

DRIVEWAY PERMIT

Permit # _____	Date _____
Approved _____	Disapproved _____
Culvert: Required _____	Not Required _____
Approved by _____	Title _____
Town Clerk _____	

TO INSTALL DRIVEWAY ACCESS TO TOWN OF KILDARE PUBLIC ROAD [Section 8, Ordinance No. 5(H)]

The undersigned owner, legal occupant or operator of described property, hereby requests permission to construct a driveway as described below. Applicant is aware that s/he must install and maintain driveway in accordance with Town of Kildare minimum specifications listed on the reverse side of this permit. Applicant understands that the property owner shall be held liable for any and all damage to town property, including roads, due to construction by property owner or property owner's contractor/subcontractor as a result of issuance of this permit.

NAME _____ TELEPHONE NO. _____

ADDRESS _____

EMAIL ADDRESS _____

Parcel No. 29014 _____ Legal Description _____ ¼ _____ ¼ Sec _____ T _____ N, R5E

DRIVEWAY WILL INTERSECT WITH _____ ROAD

AT FIRE NUMBER _____ (or describe location as distance to nearest fire number)

COMPLETED DRIVEWAY: _____ FT. LONG X _____ FT. WIDE

DISTANCE FROM SURFACE OF DRIVEWAY TO BOTTOM OF HIGHWAY DITCH _____

CULVERT AT HIGHWAY DITCH WILL BE _____ IN. DIAMETER X _____ FT. LONG

OTHER DESCRIPTION (Example: front of property, feet east of fence, etc.)

Mail or deliver to: **Town of Kildare • Jennifer Masch, Clerk • W3604 55th St • Mauston WI 53948**

Signature of owner or agent: _____ Date _____

Address (if other than above _____

MINIMUM DRIVEWAY SPECIFICATIONS FOR ALL RESIDENTIAL AND NON-RESIDENTIAL DRIVEWAYS

No driveways shall be installed, altered or changed without first obtaining a permit authorizing the installation, change or construction of the driveway. [Section 8, Ordinance No. 5(H)]

Minimum road surface width at entrance/exit right-of-way	20 feet
Minimum width clearance	20 feet
Minimum height clearance free of trees and wires	20 feet
Maximum grade	10 per cent

Ordinarily, only one driveway shall be permitted per residence or commercial establishment.

Driveways shall be located so as to provide maximum visibility from and to roadway.

The center-line of any driveway shall be perpendicular to the center-line of the public road.

The driveway within the area of the public right-of-way shall slope away from the public road so as to prevent washing of water and debris onto roadway.

An adequate road bed of suitable material to support projected traffic and any requirements for culverts shall be determined by the town board.

If a culvert is required, it shall be a minimum of 12 inches in diameter and 30 feet in length, installed in such a manner so as to not impede drainage along roadway and to present no hazard to traffic in the road right-of-way. Culverts may be corrugated steel pipe or N-12 high density polyethylene corrugated culvert.

If a driveway is allowed to be installed without a culvert, the property owner is responsible for the installation of a culvert if a drainage problem develops.

Each driveway shall include provision for turning a vehicle around so that backing onto the public road is not necessary.

Failure to comply with all specifications will result in legal remedies set forth in Town of Kildare Building Ordinance.

The above minimum specifications are contained in Town of Kildare [Section 8, Ordinance No. 5(H)] adopted by the Town Board on November 10, 2021.

The property owner shall be held liable for any and all damage to town property, including roads, due to construction by property owner or property owner's contractor/subcontractor as a result of issuance of this permit [Section 4, Ordinance No. 5(H)].

DRIVEWAY PERMIT PROCESS

1. Complete the application and mail or deliver to: Jennifer Masch, Clerk, Town of Kildare, W3604 55th St., Mauston, WI 53948. For questions, call the clerk at (608) 350-0698, Monday-Friday, 10:00 a.m. to 3:00 p.m.

THERE IS NO FEE FOR A DRIVEWAY PERMIT.

2. The town board meets the second Wednesday of every month to review driveway permit applications.

The applicant need not be present at the meeting.

3. Once the application has been approved, a town board member will contact the applicant regarding inspection of the proposed driveway. After the location has been inspected and approved by a town board member, the clerk will mail the driveway permit to the applicant, or the applicant may pick up the permit from the clerk if desired.