

WALWORTH COUNTY PUBLIC WORKS

**Permit for Driveway and/or Alterations on Highway Right-of-Way**

The undersigned and designated applicant requests permission to construct the driveway(s) or alterations 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 public works department, binds and obligates himself to construct the driveway(s) or alterations 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 form.

**DESCRIPTION:**

C.T.H. \_\_\_\_\_; \_\_\_\_\_ County; Town of \_\_\_\_\_.  
Along the \_\_\_\_\_ side of the highway, \_\_\_\_\_ miles \_\_\_\_\_ of \_\_\_\_\_ on the \_\_\_\_\_ section \_\_\_\_\_ Town \_\_\_\_\_ North, Range \_\_\_\_\_ No. of Driveways \_\_\_\_\_. Type \_\_\_\_\_ or \_\_\_\_\_.

Type of present or proposed business: \_\_\_\_\_

Description of proposed work on right-of-way, culvert requirements, if any, (size and length) and special restrictions, intersection clearances, and other details of the proposed installation, including reference to attached sketches, if any;

The work under this permit will be completed by:

\_\_\_\_\_ This application and terms and conditions of proposed permit agreed to:

Date: \_\_\_\_\_ \_\_\_\_\_ Applicant  
Print

**Please Submit Form To:** \_\_\_\_\_ Applicant  
Walworth County Public Works Dept. Sign

W4097 County Road NN \_\_\_\_\_  
Elkhorn, WI 53121 Address (Street)

\_\_\_\_\_ Address (City, State, Zip)

\_\_\_\_\_ Phone

**FOR OFFICE USE ONLY:**

A \_\_\_\_\_ inch diameter culvert pipe, \_\_\_\_\_ feet in length shall be installed under the (each) driveway to provide drainage along the highway.

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

Approved: *Walworth County Public Works Department*  
By: \_\_\_\_\_

## **Policy on Driveway Culverts**

### **I. New Driveways**

**A.** The property owner shall make application to the Walworth County Public Works Department (the Department) for permission to install a driveway onto a road under the jurisdiction of the Department. The Department will review the application and suitability and safety of a driveway at the requested location and determine the size culvert to be installed. Minimum size shall be 15-inch diameter, unless otherwise directed.

**B.** If the private entrance is approved, the property owner shall furnish a culvert of the diameter and length specified in the permit. Cost of culverts in excess of 24" diameter shall be pro-rated with the Department. The Department shall determine and pay the cost in excess of that for a 24" pipe. Said culvert shall be corrugated metal (16 gauge for pipes through 24" diameter) or reinforced concrete, Class III. The Department may require stronger pipe or arched pipe depending on depth of cover or diameter of pipe required. Plastic pipes of any kind shall not be permitted.

**C.** The elevation of the finished driveway surface directly atop the culvert shall be four (4) inches below the elevation of the road edge at the driveway. Width of the driveway at the culvert shall be a minimum of twelve (12) feet. The driveway shall be crowned so as to direct the runoff water away from the roadway and into the ditch. The property owner shall make another application to the Department for permission to place asphalt surfacing on the driveway if planned subsequent to the original culvert installation.

**D.** The property owner shall not place, dump or construct any rip-rap, walls, railings, posts or other structures around or above a driveway culvert. The Department shall not be liable for injuries to persons or damage to property caused by illegally placed structures at driveways. Furthermore, the property owner shall remove these illegal installations at his expense when directed by the Department. Concrete pavement shall not be placed on any driveway surface in County right-of-ways.

### **II. Driveway Replacement**

**A.** The Walworth County Public Works Department shall replace all culverts they deem to be unservicable due to damage or normal wear and tear. Culverts removed for replacement, cleaning or that are adjusted or enlarged as part of a project shall be done at the expense of the Department. Culverts damaged by or requested to be changed by the property owner shall be paid for by the property owner.

**B.** The Department, when disturbing an existing culvert, shall restore the driveway surface in kind to an as before condition. Any retaining walls, headwalls, timber walls or decorative appurtenances installed above the driveway surface by the property owner shall not be restored. The Department will exercise care in removing by machine minor appurtenances and ungrouted stone walls to permit the property owner the opportunity to salvage said appurtenances. Removed materials to be salvaged will be set aside on the property immediately adjoining the culvert for handling by the property owner, if requested. The Department shall seed and mulch disturbed areas of the work. The property owner shall maintain the installation similarly as provided in Section I, C, above.

**III. Permit Procedures**

**A.** The Department shall establish such application procedures and fees for culvert work as it deems reasonable.

**B.** Every owner shall be responsible for acquiring the required permit and the proper installation of any culvert on County right-of-way. Any agent or contractor for the owner shall have the owner complete and execute the permit prior to culvert installation/modification.

**C.** Failure to obtain a permit for culvert installation shall contribute a violation of this policy.

**IV. Effective Date of This Policy**

**A.** This policy shall become effective this 19<sup>th</sup> day of June, 1998. Interpretation of the policy shall be by the Highway Commissioner.

**B.** Appeals of the Commissioner's decisions shall be directed to the Public Works Committee. Said appeals shall be reviewed at the monthly meeting of the Committee. Their decision shall be final.

Revised June 19, 1998, by Walworth County Highway Committee,

X \_\_\_\_\_  
Highway Commissioner