

## TOWN OF THREE LAKES DRIVEWAY PERMIT

Address Sign Required?  
Yes \_\_\_\_\_ (need separate form &  
\$65.00 fee)                      NO \_\_\_\_\_

P.O. BOX 565; THREE LAKES, WI; 54562  
PH (715)546-3316 FAX (715)546-3384

**APPLICATION FEE - \$50.00**  
**DATE REC'D:**

**PLEASE READ THROUGH ATTACHED COPY OF ORDINANCE FOR SPECIFICATIONS - THIS PERMIT  
DOES NOT APPLY TO DRIVEWAYS ON PRIVATE ROADS**

Is this a shared driveway? YES NO  
If YES, see attached ordinance Sec. 66-9(e). You must provide a legal agreement acceptable to  
the Town Board establishing access provisions, maintenance agreements, etc.

Applicants Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Landowner's Name (if different from Applicant): \_\_\_\_\_

Tax Parcel # of Property: \_\_\_\_\_ Zoning District \_\_\_\_\_

*(Please review Sec. 66-9(g)(2) of attached town ordinance for Single Family Zoning District driveway width specifications)*

Name of Road: \_\_\_\_\_

Neighbor's Fire Numbers/Addresses on either side of new driveway: \_\_\_\_\_

**The following criteria must be met in order to approve the permit. Your permit will be denied if the following are not met:**

1) Have you staked out your proposed driveway AND property boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
**It must be staked/marked where it meets the road showing the minimum width of 12ft. AND the minimum width clearance of 24ft.  
from brush and trees.**

2) Driveway is staked/marked with (please circle): TAPE    FLAGS    PAINT    OTHER \_\_\_\_\_

3) Have you marked the trees/brush you plan on removing for proper width and safe visibility? Yes \_\_\_\_\_ No \_\_\_\_\_

4) Is access to town road safe?                      Yes \_\_\_\_\_    No \_\_\_\_\_

5) Can you see down the road in both directions?                      Yes \_\_\_\_\_    No \_\_\_\_\_

6) Can oncoming traffic see you from a safe distance?                      Yes \_\_\_\_\_    No \_\_\_\_\_

7) Is the driveway flat at the entrance to the road?                      Yes \_\_\_\_\_    No \_\_\_\_\_

8) Is the slope greater than 12%?                      Yes \_\_\_\_\_    No \_\_\_\_\_

9) Are you requesting a variance from acceptable materials?    Yes \_\_\_\_\_ *please review Sec. 66-9(g)(7)*    No \_\_\_\_\_

If YES, what non-standard material are you using? \_\_\_\_\_

If YES, the materials are approved by the Public Works Superintendent \_\_\_\_\_

**REMINDERS:**

*(PW Superintendent's Initials)*

10) Fences and retaining walls are not permitted within the town right-of-way.

11) It is the homeowner's responsibility to contact Digger's Hotline prior to construction at 800-242-8511

12) The applicant agrees to hold harmless and indemnify the Town of Three Lakes, its officers, agents and employees against any loss or damage for any personal injury or property damage sustained by reason of exercise of this permit.

13) **The Public Works Superintendent will determine if a culvert is necessary to maintain drainage of the roadbed.**

If a culvert is necessary the cost of the culvert installation and maintenance will be the responsibility of the property owner. The Public Works Superintendent will determine the size/type and any special installation requirements.

**By signing below, applicant agrees all information is correct and assumes responsibility for proper driveway construction.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Culvert needed? Yes \_\_\_\_\_ No \_\_\_\_\_ (PW Superintendent's initials \_\_\_\_\_)

Permit Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Three Lakes Public Works Superintendent*

Permit Not Approved: \_\_\_\_\_

*Three Lakes Public Works Superintendent*

Reason for denial: \_\_\_\_\_

Notes: \_\_\_\_\_