

**TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN  
DRIVEWAY APPROACH PERMIT**

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Asphalt paving of driveway approach      **FEE: \$50.00**      All fees are non-refundable.

*Contact Information for asphalt Contractor:*

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 shall 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 of this permit application.

X \_\_\_\_\_  
Signature – permit will not be processed without signature

X \_\_\_\_\_  
Date

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

Requirements/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

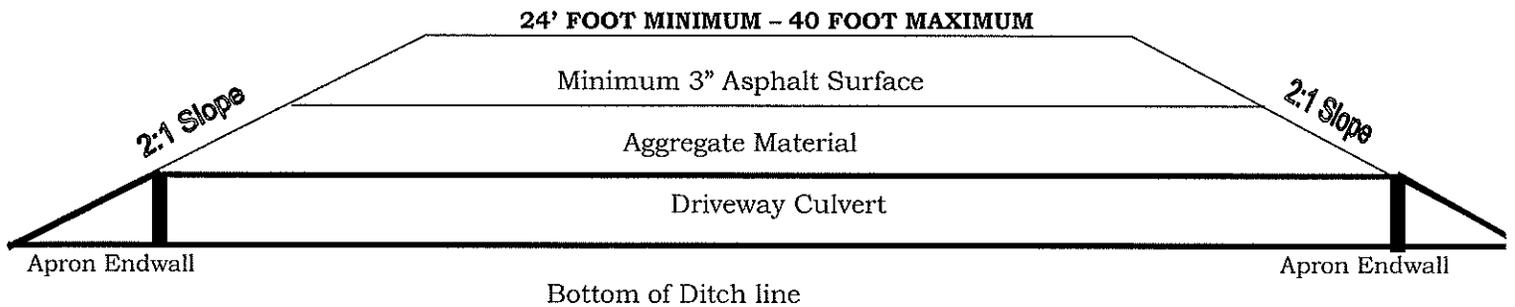
Permit Fee: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

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. 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. .
3. The driving surface shall meet specified width requirements. Minimum width is 24'.
4. All finish materials and permit fees are the owner's expense.
5. **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 digression of the Road/Drainage Coordinator, Building Inspector, Administrator or their designee.**
6. That portion of the driveway located in the right-of-way shall be surfaced with asphalt. The use of concrete or brick pavers is prohibited.
7. The HMA (hot mix asphalt) must be tapered in such a way that the water is diverted into the roadway ditch. Runoff from the paved driveway is not allowed to drain onto the adjoining road. Elevations of driveway approaches must be kept below the adjoining roadway pavement in order to avoid obstructions to snow removal equipment. The low point of the driveway shall be over the culvert or transverse to the center of the ditch.
8. Temporary driveways may be allowed with approval from the Road/Drainage Coordinator, Building Inspector, Administrator or representative.
9. 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 DRIVEWAY PERMIT prior to installation of the HMA.
10. The Town of Algoma Road Supervisor, 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.

11. 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.

### **WORK COMPLETION**

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