall be borne by the applicant and any changes, future or present, necessitated by improvements or alterations in the street or right of way shall be performed at the sole cost and expense of the applicant.
10. Work shall be carried out in a manner satisfactory to the street superintendent or appropriate representative.
11. Driveway side slopes shall be of earth material only. No concrete, stone or bituminous side slopes shall be constructed. A minimum of a 6 to 1 slope shall be provided for on each side slope of the driveway.
12. Town road connections and commercial accesses shall be paved with bituminous surfacing within 1 year of installation of culvert.
13. The Town shall receive grades and inspect prior to covering the culvert.
14. Inspections are scheduled between 7:30 a.m. - 4:00 p.m., Monday through Friday with 48 hours' notice.