

**Town of Jefferson**  
**Process to Obtain Driveway Permits - Property Addresses – and Fire Signs**

**Applicant Steps:**

1. **Contact the Town of Jefferson Clerk** at 920-674-5073 or at [clerk@townofjefferson.com](mailto:clerk@townofjefferson.com) All forms and fees can be found at [townofjefferson.com](http://townofjefferson.com) or can be received (by mail or e-mail):
  - a. *Town Driveway Permit Application.*
  - b. A copy of *Ordinance 12-18 Driveway and Town Road Access Permit* related to installation requirements under Town ordinances.
  - c. A copy of *Driveway Installation Requirements – Rules Covering the Installation of Driveways on County Trunk Highways in Jefferson County.* These installation requirements also apply to the installation of driveways that front on Town roads.
  - d. A copy of the *Application to do Work within County Highway Right-Of-Ways*, if applicable. **Please contact the County Highway Department if your property fronts on a county or state highway. ( 920-674-7265)**
2. **Receive and complete the Town *Driveway Permit Application*** including a sketch or copy of the Certified Survey Map (CSM) as directed on the application and the required fee by check made out to: Treasurer, Town of Jefferson, and **mail to: Town of Jefferson Clerk, at W7002 County Road J, Jefferson, WI 53549.**
3. **Meet with the Plan Commission Members on-site to verify location of the driveway.**
4. **Apply to County Land Information for *Uniform Number Assignment*** based upon the agreed location. (920-674-7254) Note: If you have a CSM, you can obtain an address in advance of a driveway permit.
5. **After the driveway installation is completed, call the Town Clerk for an inspection.** 920-674-5073

**Town Response to Applicants:**

1. **After the completed and paid driveway permit application is received** by the Town Clerk, it will be reviewed and sent to the Plan Commission Members.
2. **A Plan Commission Member will call** to discuss your application and set a time to meet on-site with you or your agent to assure the location is appropriate and/or correct under the CSM. The specific requirements for culverts and other installation guidelines will be discussed.
3. **After the driveway is installed**, the Plan Commission Members:
  - a. Will inspect the driveway. The fire sign will be installed within 3-4 weeks after final inspection if the fire sign has not been installed already.
  - b. Complete the *Driveway Permit* authorizing the issuance of a Building Permit
  - c. Forward a copy to you and to the Town Building Inspector so that a building permit may be issued.

## **Contacts:**

### **Town Website:**

**[townofjefferson.com](http://townofjefferson.com)**

Town Clerk: Tina Barnes 920-674-5073

[clerk@townofjefferson.com](mailto:clerk@townofjefferson.com)

Town Chair: Michael Hollinger 920-342-4401

[chair@townofjefferson.com](mailto:chair@townofjefferson.com)

Town Treasurer: Alice Fischer 920-674-6712

[treasurer@townofjefferson.com](mailto:treasurer@townofjefferson.com)

Town Building Inspector: 920-675-9062

County Land Information: 920-674-7254

County Highway Department: 920-674-7265

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