

Town of Wayne
W6030 Mohawk Road, Campbellsport, WI 53010
262-626-4818
clerk@townofwayne.washco.wi.gov
www.townofwayne.org

If you want to build or improve a driveway within the Town of Wayne that connects to a town road, you must complete a Driveway Permit, include permit fee (\$150), and submit it to the Culvert Inspector for approval on behalf of the Town Board. All Driveway Permits expire after 6 months from date of issue, unless a request is made to the Driveway Inspector for a 6-month extension. After one year, a new permit application must be submitted if the driveway is not completed. Permits are non-transferrable and the fee (\$150) is non-refundable.

A cash bond is required in the amount of \$500 for all driveway permits. The bond will be refunded after final grading, seeding, and inspection by culvert inspector to ensure the driveway meets the standards as outlined in the construction standards and general requirements as outlined within the permit. Bond may be waived under certain conditions determined by the Culvert Inspector. Permit fee and Bond may be submitted with one check.

Application for bond refund must be made to the Culvert Inspector within one year of the date the permit is issued or said bond is forfeited.

If you create a lot, you must connect to a public road with safe access. Should a driveway require inspection prior to a land division or the issuing of an address; the permit fee is \$100.

If the Culvert Inspector believes a driveway may create an unsafe condition within Town Right-of-way or on town road, applicants may be required to have driveway engineered to insure it does not create a hazard at their own cost.

If you connect to a county highway, you will need to contact:

Washington County Highway Department
262-335-4435

If you connect to a state highway, you will need to contact:

Access Management Engineer – Systems Planning
WisDOT SE Region
141 NW Barstow Street, PO Box 798
Waukesha, WI 53187
262-548-5891

If you have any questions you can contact the Town of Wayne Culvert Inspector:

Jeremy Pfeifer
Cell - 262-689-7346 Email - jeremy@jpbbuildinginspections.com

Permit Number: _____

**Town of Wayne
Driveway Permit to access Town Road**

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described on town road right-of-way and in consideration of being granted permission, as evidence by the approval of the authorized representative of the Town of Wayne Board, binds and obligates himself to construct the driveway(s) in accordance with the description contained herein and sketches, if any, attached hereto, and to abide by the general requirements and location, design and construction requirements set forth on this form.

IF driveway is installed in subdivision – provide Lot # ____ & _____ subdivision

Driveway(s) Location Description:

Name of road driveway(s) to be located: _____: Washington County: Town of Wayne: along the (north, south, east, west) side of the road _____ feet, (north, south, east, west) _____ feet of _____ (closest crossroad).

Driveway will be located _____ feet from the (north, south, east, west) lot line. Driveway must be at least 5 feet from any lot line.

Example: Name of road driveway(s) to be located: **Sunset Drive**: Washington County: Town of Wayne: along the (north, **south**, east, west) side of the road **1,250 feet**, (north, south, east, **west**) of **Townline Road** (closest crossroad).

Driveway will be located **8 feet** from the (north, south, **east**, west) lot line. Driveway must be at least 5 feet from any side lot line.

Proposed driveway should be marked in the following fashion: One stake marked DRIVEWAY in the center of driveway; Line painted on road indicating the center of driveway marked DW; or certified survey map with drive indicated by surveyor (no draw ins).

Type of Proposed Driveway:

Current driveway present? YES/NO If yes – Type: Farm Entrance Residence Business

Type Driveway requesting: Farm Entrance Residence Business

Other information: Give description of proposed work if other than a straight forward installation to include any special circumstances, culvert sizing or length, or special embankments or end walls, intersection clearances, or other details of proposed installation, along with any references to attached sketch, if any: _____

Culvert Size:

- ___ 18 inches by 24 feet (minimum)
- ___ 15 inch by 21 inch oval by 24 feet (minimum)
- ___ _____ (must be greater than minimum)
i.e. 24 inch by 30 feet/20 inch by 24 feet

The signature by applicant or designated designee acknowledges terms and conditions of proposed permit.

Print Name of Applicant or designated designee

Signature of Applicant of designated designee

Date

Email Address

Phone Number

Address (where permit can be mailed)

Approved/Denied

Town of Wayne Culvert Inspector

Date

Schedule for Town Board Approval on: _____ (date – If Applicable)

For Office Use Only:

Tax Key Number _____

___ Permit Fee \$150 or \$100 (Check number _____)

___ Driveway Bond \$500 (Check Number _____)

Total Received (\$ _____) by _____.

House Address: _____

Refund returned to:

Refund address:

Town of Wayne
Construction Standards and General Requirements
For Driveway Installation within the Town Right-of-way

The Following construction standards and general requirements shall apply to any culvert placed within the Town of Wayne right-of-way and to any paved driveway approach within the right-of-way.

1. Culverts, where required by the Town, shall be at least twenty-four (24) feet long for residential driveways and at least forty (40) feet long for commercial driveways.
2. Culverts shall be installed with apron and end walls.
3. New galvanized steel meeting minimum state highway gauge will be allowed. Plastic pipe is allowed and must be a corrugated outer wall with a smooth inner liner. Must meet AASHTO M294 for polyethylene and AASHTO M330 for polypropylene. Any other requests will need to be approved by the Town Board at a Regular meeting.
4. Culverts shall be laid on a bedding of three-quarter (3/4) inch road gravel and shall be backfilled with three-quarter (3/4) inch road gravel.
5. End treatments shall be installed at a maximum of forty-five (45) degrees to the road surface and shall not exceed the driveway grade in height.
6. Driveway grades shall be placed in a manner to maintain a pitch of one-half (1/2) inches per foot away from the roadway to the center of the ditch flow line.
7. NO CONCRETE surface shall be allowed within the highway right-of-way.
8. The applicant shall be responsible to call the Diggers Hot Line and any other underground utility sufficiently prior to the commencement of excavation to permit proper marking of the area.
9. The applicant shall restore the right-of-way to the satisfaction of the Culvert Inspector and as soon as possible in order to avoid a hazard to the traveling public and excess erosion.
10. All work within right-of-way shall be performed in such a manner so as not to interfere with traffic on the adjoining roadway.
11. The entire cost of installing and maintaining the driveway access and culvert, including restoration, shall be the financial responsibility of the applicant.
12. The applicant agrees to hold harmless and indemnify the Town of Wayne, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.

Sketch or other special terms and conditions:
