

TOWN OF WASHINGTON  
GREEN COUNTY, WISCONSIN  
**DRIVEWAY CONSTRUCTION PERMIT**

The following is to be completed by applicant:

To the Washington Town Board: The undersigned hereby applies for a permit to construct or rework a driveway in the Town of Washington, Green County, WI.

Applicants Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address for proposed driveway: \_\_\_\_\_

Section: \_\_\_\_\_

The driveway will provide access to State Road \_\_\_\_\_ County Road \_\_\_\_\_ Town Road \_\_\_\_\_

Proposed Use of property: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY TOWN BOARD:**

Application fee \_\_\_\_\_ Date of Receipt \_\_\_\_\_ Received by \_\_\_\_\_

Security Deposit \_\_\_\_\_ Date of Receipt \_\_\_\_\_ Received by \_\_\_\_\_

A. Town Board \_\_\_\_\_ denied driveway permit      Date of Denial \_\_\_\_\_  
Town Board \_\_\_\_\_ approved driveway permit      Date of Approval \_\_\_\_\_

B. Engineer's Plan \_\_\_\_\_ is not required      \_\_\_\_\_ is required  
Date plan approved by Board: \_\_\_\_\_

C. A culvert at the ditch line where the driveway meets the public road.  
\_\_\_\_\_ is required      \_\_\_\_\_ is not required

D. Erosion control plan completed \_\_\_\_\_ yes      \_\_\_\_\_ no

**PERMIT APPROVAL:**

Chairman: \_\_\_\_\_ Date Issued \_\_\_\_\_ (expires in 1 year)

Supervisor \_\_\_\_\_ Supervisor \_\_\_\_\_

## **TOWN OF WASHINGTON DRIVEWAY PROCEDURES AND SPECIFICATIONS (JULY 2019)**

This outline of procedures is only a summary. You must read the Town of Washington Driveway Ordinance and the Town of Washington Realities Code of Country Living, both are on the town website, [www.townofwashingtongreencounty.com](http://www.townofwashingtongreencounty.com) for a complete statement of driveway requirements and specifications, calculation of fees, and policies. You should feel free to contact the Town Board Chairperson with any questions. That contact information is on the website.

No person shall construct, improve or rework a road access or driveway which changes the existing topography of the land without first obtaining a Driveway Permit from the Town Board of Supervisors. Resurfacing previously constructed driveways does not constitute a change.

**Any proposed driveway or road access construction or modification shall be accompanied by an erosion control plan presented to the Town Board of Supervisors prior to the issuance of a Driveway Permit. An erosion control plan shall include the driveway owners' intentions and timetable to reseed, mulch, ditch, placement of culvert or any other erosion control measures, all of which shall be completed within ninety (90) days after beginning driveway construction or modification.**

A fee of \$150.00 for a Town Road Access and \$300.00 for Driveway shall be charged for the issuance of permits. A refundable deposit of \$500.00 will be required. Refund will be made after roadway is completed and residence is ready to be occupied then inspected by the Town Building Inspector. **Driveway permits issued and not inspected within a year from town board approval are void.**

Maps of the proposed building site shall be presented to the Town Board of Supervisors.

### **SPECIFICATIONS FOR THE CONSTRUCTIONS OF DRIVEWAYS:**

- A. Each driveway shall have a culvert at the ditch line where the driveway meets the public road, unless waived by the Town Board of Supervisors. The culvert diameter shall be a minimum of 18" and the length to be 30 feet unless different dimensions are determined by the Town Board of Supervisors.
- B. The driveway must have a least 6 inches of 3-inch rock on the roadbed and covered with 3 inches of ¾ inch gravel unless the Town Board of Supervisors considers otherwise. The driveway must be 21 feet in width with 15-foot driving surface and 3-foot gravel shoulders on each side. For driveways longer than 300 feet, at every 300-foot interval the driveway must be 24 feet in width for a length of 60 feet.
- C. An area of 24 feet in width and 18 feet in height shall be cleared along the driveway right-of-way in order to permit emergency vehicles a safe passage and must be maintained as such.
- D. The driveway must have a turning radius at the place where it intersects with a public road of at least 24 feet and an unobstructed view of at least 250 feet at that place.
- E. The driveway which is at least 24 feet in length shall have a maximum 5% grade at the point where the driveway enters on to a public road. A slight dip across the driveway shall be placed in just before the culvert at the entrance to the public road to prevent debris from washing on to the public road.
- F. The side banks shall be seeded promptly to control erosion.
- G. All costs of construction of the driveway, including the costs of the culverts and engineer's plan, if required, shall be paid by the property owner requesting the Driveway Permit.
- H. Curves in the driveway must be inside radius of not less than 36 feet.
- I. Clearly mark your house and driveway with your fire number so emergency vehicles can find your home.
- J. The driveway must either have a 90-degree Y-turn or 50 feet turning radius. The grade must not exceed 10 percent.
- K. This ordinance pertains to all roads accesses and driveways entering State, County or Township roads in the Town of Washington.
- L. It is the landowners' responsibility to comply with any and all additional regulations as required by Green County or the State of Wisconsin.
- M. Road access and Driveway Permits are valid 6 months from issuance.

