

# Application for Permit TO MAKE AN EXCAVATION OR FILL OR TO INSTALL A CULVERT ON A COUNTY TRUNK HIGHWAY.

When submitting an application, please only include pages relevant to your application. Do not include instruction sheets. Certificate of Compliance will be mailed separately, submit only after work is completed.

## SUBMISSION REQUIRMENTS FOR DRIVEWAY PERMITS

### Instructions:

1. Obtain a permit from the Green Lake County Highway Department or Green Lake County website for all work proposed within county right- of-way.

Highway Department  
570 South Street  
Green Lake, WI 54941

Office: 920-294-4060  
Email: [highway@co.green-lake.wi.us](mailto:highway@co.green-lake.wi.us)  
Website: [www.co.green-lake.wi.us](http://www.co.green-lake.wi.us)

2. Refer to Code of Green Lake County Chapter 159 & 160. [www.ecode360.com/GR2053](http://www.ecode360.com/GR2053)
3. Complete the top portion of permit application and submit with the following information:
  - a. Original copy of the permit
  - b. A drawing showing the location and dimension of both existing and proposed driveway.
  - c. Nonrefundable Permit Fee, as follows: (make check payable to Green Lake County)
    - a. Driveway access: \$150
    - b. Driveway alteration: \$50
4. Once permit and payment are received an investigation and field inspection will be completed by Highway personnel.
5. Permit will be returned to property owner either, approved, denied, or variance required.
6. If **approved**, a culvert pipe and size will be specified.
7. If **denied** no access is allowed. Can appeal to the Green Lake County Highway Committee.
8. If a **variance** is required, applicant may request approval from the Green Lake County Highway Committee. Variance fee is \$400.
9. If approved, a Certificate of Compliance application will be mailed to you along with approved permit. After driveway and/or culvert are installed, complete the Certificate of Compliance application (no fee required) and submit to the Highway Department. If all provisions are met the Certificate of Compliance will be issued and mailed to address on application.
10. Nonconforming fee is \$300.
11. If driveway needs to be removed by the Highway Department all expenses incurred will be billed to property owner.



# APPLICATION FOR PERMIT

## TO MAKE AN EXCAVATION OR FILL OR TO INSTALL A CULVERT ON A COUNTY TRUNK HIGHWAY

§86.07(2) and other applicable Wis. Stats.  
Code of Green Lake County Ch. 159, 160

GREEN LAKE COUNTY  
HIGHWAY COMMISSION  
570 South Street  
Green Lake, WI 54941  
Phone: (920) 294-4060  
Fax: (920) 294-4066

Email: [highway@co.green-lake.wi.us](mailto:highway@co.green-lake.wi.us)

Permit No. \_\_\_\_\_

Before the County Highway Commission takes any action on this application an investigation and field inspection will be made by a representative of the Commission in company with the applicant.

### To be filled out by Applicant

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County Trunk Highway Involved: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Type of Work to be Completed: Excavation  Fill  Culvert  New Driveway  Driveway Alteration

Type of Driveway Requested: Residential  Commercial  Agricultural  Proposed Road  Other

Approximate Location of Work to be Completed:

On the \_\_\_\_\_ Side of \_\_\_\_\_ located \_\_\_\_\_ miles \_\_\_\_\_ of \_\_\_\_\_  
(N-S-E-W) (CTH or Town Rd) (N-S-E-W) (CTH or Town Rd)

Township of \_\_\_\_\_ County of Green Lake.

Has the applicant placed stakes in the ditch line where work is proposed? Yes  No

Unusual features of driveway request: (i.e. wider for school bus, restrictive terrain, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I the applicant do hereby certify that I have requested this driveway permit and that I have read understand and agree to abide by the applicable provisions and restrictions which are shown on this permit. I will comply with all terms and conditions which apply.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant or Authorized Representative

### To be filled out by Highway Personnel

Does property have any access restrictions on it? Yes  No

If yes, what is the nature of the restrictions? \_\_\_\_\_

Is adequate clear vision available looking both ways from proposed driveway? Yes  No

Is further subdivision of adjoining lands possible by owner? Yes  No

Is the horizontal distance between access points less than 500 feet? (including intersections) Yes  No

Is a variance required? Yes  No

Size and length of culvert pipe required under driveway: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Approved By: \_\_\_\_\_  
Authorized Highway Personnel, Title

			\$	
		Date Received	Fee Paid	Date Issued
FEES: Access: \$150	Alteration: \$50	Variance: \$400	Nonconforming: \$300	



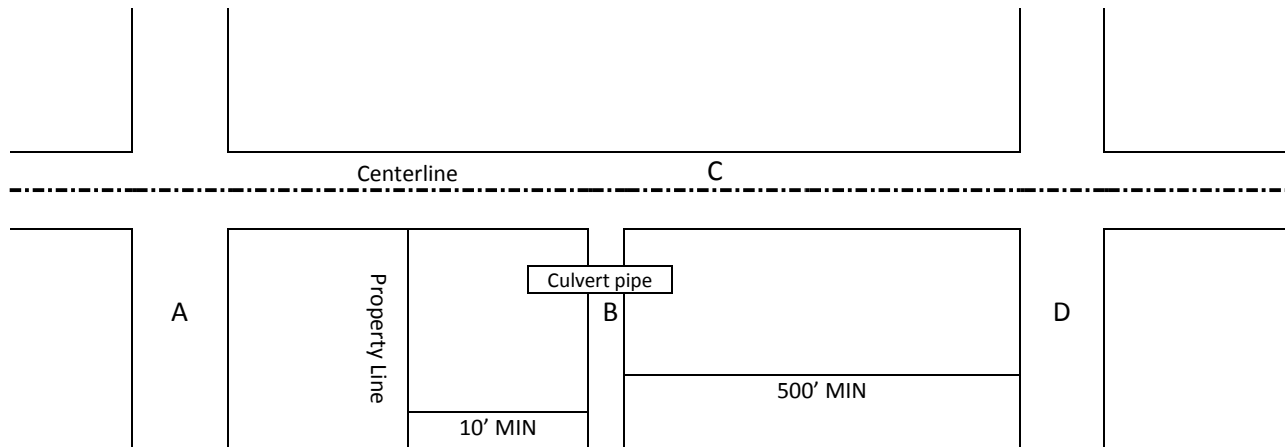
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(NOT TO SCALE)

- A: Nearest intersection or driveway
- B: Driveway
- C: County Highway
- D: Nearest intersection or driveway

### Provisions and Restrictions

1. Applicant is responsible for installation and maintenance of driveway and/or culverts, including keeping culvert free of debris and other obstructions in order to provide proper drainage along the highway. Any expense incurred by the Green Lake County Highway Department due to lack of proper maintenance will be at the owner's expense. (i.e. thawing of culvert pipe not cleaned, not structurally sound, obstruct by excessive snow pushed into ditch, etc.)
2. Culverts shall be corrugated metal pipe. Plastic and home-made culverts are not permitted.
3. Apron end walls with flared ends are required. No concrete end walls or vertical retaining walls of any type or construction are permitted.
4. No concrete approaches or aprons shall be permitted within the highway right-of-way.
5. All driveways shall be constructed of solid load bearing material. The top surface of the driveway shall consist of at least six inches of gravel upon the traveled portion.
6. End slopes shall not be greater than a length to height grade ratio of 3:1. All slopes shall be seeded or covered with sod by the property owner.
7. Culverts shall be installed a minimum of 10 feet from property line.
8. Return Certificate of Compliance to Green Lake County Highway Department once work has been completed for final inspection.
9. Permit shall expire one year after the date of issuance.