

# DOOR COUNTY HIGHWAY DEPARTMENT

## PERMIT TO INSTALL ACCESS DRIVEWAY TO COUNTY TRUNK HIGHWAY

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described on County Trunk Highway right-of-way, and, in consideration of being granted permission, as evidenced by the approval of the authorized representative of the Highway Commission, binds and obligates himself to construct the driveway(s) in accordance with the description contained herein and sketches, if any, attached hereto, and to abide by the general requirements and location design and construction requirements set forth on this and the **reverse side of this form.**

### LOCATION:

Property Address or Parcel ID: \_\_\_\_\_ Town: \_\_\_\_\_

Number of Driveways: \_\_\_\_\_ Width: \_\_\_\_\_

TYPE – **Select One**: Commercial \_\_\_\_\_ Residential \_\_\_\_\_ **Select One**: Urban (curb cut) \_\_\_\_\_ Rural (culvert) \_\_\_\_\_

The work proposed under this permit will be completed by: \_\_\_\_\_ (Contractor Name)

This application and terms and conditions of proposed permit agreed to by:

### PERMIT FEES (Payable to Door County Treasurer)

\$200.00 Residential Driveway  
\$400.00 Commercial Driveway  
\$1,000.00 Street Entrance – Private or Public

### Mail to: Door County Highway Department

1001 S. Duluth Ave  
Sturgeon Bay, WI 54235

**All entrances will be inspected before approval to verify size needed and after installation to make sure the entrance meets the requirements on the following page.**

### PLEASE PRINT:

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Signed: \_\_\_\_\_ (Applicant) Date: \_\_\_\_\_

### FOR HIGHWAY USE ONLY

APPROVED: DOOR COUNTY HIGHWAY COMMISSION

CULVERT SIZE: Diameter \_\_\_\_\_ Length \_\_\_\_\_

Special Requirements and Restrictions: \_\_\_\_\_

Highway Department Representative: \_\_\_\_\_

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

Permit Number: \_\_\_\_\_

**NOTE: This permit expires one year from the date issued.**

**IT IS THE APPLICANT'S RESPONSIBILITY TO CHECK WITH THEIR TOWN OFFICE TO SEE IF ADDITIONAL PERMITS ARE REQUIRED.**

**GENERAL REQUIREMENTS AND RESTRICTIONS:**

1. The applicant represents all parties in interest, and that any driveway or approach constructed by him/her is for the bona-fide purpose of securing access to his/her property and not for the purpose of parking or servicing vehicles, or for advertising, storage or merchandising of goods on the highway right-of-way.
2. The permittee shall furnish all materials, do all work, and pay all costs in connection with the construction and maintenance of the driveway and its appurtenances on the right-of-way. Materials used and type and character of work shall be suitable and appropriate for its intended purpose, and the type of construction shall be as designated and subject to approval of the Door County Highway Commission. The permittee shall make the installation without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permit tee.
3. The applicant, his successors or assignee agrees to hold Door County, its agents and employees, harmless against any action for personal injury or property damage sustained by reason or exercise of this permit.
4. The surface of the driveway connecting with rural-type highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed. The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts, where necessary, shall be adequate for surface water drainage along the highway and in no case less than the equivalent of 15-inches diameter pipe in new or like new condition.
5. No non-commercial driveway or combination of driveways shall have a width less than neither 16 feet nor greater than 24 feet measured at right angles to the centerline of the driveway; no commercial driveway shall have a width neither less than 16 feet nor greater than 35 feet measured at right angles to the centerline of the driveway.
6. That the construction operation contemplated under the terms of this permit shall conform to all requirements for the specific class of work as may be set forth in the Wisconsin Statutes and to the regulations imposed by all legally empowered commission boards, or individuals having jurisdiction therein.
7. Driveway side slopes shall be of earth material only. No concrete, stone, or bituminous side slopes shall be constructed. If end walls are to be used on the culvert, the slope of the walls shall not protrude above the grade of the driveway.
8. The Commission reserves the right to make such changes, additions, and relocations within statutory limits on the right-of-way as may at any time be considered necessary to permit the relocation, widening, and maintaining of the highway, or to provide proper protection to life and property on the highway.

**COMPLETE THE SKETCH BELOW:**

**CULVERT LENGTH = (Ditch Depth X 4) PLUS Top of Driveway Width**

