

TOWN OF ALGOMA, WINNEBAGO COUTY, 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 of Culvert Location: _____ 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="radio"/> New Residential/Commercial Driveway or Field Access	\$100.00
<input type="radio"/> Existing Driveway Culvert Replacement or Extension	\$100.00
<input type="radio"/> Hot mix asphalt paving of existing driveway Approach (<i>see back – item #7</i>)	\$50.00
Provide name and phone number of asphalt contractor: _____	
<input type="radio"/> Temporary Driveway Culvert	
<input type="radio"/> 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 to 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 **CUURENT 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 all pages of the application.

X _____

Signature – application will not be processed without signature **Date**

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

Surface size shall be _____ feet wide. Culver Required: No Yes Culvert Size _____

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

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

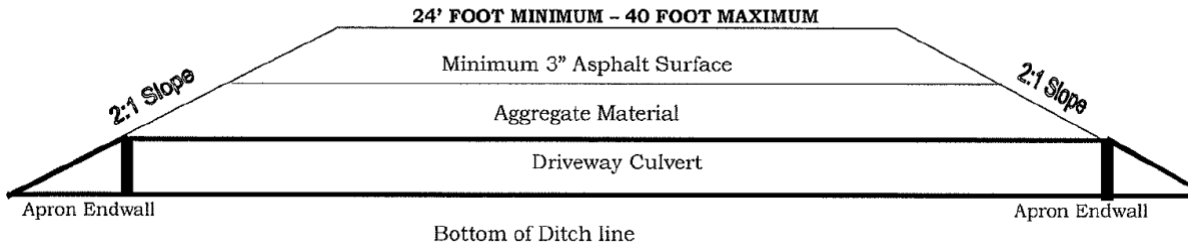
Requirements or Comments: _____

Approved or Denied by: _____ Date: _____

Work completed by: _____ Date: _____

DRIVEWAY APPROACH PERMIT GUIDELINES

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



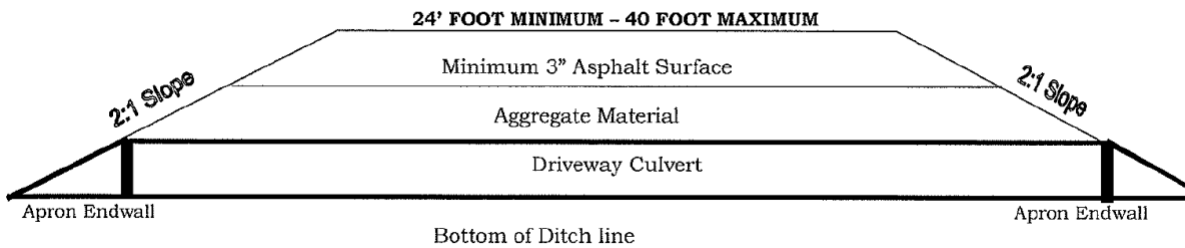
2. The home owner and/or builder shall insure that there is a minimum of one (1) foot of cover over the culvert. This shall be achieved by ensuring that the grade from the top of the garage slab (taken approximately two (2) feet inside the garage) to the top of the culvert is one (1) or more feet in 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 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.
7. The HMA (hot mix asphalt) must be tapered in such a way that the water is diverted unto 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.

DRIVEWAY CULVERT INSTALLATION GUIDELINES

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 ensuring 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 end walls 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 end walls on both ends of the culvert pipe. End walls shall be installed at the time of original installation.
8. Culvert pipes and end walls shall consist of galvanized steel material only. Culverts constructed of plastic, viny or polyvinyl materials shall not be allowed except for an approved temporary installation.
9. All culverts, end walls, finish materials, culvert and end wall installation and permit fees are the owner’s expense.
10. All culverts and ed walls 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 digression 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 of 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 responsivity 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 the 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 changed 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.

PERMIT FOR WORK WITHIN RIGHT-OF-WAY GUIDELINES

1. All unauthorized installations shall be removed at the owner's expense.
2. 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 the 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 changed 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.
3. It is the responsibility of the homeowner or contactor to contact Digger's Hotline and/or any other private utilities prior to commencement work.