

TOWN OF CENTER
APPLICATION FOR DRIVEWAY PERMIT
Application Fee \$150.00 (One Hundred Fifty Dollars)

Permit #: _____

Date: _____

Applicant's Name: _____

Telephone #: _____

Applicant's Address: _____

Email: _____

Property Owner: _____

Address of Proposed Driveway: _____

Legal Location: **Section:** _____ **Range:** _____ **Quarter/Quarter:** _____

The Driveway will provide access to Town Rd: _____

Town of Center Ordinance # 00-01 stipulates the conditions which must be met when applying for a permit to install a driveway within the town limits. Please refer to this Ordinance for complete details.

Section 1.05 (3) states the attachments necessary to supply required information to the Town Board in applying for said driveway permit. Please attach to this application any documents pertaining to the items listed: (a) Plat Map, (b) Aerial photo/site analysis, (c) Soil/slope analysis, (d OR e) County erosion control plan/Engineer's plan, (g) any other pertinent documents requested_____.

Section 1.07 states the Specifications for the Construction of Driveways. Condensed requirements follow:

- **Slope** – No disturbance of slopes of 25% or greater is allowed. Final slope (in whole and in part) shall not be greater than 13%. Greatest percent of slope of proposed site is _____%.
- **Width, Ditch, Slope & Distance** – Minimum finished surface width: 14 feet. Proposed width _____ feet.
- **Side Slope Pitch** – 25% (1 ft. in 4 ft.) is maximum allowable rise. Proposed side slope _____%.
- **Side Slope Width** – Minimum: 4 feet each side (making a total width 24 feet from center ditch to center ditch.) Proposed ditch width _____ and proposed total driveway width _____ feet.
- **Distance to Centerline** – of finished surface from center of ditch _____ and _____.
- **Culverts** – Culverts shall be at least 18 inches in diameter (unless modified by Town Board), placed at the ditch line of the public road. (Length shall be determined by the Town Board consideration of individual site location need.) Proposed culvert diameter _____ inches.
- **Public Road Entrance** – A 24-foot length of driveway at the entrance point shall have no more than 5% slope. Proposed slope _____%.
- **Side Banks** – Side bank slope shall be no greater than 33%. Proposed bank slope _____%.
- **Curve Radius** – Driveway inside curve radius shall be no less than 36 feet. Proposed radius is _____ feet.
- **Erosion Control** – Erosion control methods (appropriate to site and season of construction) must be provided immediately upon beginning construction. Proposed control methods:_____.
- **Substrate** – Naturally occurring base may be demonstrated to the Town Board for approval. Constructed base must be at least 6 inches of 2-inch rock. Driveway surface must consist of 2 inches of ¾ inch gravel.
- **Clearance and Turnaround** – Clearance of 24 feet in width and 14 feet in height, and turnaround of 50-foot radius, or in-back around of 90 degrees. Proposed turnaround radius_____.
 - Driveways exceeding 400 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart.
 - A turnaround shall be provided at all building sites on the driveways over 400 feet in length, and shall be within 50 feet of the building required.

An Engineer's Plan may be required for receiving approval for the construction of driveways in certain circumstances. That plan must be submitted to the Town board for approval. A determination will be made by the Town Board of the impact of the driveway on agricultural productivity of the land parcel in considering approval. All construction must be held in abeyance until the Town Board approves the application and a permit is issued. After issuance of permit, and completion of construction, an inspection of at least 1 Town Board Supervisor and/or an appointee shall determine compliance according to plans submitted. Stipulations of correction of driveways and possible penalties for violation of this Ordinance are laid out in the Ordinance. This application form is not to be considered definitive; it is a concise compilation of the requirements deemed necessary for maintaining general welfare in the Town of Center.

Permission to commence construction of a driveway is hereby granted.

Town Official: _____

Date: _____

Building Inspector: _____

Date: _____

Fee paid by check #: _____

Inspection of complete construction has been found to conform to stipulations within the application.

Town Official: _____

Date: _____

Building Inspector: _____

Date: _____