

**TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN  
DRIVEWAY, CULVERT AND WORK WITHIN RIGHT-OF-WAY PERMIT  
15 N. Oakwood Road, Oshkosh, WI 54904 Phone 920-235-3789**

*Please Print*

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

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

One form is required for each connection/access point. Permission is requested to perform the following work in the Town Right-of-Way:

	Fee
<input type="checkbox"/> New Residential/Commercial Driveway or Field Access	\$ 100.00
<input type="checkbox"/> Existing Driveway Culvert Replacement or Extension	\$ 100.00
<input type="checkbox"/> Hot mix asphalt paving of existing driveway Approach <i>(see back - item #12)</i>	\$ 50.00
Provide name and phone number of asphalt contractor: _____	
<input type="checkbox"/> Temporary Driveway Culvert	\$100.00
<input type="checkbox"/> Miscellaneous	

*The above fees are non-refundable. There is no fee for miscellaneous items.*

**Make check payable to Town of Algoma and return to: 15 N. Oakwood Road, Oshkosh, WI 54904**

**Contact Information for Contractor/Individual installing culvert or performing work in right-of-way.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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 and 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 any permit that may be issued by the Town of Algoma in accordance with the Town of Algoma Ordinances. I have read and understand all of the requirements on pages 1 and 2 of the application.

X  
Signature – application will not be processed without signature \_\_\_\_\_ Date \_\_\_\_\_

----- Please do not write below this line – for use by Town of Algoma Only -----

Location \_\_\_\_\_ feet \_\_\_\_\_

Surface size shall be \_\_\_\_\_ feet wide. Culvert required:  No  Yes Culvert size \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Date Paid \_\_\_\_\_

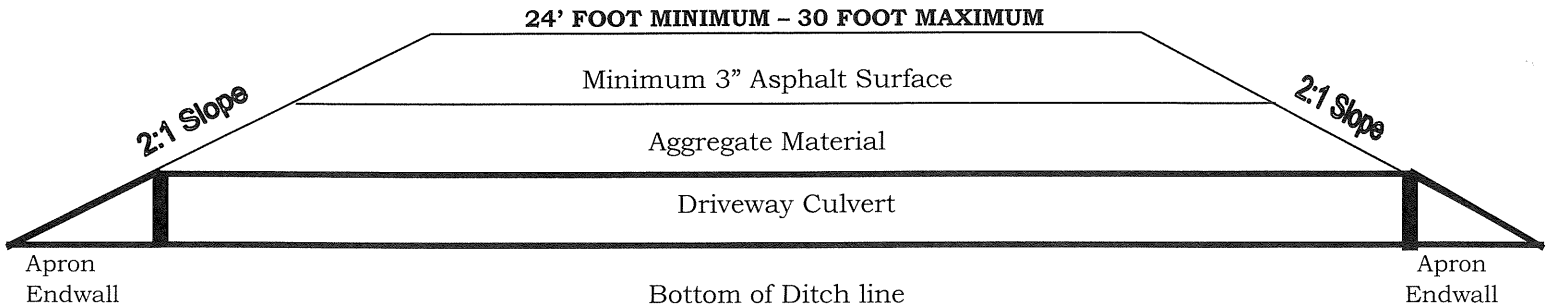
Application  Approved  Denied (\*see back of application for denial explanation)

Requirements or Comments: \_\_\_\_\_

Approved or Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Work completed by: \_\_\_\_\_ 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 Driveway, Culvert and Work Within Right-of-Way 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 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 representative.
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 must 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 digression of the Road/Drainage Coordinator, Building Inspector, Administrator or representative.**
12. The portion of the driveway located in the right-of-way shall be surfaced with asphalt. The use of concrete or brick pavers is prohibited.
13. 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.
14. Temporary driveways may be allowed with approval from the Road/Drainage Coordinator, Building Inspector, Administrator or representative.
15. Temporary driveway culverts shall be removed at the owner's expense.

16. All unauthorized installations will 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, CULVERT AND WORK WITHIN RIGHT-OF-WAY PERMIT prior to installation of an approved culvert, driveway or right-of-way work.
17. The Town of Algoma shall be authorized to remove all objects and obstructions from the right-of-way adjacent to existing driveway approaches that have not been previously authorized by a Town of Algoma permit. The permit fee will be required to be paid and the permit approved prior to the commencement of the work. The property owner is responsible for providing the necessary materials.
18. The Town of Algoma Road Supervisor, Building Inspector, Administrator or representative shall approve all work done in the right-of-way. When the work is finished, if the Town deems that the work has not been done to Town of Algoma specifications, they 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 and if the Town of Algoma is not reimbursed within 45 days of billing, the amount outstanding will be placed on the real estate taxes.

### **APPLICATION DENIAL**

\*Your permit application has been denied based on the following criteria: