



APPLICATION FOR DRIVEWAY PERMIT
Ordinance 32 - 45 & 46

- 1. Property Address:
2. Applicant/Owner Information: Owner/s of Record:
Address: Phone:
3. Ownership Information: Attach hereto a copy of the deed which establishes the Applicant's ownership of the property to be serviced by the driveway requested in this application.
4. Driveway Information: Attach hereto a drawing which accurately depicts that portion of the proposed driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street, including the dimensions thereof and a statement of the materials proposed to be used.
5. Certification: I hereby certify that the above foregoing information is true and correct, and I agree to obey all laws and ordinances applicable hereto if an Excavation Permit is approved by the City. (The ordinance is attached for reference)
6. Binding Affect: This Application and the agreements contained herein shall be binding upon the heirs, beneficiaries, successors and assigns of the Applicant/Owner.

Signature of Applicant/Owner Print Name Date Signature of Applicant/Owner Print Name Date

Assumption of Liability: (READ CAREFULLY BEFORE SIGNING!)

I hereby agree to indemnify and hold harmless the City of Mauston, its officers, agents and employees, from any and all liability for accidents, damages, claims or causes of action caused by, resulting from, or arising out of the work contemplated by this Application.

Signature of Applicant/Owner Print Name Date Signature of Applicant/Owner Print Name Date

Certification of Payment: I hereby certify that an application fee of \$25.00 has been paid by the Applicant.

City Officer Date

PERMIT ISSUED: A driveway permit is hereby issued to the Applicant/Owner for the purpose of constructing, relocating, changing, or otherwise working on the driveway described above, provided such work is performed in accordance with the City Ordinances and State law.

Director of Public Works Date

**Sec. 32-45. DRIVEWAYS****32-45 Driveway Permits**

(a) *Purpose.* For the safety of the general public, the city shall determine the location, size, construction and number of access points to public roadways within the city limits, through the administration of this section and section 114-162 by the director of public works (DPW). It is the city's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.

(b) *Permit required to construct, reconstruct, alter or enlarge.* No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the city without first obtaining a permit therefor as provided by this article.

(c) *Application.* Application for such permit shall be made to the clerk or DPW on a form provided by the city and shall be accompanied by a drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged, lying within the dedicated portion of the public right-of-way, the dimensions thereof and a statement of the materials proposed to be used. The applicant shall pay such fee as may be established from time to time by the council, unless the proposed private driveway is a part of construction for a building or other structure for which a building permit has been applied for, in which case no additional fee is required. Upon receipt of the application and fee, if required, the DPW shall approve such application if the proposed driveway complies with the terms and conditions of this article and any other applicable city ordinance.

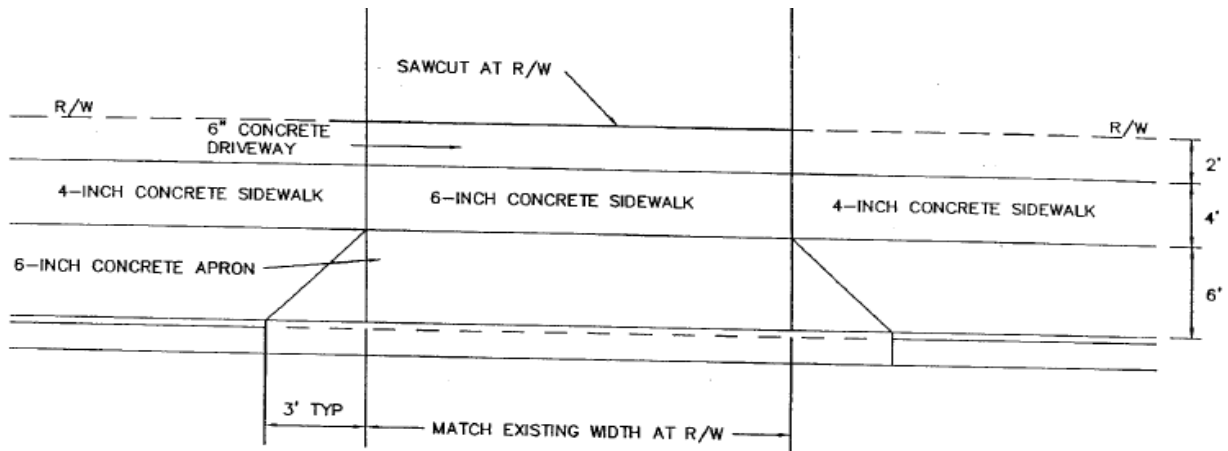
(d) *Application provisions.* All driveway permit applications shall contain the applicant's statement that:

- (1) The applicant owns the lot to be served by the proposed driveway, and that such proposed driveway is for the bona fide purpose of securing access to applicant's property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the city street, or for any other purpose.
- (2) The city reserves the right to make any changes, additions, repairs or relocations of that portion of the driveway located within the dedicated portion of the city's right-of-way at any time and for any purpose, including relocation, reconstruction, widening and maintenance of the street, without compensating the applicant or any subsequent owner of the property served by said driveway, for the damage to, destruction, closure or relocation of that portion of the driveway located within the city's right-of-way.
- (3) The applicant, his successors and assigns, agrees to indemnify and hold harmless the city, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the granting or the exercise of such permit.
- (4) The city does not assume any responsibility for the removal or clearance of snow, ice or sleet from said driveway, nor any responsibility for the opening of any windrows of snow, ice or sleet placed upon the driveway by the city.
- (5) Such additional statements as the city administrator shall deem necessary to ensure that the city's ownership and control over all rights-of-way are completely vested in the city and are not directly or indirectly transferred to a property owner by virtue of the granting of a driveway permit.

**32-46 Driveway Location, Design and Construction Requirements**

*General requirements.* The location, design and construction of driveways shall be in accordance with the requirements of section 114-162 and the following additional requirements:

- (1) *Utilities.* Driveways shall in all cases be placed wherever possible as not to interfere with utilities in place. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the city necessary before any utility may be relocated and the driveway installed.
- (2) *Culverts.* Driveways shall not obstruct or impair drainage in street ditches or roadside areas. Driveway culverts, where required, shall be adequate for surface water drainage along the street and shall not be less than the equivalent of a 12-inch diameter pipe. The distance between culverts under successive driveways shall not be less than ten feet.
- (3) *Reconstruction of sidewalks and curb and gutter.* When the construction of a driveway requires the removal of a curb or gutter, the new connections shall be of equivalent acceptable material and curb returns shall be provided or restored in a neat, workmanlike manner, in accordance with city standards. The driveway surface shall be separated from each curb cut and from the sidewalk, if any, by an expansion or cold joint, in a neat, workmanlike manner. Driveway construction shall include the installation of new or the replacement of existing sidewalk areas, over which vehicles may travel, and all such sidewalk shall be constructed to the standards required by the city to support the weight of vehicles crossing the new sidewalk.
- (4) *Boulevards.* The area located between the traveled street surface and the edge of the street right-of-way is managed and controlled by the city, subject to the following requirements:
  - a. No filling or draining of the boulevard shall occur, except with approval by the DPW. No planting shall occur within the boulevard except with approval by the DPW.
  - b. Culvert extensions within the boulevard shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate manholes adequate for cleanout purposes may be required where the total culvert length is excessive.
  - c. The city may require the landowner to construct a permanent barrier (e.g., curb, ditch, rails, posts, etc.) to separate the boulevard from the landowner's lot to prevent use of the boulevard for driveway or parking purposes as may be required by the DPW.



TYPICAL DRIVEWAY OPENING