

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
DRIVEWAY CULVERT INSTALLATION PERMIT**

Property Owner Name: _____

Address: _____ City: _____

Contact Number: _____

<input type="checkbox"/> New Culvert	\$100.00	All fees are non-refundable.
<input type="checkbox"/> Replacement or Extension of Culvert	\$100.00	
<input type="checkbox"/> Temporary Driveway Culvert	\$100.00	

Contact Information for Contractor/Individual installing the culvert:

Name: _____ Address: _____

Contact Number: _____

I understand and agree that the submission of this application to the Town of Algoma shall not in any way be construed as implying consent and/or permission for the described work to be performed in the Town Right-of-Way. If the permit is approved, it shall be issued in the name of the CURRENT PROPERTY OWNER ONLY.

I will comply with the terms and conditions of this permit in accordance with the Town of Algoma Ordinances. I have read and understand all of the requirements.

X _____
Signature – permit will not be processed without signature

X _____
Date

-----Do not write below this line – Office Use Only-----

Culvert diameter _____ inches Culvert length _____ feet with endwalls

Requirements/Comments: _____

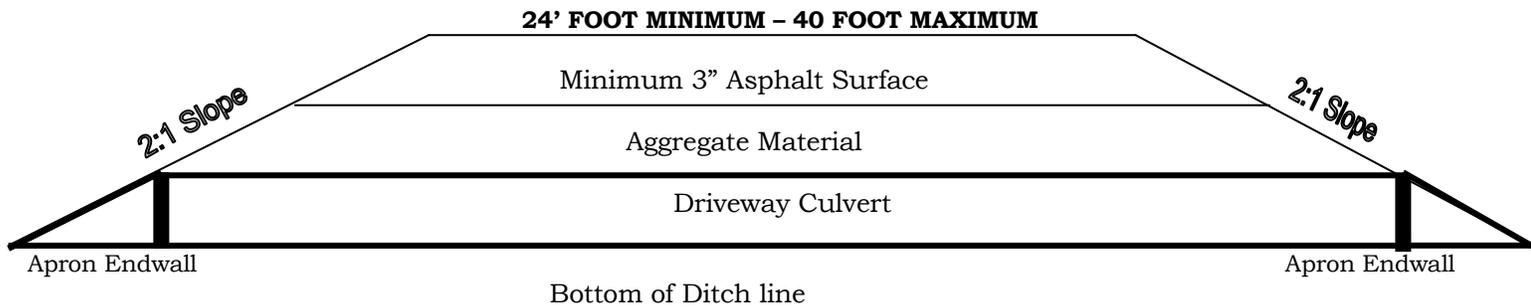
Permit Fee: \$ _____ Date Paid _____ Check # _____

Application approved by: _____ Date: _____

Completed work approved Not Approved *See end of application for explanation

Inspector: _____ Date: _____

1. Side slope grade shall be no less than 2 to 1 as per diagram below:



2. A site plan of the proposed building and building site with four (4) views of the elevations of the building (front, back and sides) shall be provided to the Town of Algoma prior to issuance of the permit.
3. The culvert must be at right angles to the roadway and located at the bottom of the existing ditch line.
4. The home owner and/or builder shall identify the desired location of the driveway by placing stakes in the ditch of the right-of-way.
5. The home owner and/or builder shall insure that there is a minimum of one (1) foot of cover over the culvert. This shall be achieved by insuring that the grade from the top of the garage slab (taken approximately two (2) feet inside the garage) to the top of the culvert is one (1) or more feet in height above the culvert. Every effort shall be made to allow the maximum amount of cover over the culvert, the minimum amount of cover allowed being one (1) foot. .
6. The driving surface shall meet specified width requirements. Minimum width is 24'. The required length of the culvert with endwalls shall be at the discretion of the Town of Algoma Road/Drainage Coordinator, Building Inspector, Administrator or their designee.
7. The driveway culvert shall be as specified by the Town of Algoma. The culvert diameter shall be a minimum of 15" and all installations shall require endwalls on both ends of the culvert pipe. Endwalls shall be installed at time of original installation.
8. Culvert pipes and endwalls shall consist of galvanized steel material only. Culverts constructed of plastic, vinyl or polyvinyl materials shall not be allowed except for an approved temporary installation.
9. All culverts, endwalls, finish materials, culvert and endwall installation and permit fees are the owner's expense.
10. All culverts and endwalls shall be installed within 90 days from issuance of this permit.
11. **Once the culvert is installed, all other finish work must be completed by the property owner within 60 days. This includes the surfacing of the driveway approach with asphalt. Town of Algoma reserves the right to inspect and correct deficiencies that have not been addressed after the 60 day inspection period and shall charge all associated costs to the applicant. Time extensions may be granted at the discretion of the Road/Drainage Coordinator, Building Inspector, Administrator or their designee.**
12. Temporary culverts may be allowed with approval from the Road/Drainage Coordinator, Building Inspector, Administrator or their designee.
13. Temporary culverts shall be removed at the owner's expense.
14. **A separate permit is required prior to placing asphalt on the driveway approach.**

15. It is the responsibility of the homeowner or contractor to contact Digger's Hotline and/or any other private utilities prior to commencement of work.
16. All unauthorized installations shall be removed at the owner's expense. The owner will be required to apply and pay all necessary fees in order to obtain an approved TOWN OF ALGOMA CULVERT PERMIT prior to installation of an approved culvert.
17. Only one (1) access shall be allowed per residential parcel.
18. The Town of Algoma Road/Drainage Coordinator, Building Inspector, Administrator or their designee shall approve all work. Upon completion of the work, if the Town deems that the work was not done to Town of Algoma specifications, the Town shall require that the homeowner make changes and/or repairs so that the final work meets Town of Algoma specifications. If the homeowner does not make the required changes and/or repairs within 60 days, the Town of Algoma shall have the authority to hire a third party to complete the required changes and/or repairs. The homeowner will be billed for the work performed by the third party. If the Town of Algoma is not reimbursed within 45 days of billing, the amount outstanding shall be placed on the real estate taxes of the owner.

WORK COMPLETION

*Your work has not been completed to Town of Algoma standards based on the following criteria: