

Town Driveway Access Permit Application
Town of Worcester
W6895 Springs Drive, Phillips, WI 54555
715-339-3430
twnwor@outlook.com

This completed driveway/highway access permit application must be filed with the Town Clerk **along with a non-refundable \$50.00 application fee.**

Applicant/Property Owner: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____
Road to be accessed by driveway: _____

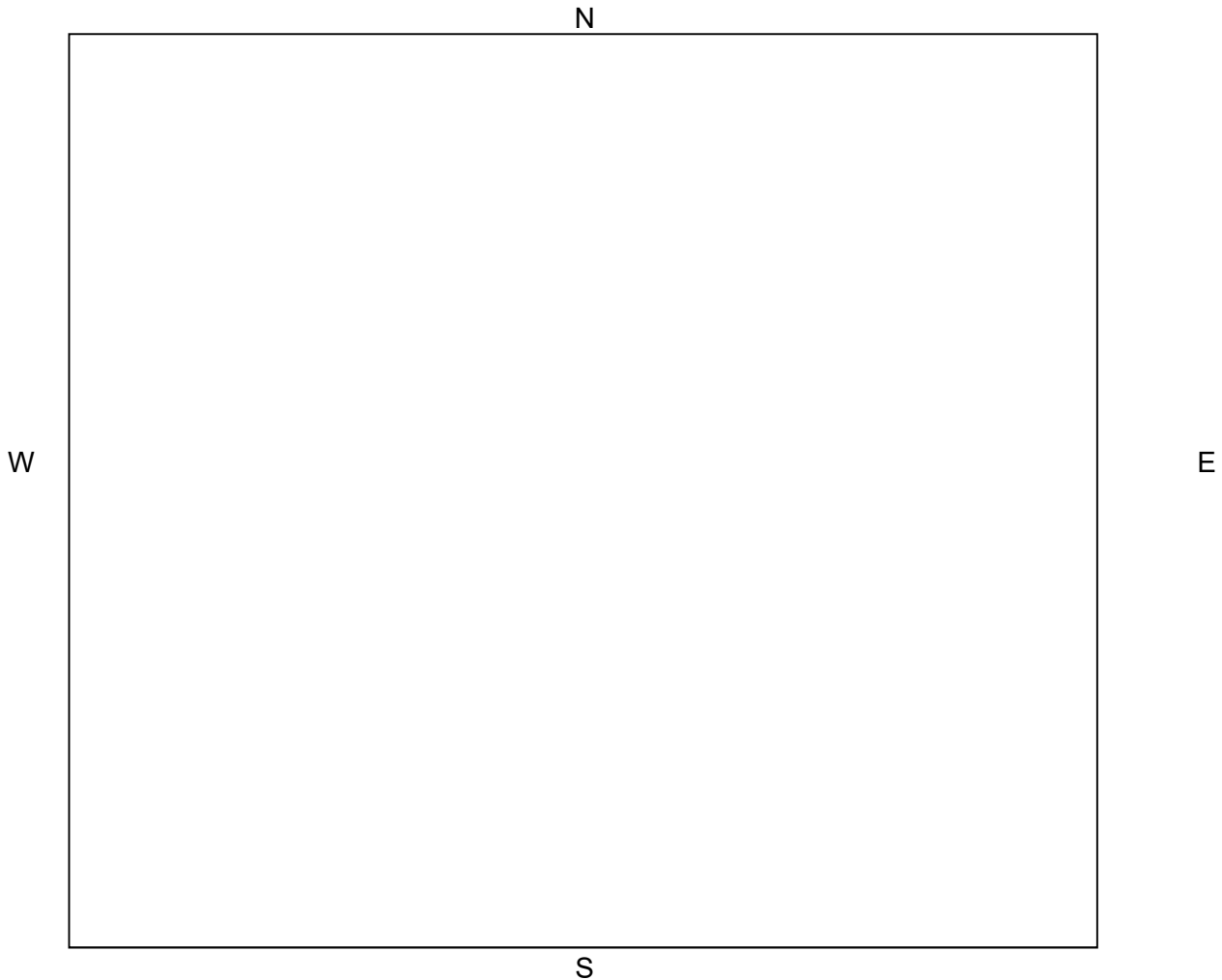
The applicant/property owner does hereby agree to the conditions of the Driveway Access Permit:

- No work on the construction of a driveway access shall begin before a permit is obtained from the Town Board.
- The driveway must be at least 16 feet wide with at least a 14 foot overhead clearance and, if deemed necessary, have a suitable turnaround allowing accessibility by emergency vehicles. Any culvert installed must be a minimum 30 feet in length.
- All obstructions, such as rocks, lights, tree stumps, are to be removed.
- The driveway shall be constructed in such a manner as to prevent water flow from the property onto the surface of the Town road.
- The cost of the culvert and installation of same is solely the obligation of the applicant and the Town Board by the approval of this permit, does in no way assume any responsibility for any costs resulting in the installation, or cost of the said culvert.
- In the event that during or after the completion of the installation of a culvert by the applicant, the ditches on either side of the culvert shall become filled or disturbed so as to restrict the normal flow of water, the ditches shall be restored to their original grade, that being the same that existed prior to the installation of said culvert and all costs resulting from the restoration of said ditches shall be borne by the applicant.
- Upon completion of the installation, the applicant shall notify the Town Board so that the Town Crew Supervisor can conduct an inspection of the driveway to ensure full compliance with the permit.
- The size of the culvert needed (if any), for either commercial or non-commercial properties shall be determined by the Town of Worcester, or a designee thereof, upon inspection of the site.
- **The culvert shall be installed by the Town of Worcester.** The cost of the culvert and any material is the sole responsibility of the applicant. All labor associated with the installation of the culvert shall be provided at no charge by the Town of Worcester.
- The Driveway Access Permit is effective for 12 months from the date of approval unless renewed for an additional one 6-month renewal period.

Date: _____

Signature of Applicant/Property Owner

Sketch a map below (required). Include the approximate location of the driveway in relationship to property lines, structures, existing private roads or town roads. Include the length of driveway to the dwelling or structure, dimensions of the driveway as well as the width of the driveway at the edge of the roadway. You will be notified in writing if a driveway construction plan and/or a highway access location plan is required. If more space is needed, attach a sketch to this application.



Town Crew Supervisor recommendation:

Turnaround needed? Yes No Culvert needed? Yes No
Size of culvert: _____

Town Board Determination:

Driveway Access Permit Approved Denied

Date Town Chairman