

# Town of Waterloo

Alan Weisensel  
N8295 State Rd 89  
Waterloo WI 53594

## Driveway/Culvert Permit Application \$125.00

### 1. Property owner/applicant information:

Property owner's name:

Permit applicant's name (if different from owner):

\_\_\_\_\_

\_\_\_\_\_

Street address:

Street address:

\_\_\_\_\_

\_\_\_\_\_

City, State, Zip code:

City, State, Zip code:

\_\_\_\_\_

\_\_\_\_\_

Home phone number/Work phone number: Home phone number/Work phone number:

\_\_\_\_\_

\_\_\_\_\_

### 2. Property location:

Property location: Govt. Lot \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, S \_\_\_\_\_ T \_\_\_\_\_, N, R \_\_\_\_\_ E

County: **Jefferson**

Parcel ID #: 030-0813- \_\_\_\_\_ - \_\_\_\_\_

**Town of Waterloo**

Property Address or Nearest Road:

\_\_\_\_\_

Lot #:

Block #:

Subdivision name or CSM #:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Driveway Type: Please check the type of driveway for which you are applying:

( ) Agriculture ( ) Residential ( ) Commercial

( ) Other-please specify \_\_\_\_\_

### 4. Compliance with Town Ordinance:

In the Town of Waterloo, it is required that all driveways comply with specifications as outlined in the Town Ordinance. Please read the Town Ordinance. Then use the checklist below to review your planned construction, and whether or not it meets **all** required specifications. Each item may be checked off after it has been determined to be in compliance.

**Visibility:** Visibility is defined as being 3 feet about the driveway and 15 feet from the road pavement.

( ) Driveway entering road posted 55 mph – must have 400 feet visibility on either side of drive.

( ) Driveway entering road posted 30-45 mph – must have 300 feet visibility on either side of drive.

( ) Driveway entered road posted below 30 mph – must have 200 feet visibility on either side of drive.

( ) Visibility has been checked:

Right \_\_\_\_\_ feet Left \_\_\_\_\_ feet

**Ditches:**

( ) Sufficient ditch exist

( ) The existing ditch is not deep enough. It will be cleaned out to provide sufficient depth.

( ) A sufficient ditch does not exist. A correct ditch must be created.

( ) Other: \_\_\_\_\_

**Culvert:** Required:    ☐ Yes        ☐ No

Size: May be determined by adjacent culverts or anticipated flow. Minimum culvert diameter required is 15 inches. Minimum length is 24 feet. It is required that at least 8 inches of gravel must cover a culvert.

Culvert: \_\_\_\_\_ inches in diameter, \_\_\_\_\_ feet in length

**Type of culvert to be used:**

New: ☐ corrugated metal with ends   ☐ Concrete with ends   ☐ Round   ☐ Arched

If culvert is not required, please specify the reason:

☐ The driveway is located on the breaking point (high point) of a hill.

☐ No ditch exists and the road slopes away from the driveway

☐ Culvert right-of-way provides correct drainage.

☐ Other: \_\_\_\_\_

In an upslope situation at least 6 feet shall be level with the road or downslope. Ditches shall be provided on both sides of a driveway in order to divert any run off into the road ditch. Proper measures shall be used to control erosion. In level or downslope situations, at least twenty-five feet of driveway shall be level with the roadway, or sloping away at a maximum of three percent. Any driveway greater than 200 feet in length shall be a minimum of 10 feet wide with at least 10 feet of vertical clearance, and sufficient base to support an emergency vehicle.

**Cement Aprons Prohibited:** No driveway cement apron shall extend into the road right of way.

**5. Please provide a sketch of the intended driveway.** (Note: driveway must also be staked on the lot for inspection)

**6. Signatures of property owner:**

\_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

OR

**Signature of applicant**

\_\_\_\_\_ date \_\_\_\_\_

An application, alone with \$125.00 shall be submitted to the Town Clerk in sufficient time to make the agenda of the Town Board Meeting. Upon receipt of the application, the Township may require fifteen (15) working days to visit the site and respond with any recommendations. The permit becomes valid upon the applicant receiving an approved copy of the application. Denial of approval will result in the loss of the application fee. Re-application and an additional site evaluation may result in additional fees. Any driveway constructed without a permit may result in removal of the driveway at the owner's expense, and/or a fine of up to \$500.00.

Fee Received    ☐ Yes    ☐ No    Date: \_\_\_\_\_ Payment: \_\_\_\_\_

Town Board Meeting: Date to be considered: \_\_\_\_\_

Approval:   ☐ Approved    ☐ Denied

Conditions of approval/denial \_\_\_\_\_

Signature: Town Chairperson or Supervisor: print name \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_