

N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: September 2019

Date: _____

Permit No. _____ - _____

Fee Schedule: (For Office Use Only)

Zoning Districts Type 1: Rd-2, Rm-1, Rm-2, Rm-3, EH, MHP, I, PD, B-1, B-2, B-3, B-4, B-5, M-1, M-2, M-3, and M-4	\$100.00	___ Paid
Zoning Districts Type 2: A-1, A-2, Rs-1, Rs-2, R s-3, Rs-4, Rs-5, Rs-6, and Rs-7	\$ 50.00	___ Paid
Paving an existing access (or other minor modifications)	N/C	-

- New Driveway Installation
 Existing Driveway Reconstruction

➔ **Zoning Districts Type 1 Requirements:**

- 45 feet maximum width at roadway (**including optional flares**) & 40 feet maximum width at the right-of-way.
- 5 feet minimum distance from parallel property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and business.

➔ **Zoning Districts Type 2 Requirements:**

- 25 feet maximum width & 12 feet minimum width (**including optional flares**).
- 5 feet minimum distance from parallel property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and house.
** See back for driveway detail.*

Check All Applicable Items

- Driveway Approach
 Curb Removal & Replacement
 Driveway Culvert w/ Required Apron End Sections

Location: _____
(Address or Tax Key Number)

Owner : _____ Contractor: _____
Address: _____ Address: _____
Phone No: _____ Phone No: _____
Email: _____ Email: _____

Driveway Approach Width at Property Line: ___ feet

Is Culvert Required: Yes No

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Terms of Agreement

1. The application shall contain a description of the proposed work in the right-of-way, culvert requirements including size and length, intersection clearances, distances to nearest driveways, and details of the proposed installation. Attach a plat of survey with sketches of buildings on property, driveway, and dimensions to applicable features (property line, driveway width, etc).
2. The Village Engineer may require scale drawings or other information prior to granting a permit.
3. EXPIRATION. Permits for existing driveway reconstruction shall remain valid for 60 days from the date of issuance and permits for new driveway installation shall remain valid for one (1) year from the date of issuance, after which the permit shall expire.
4. Owner/Agent shall call (262)250-4721 to schedule an appointment for inspection two (2) business days before commencing any work.
5. PENALTIES. Persons who violate the terms of the permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
6. The Applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.
7. The Applicant agrees to hold harmless and indemnify the Village of Germantown, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.
8. The Applicant shall call the Diggers Hot Line prior to the commencement of excavation.
9. It shall be the sole responsibility of the Contractor to install and maintain sufficient warning signs and/or barricades to protect the work, workers, and to warn the public. All warning devices shall conform to the Manual on Uniform Traffic Control Devices (latest edition).
10. All culverts shall be placed under at least (one) 1 foot of cover.
11. Culvert size will be determined by the Village Engineer or representative so as to allow for proper drainage.
12. All driveways and culverts will be a minimum of 5 feet from parallel property lines.
13. Slopes forming the sides of the access shall not be steeper than 4 to 1 (25%) or that of the slopes forming the sides of the roadway, whichever is less.
14. Retaining walls are prohibited in the right-of-way.



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15. Pavement of accesses shall consist of blacktop or compacted gravel. Concrete shall not be allowed within the right-of-way except where there is an existing curb and gutter.
16. Vertical face curb and gutter (where existing) shall be removed for the new access and replaced with new curb and gutter. At the discretion of the Village Engineer, an approved contractor may be allowed to remove only the curb head on mountable curb by using a machine mounted concrete saw in lieu of removing and replacing the curb and gutter.
17. Existing Village Property including road surfaces, curbs, shoulders, slopes, ditches, and vegetation shall be restored to its original condition by the applicant. The agent/owner shall restore the right-of-way to the satisfaction of the Village Engineer within the permit period

The undersigned hereby agrees to perform the work according to the appropriate specifications and standards on file in the Engineering Department. The applicant also agrees to repair or replace any work that does not conform to said specifications and standards. All work performed under this permit is subject to the provisions in Section 8.03 and Section 17.45 of the Municipal Code of Germantown, Wisconsin.

Office Use Only (To Be Completed By the Village of Germantown)

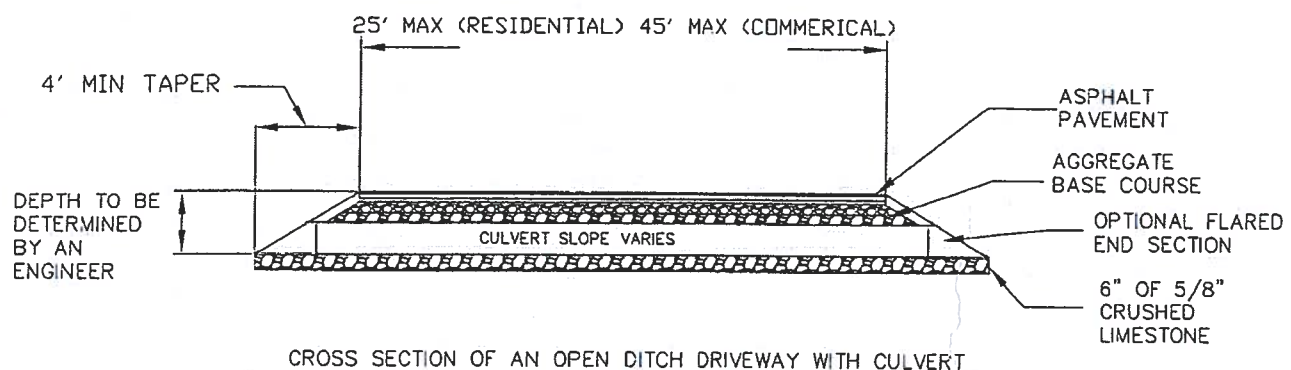
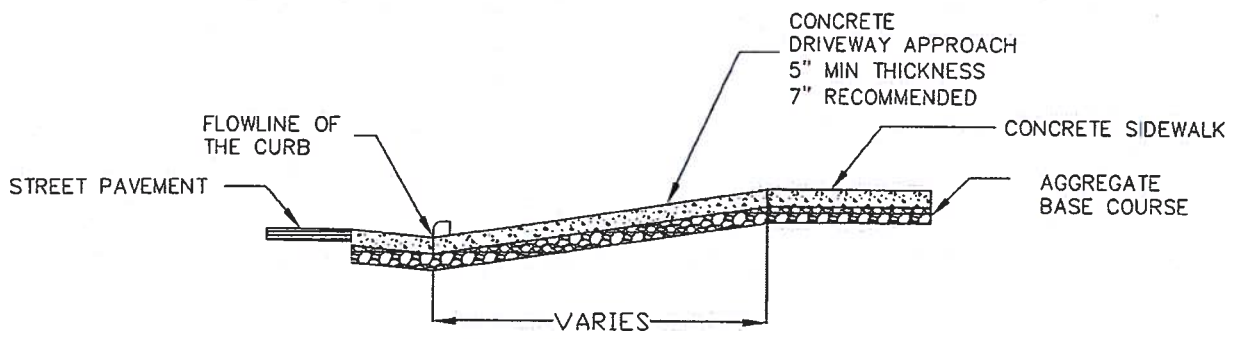
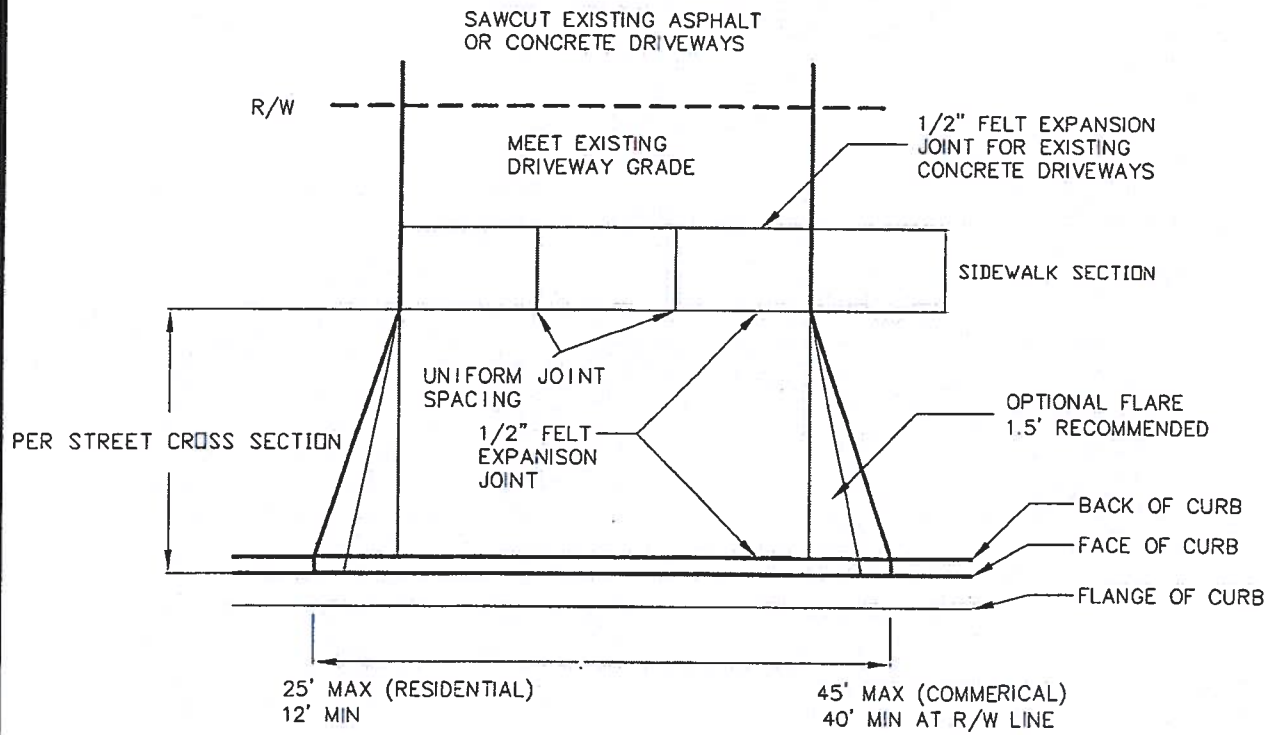
Culvert Specifications

Diameter: ___ inches Type: Round Elliptical Arch
Length: ___ feet

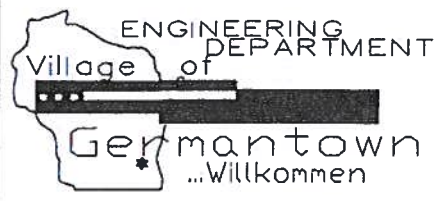
Owner or Agent: _____ Date: _____
(Signature)

Permission is hereby granted for the above applicant to perform said work in accordance with Germantown specifications and standards. Modification of the curb for the driveway approach must be approved by the Village of Germantown.

Engineering / D.P.W.
Authorization: _____ Date: _____



REVISED 5/7/2015



STANDARD DETAIL

1 DRIVWAY APPROACH
2.1 REVISED 5/2015

NOT TO SCALE