



Driveway, Culvert, and Work Within Right-of-Way Permit

TOWN OF ALGOMA, WINNEBAGO CO. WI, WISCONSIN
15 N Oakwood Road, Oshkosh, WI 54904 | Phone: 920-235-3789

PLEASE PRINT:

Property Owner Name

Phone Number

Address of Culvert Location

City *State* *Zip Code*

PERMISSION IS REQUESTED TO PERFORM THE FOLLOWING WORK IN THE TOWN RIGHT-OF-WAY:

One form is required for each connection/access point.

	FEE
<input type="checkbox"/> New residential/commercial driveway or field access	\$150.00
<input type="checkbox"/> Existing driveway culvert replacement or extension	\$150.00
<input type="checkbox"/> Hot mix asphalt paving of existing driveway approach <i>(see item #7 of Driveway Approach Permit Guidelines)</i>	\$50.00
<i>Name and phone number of asphalt contractor:</i> _____	
<input type="checkbox"/> Temporary driveway culvert	
<input type="checkbox"/> Miscellaneous _____	No Fee

The above fees are non-refundable.

MAKE CHECK PAYABLE TO:

Town of Algoma

RETURN CHECK TO:

15 N Oakwood Rd, Oshkosh, WI 54904

CONTRACTOR/INDIVIDUAL INSTALLING CULVERT OR PERFORMING WORK IN RIGHT-OF-WAY:

Name *Address* *Phone*

I understand and agree the submission of this application to the Town of Algoma (also referred to as "the Town") 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 approved, the permit will be issued in the name of the **CURRENT PROPERTY OWNER ONLY**.

I will comply with the terms and conditions of any permit 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 this application.

X

Signature (application will NOT be processed without signature)

Date

SECTION 1: DRIVEWAY APPROACH PERMIT GUIDELINES

1. The side slope grade shall be no less than two to one (2:1) as per the diagram (Figure 1-1) below:

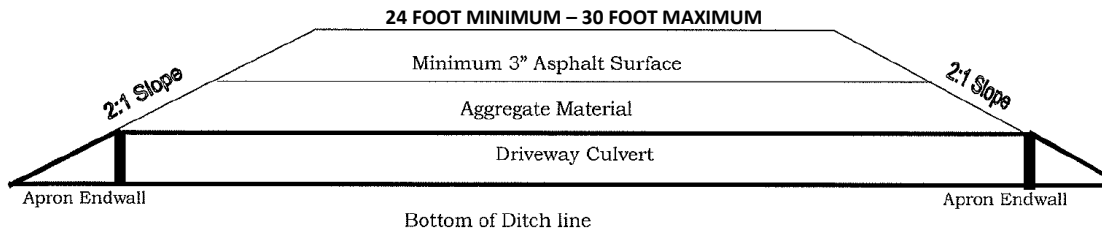


Figure 1-1

2. The property owner and/or contractor shall try to ensure there is a minimum of one (1) foot of cover over the culvert. This shall be achieved by ensuring 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, with the minimum amount of cover allowed being one (1) foot.
3. The driving surface shall meet specified width requirements. The minimum width is 24 feet.
4. All finish materials and permit fees are the property owner's expense.
5. **Once the culvert is installed, all other finish work must be completed by the property owner within 90 days. This includes the surfacing of the driveway approach with asphalt. The Town of Algoma reserves the right to inspect and correct deficiencies that have not been addressed after the 90-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.**
6. 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 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 to avoid obstructions for 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 their designee.
9. All unauthorized installations shall be removed at the property owner's expense. The property owner will be required to apply and pay all necessary fees 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 work completion, if the Town deems the work was not done to Town of Algoma specifications, the Town shall require the property owner to make changes and/or repairs so the final work meets Town of Algoma specifications. If the property owner 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 property owner 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 outstanding amount will be included with the property owner's real estate taxes.
11. It is the responsibility of the property owner or contractor to contact Digger's Hotline and/or any other private utilities prior to the commencement of work.

SECTION 2: DRIVEWAY CULVERT INSTALLATION GUIDELINES

1. The side slope grade shall be no less than two to one (2:1) as per the diagram (Figure 2-1) below:

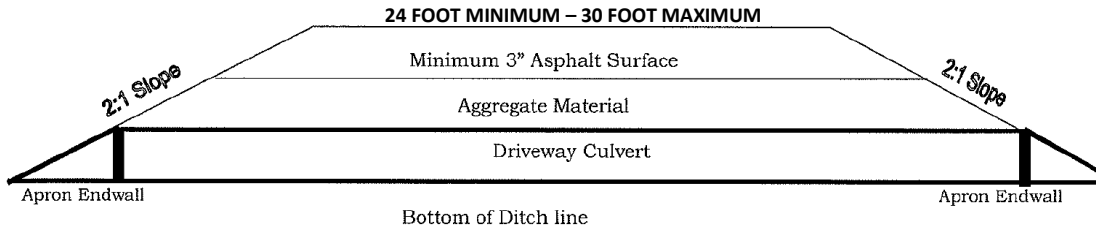


Figure 2-1

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 the 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. Some excavation may be needed to achieve the proper elevation and flow line.
4. The property owner and/or contractor shall identify the desired location of the driveway by placing stakes in the ditch of the right-of-way. The Town Road/Drainage Coordinator or designee will then determine the size of the culvert.
5. The property owner and/or contractor shall try to ensure there is a minimum of one (1) foot of cover over the culvert. This shall be achieved by ensuring 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, with the minimum amount of cover allowed being one (1) foot.
6. The driving surface shall meet specified width requirements. The minimum width is 24 feet. 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 inches 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 only of galvanized steel material. Culverts constructed of plastic, vinyl, or polyvinyl materials are not allowed except for an approved temporary installation.
9. All culverts, end walls, finish materials, installation, and permit fees are the property owner's expense.
10. All culverts and end walls shall be installed within 90 days from the issuance of this permit.
11. **Once the culvert is installed, all other finish work must be completed by the property owner within 90 days. This includes the surfacing of the driveway approach with asphalt. The Town of Algoma reserves the right to inspect and correct deficiencies that have not been addressed after the 90-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, or their designee.
13. Temporary culverts shall be removed at the property owner's expense.

SECTION 2: DRIVEWAY CULVERT INSTALLATION GUIDELINES CONT.

14. It is the responsibility of the property owner or contractor to contact Digger's Hotline and/or any other private utilities prior to the commencement of work.
15. All unauthorized installations shall be removed at the property owner's expense. The property owner will be required to apply and pay all necessary fees in order to obtain an approved TOWN OF ALGOMA CULVERT PERMIT prior to the installation of an approved culvert.
16. Only one (1) access shall be allowed per residential parcel.
17. 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 the work was not done to the Town of Algoma specifications, the Town shall require the property owner to make changes and/or repairs so the final work meets Town of Algoma specifications. If the property owner 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 property owner 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 outstanding amount will be included with the property owner's real estate taxes.

SECTION 3: PERMIT FOR WORK WITHIN RIGHT-OF-WAY GUIDELINES

1. All unauthorized installations shall be removed at the property 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 the work was not done to the Town of Algoma specifications, the Town shall require the property owner to make changes and/or repairs so the final work meets Town of Algoma specifications. If the property owner 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 property owner 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 outstanding amount will be included with the property owner's real estate taxes.
3. It is the responsibility of the property owner or contractor to contact Digger's Hotline and/or any other private utilities prior to the commencement of work.