



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

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

PLEASE PRINT:

Property Owner Name

Phone Number

Address of Driveway, Culvert, or Right-of-Way Work

Permit ID

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
Name and phone number of asphalt contractor: _____	
<input type="checkbox"/> Temporary driveway culvert	\$100.00
<input type="checkbox"/> Work in right-of-way* <i>*Attach a description of the proposed work to this application.</i>	\$100.00

The above fees are non-refundable.

MAKE CHECK PAYABLE TO:

Town of Algoma

RETURN CHECK TO:

15 N Oakwood Rd, Oshkosh, WI 54904

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

Name

Address

Phone

I understand and agree that submitting this application to the Town of Algoma (also referred to as "the Town") does not imply consent or permission for the described work to occur 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 per the Town of Algoma Ordinances. I have read and understand all the requirements on all pages of this application.

X

Signature (application will **NOT** be processed without signature)

Date

PERMIT CONDITIONS

Failure to comply with any of the below conditions will result in a work stoppage mandated by the Town Administrator or designee.

1. Dispose of all on-site waste and concrete wash properly.
2. Clean up road surfaces and all sediment carried off-site by the end of the workday.
3. Ditch checks are required.
4. Drainage from the site must not impact neighboring properties.
5. Establish vegetation as soon as possible and maintain erosion control practices until it is established.
6. Locate soil stockpiles on high ground, away from drainage, water courses, inlets, etc.
7. Minimize land disturbance.
8. Seed and mulch disturbed areas.
9. Establish property lines of new and abutting properties.
10. Perimeter controls are required.
11. Protect soil stockpiles with seed, mulch, silt fence, tarps, trenches, etc.
12. A tracking pad is required (minimum 24' x 50' x 1' of 3-6" clear stone).
13. Culvert and asphalt aprons must comply with the requirements outlined in this document.
14. Access property through approved entrances only; do not disturb finished ditches.
15. Grade yards to proper grades OR provide yard grade information to owners.
16. Place mailboxes according to USPS requirements.
17. Overnight (midnight – 6:00 a.m.) parking is prohibited on ALL Town of Algoma roadways; this includes motor vehicles, other large vehicles, and trailers. See Town of Algoma Municipal Code § 320-15(E).