

Town of Watertown

Permit # _____

(Driveway/Culvert Permit for Town Roads only)

Applicant Name: _____ Telephone: _____

Mailing Address: _____

Address of Driveway Location or Description of Location: _____

The above applicant has files an application for a driveway permit for the above-mentioned location with the Town, upon due notice thereof, the Town Board/Building Inspector of the Town of Watertown, hereby issues the above applicant a driveway permit upon the following terms and conditions:

- 1) **\$100.00- For New Home Driveway/Culvert, \$65.00 for all other. Check made out to the Town of Watertown.**
- 2) Driveway shall be limited to the above written location.
- 3) Other Conditions Per Town:

Failure to comply with any of the terms and conditions hereof may result in revocation of this permit. Applicant agrees to comply with all Town of Watertown ordines and with the conditions of this permit and understands that the issuance of the permit creates no legal liability, express or implied, of the department, municipality, agency or inspector. If applicant's driveway is damaged in any way through snowplowing Town roads, it is the responsibility of the owner of the driveway to incur all costs associated with the driveway. ****** Culvert Inspections will not be done if the ROW has snow in it******

Signature of Applicant _____ Date _____

Permit issued by Municipal Agent:

Name _____ Date _____

Mail Permit To:

**Town of Watertown Inspector
P.O. Box 25
Okauchee, WI 53069**

(Receipt)

Ck# _____ Date _____

From _____ Rec.By _____

SPECIFICATIONS FOR DRIVEWAY INSTALLATION IN THE TOWN RIGHT OF WAY

Paving driveways within the Town of Watertown requires a permit. The permit is obtained through the town inspector whom also will inspect the job set-up or layout prior to concrete pouring or asphalt laying if necessary. No vertical concrete walls are allowed or stonewalls with stones over eight inches in diameter are allowed. They are a hazard to public safety should someone leave the pavement. However, standard apron end sections, either metal or concrete may be used.

The sketch below depicts proper layout of a town driveway entrance. Proper pitching of materials accomplishes proper drainage, keeping water and other debris from entering the roadway.

- The minimum length of the culvert must be 24 feet and must have metal culvert ends.
- A fifteen-inch culvert is the minimum size that can be used. An oval or low-profile culvert can be used when shallow ditch conditions exist. However, an eighteen-inch culvert is preferred in deep ditch conditions and high-water volume situations. *The Town Inspector will determine what size is required.*
- Minimum road surface width 12 feet.
- Minimum width clearance 16 feet, free of trees, fences, etc.
- Minimum height clearance free from trees, wires, etc. 18 feet.
- Maximum grade or steepness of driveway 10% slope.
- A minimum of six inches of gravel or bituminous material must overlay the culvert area. Other areas in the road right of way must have 6 inches of 2 inch or larger base gravel and 4 inches of ¾ inch road surface gravel. If road right of way is immediately paved with concrete or asphalt, up to 6 inches of the gravel may be forfeited for the bituminous material.
- Asphalt/Concrete when paved into the road right away must be Level with the edge of the Town Road.
- The driveway needs to be 5' off the property line for proper water runoff and any other issue that may arise by getting too close to a neighboring property line.
- The Town is not responsible for any Town road damage done during/after construction or when the driveway paving is put in. The Town may charge the owner of the property for any road damage that was caused to the Town Road.
- If the driveway is damaged in any way through snowplowing town roads, it is the responsibility of the owner of the driveway to incur all costs associated with the driveway and any damage to the snowplow.

Owner/ Agent Signature

Date

