

**VILLAGE OF CLEVELAND, WISCONSIN
APPLICATION FOR DRIVEWAY/CULVERT PERMIT**

PROPERTY OWNER		
Property Owner	Email:	
Owner's Mailing Address	Telephone ()	
City	State	Zip

DESCRIPTION OF DRIVEWAY	
Driveway Address or Street (if address not assigned yet):	Parcel No.:
	Zoning:

Type of Driveway: Residential Buseinss/Education Agricultural

Size of Driveway: Width at Street (with flares): _____ Length to Building(s) Served: _____

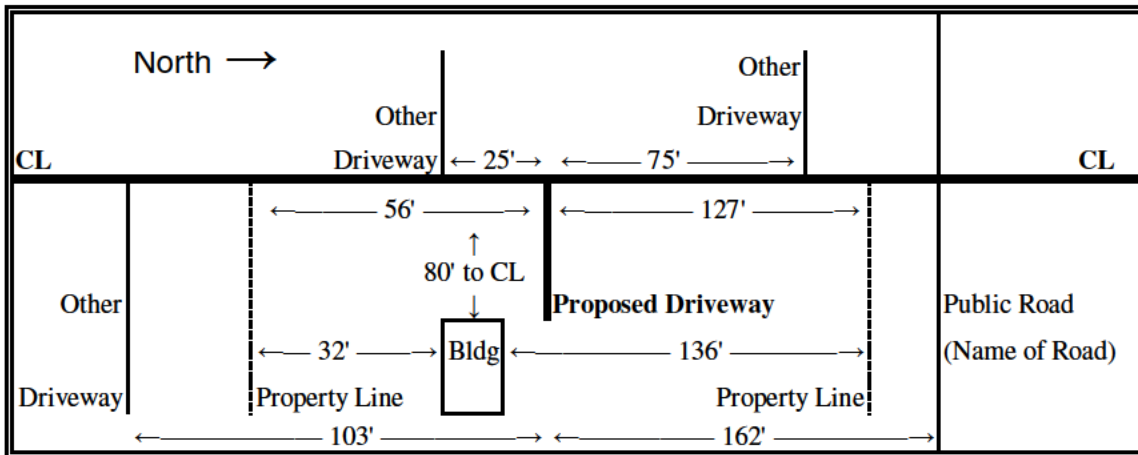
Angle of Driveway at intersection with Road (in degrees): _____ (most common is 90°)

Proposed Culvert: Diameter: _____ Length: _____ Material: _____

Driveway Surface: Gravel Asphalt Concrete (galvanized, concrete, etc.)

A Driveway Location Sketch must be submitted with the application (see attached sheet). Directions are on the Sketch form. Below is an example of the type of sketch required.

EXAMPLE:



I hereby request permission to construct the driveway herein described, and in consideration of being granted approval of this application by the Village of Cleveland, bind and obligate myself to construct the driveway in accordance with the description and sketches contained herein, and to abide by the general requirements, and any conditions set by the Village, for location, design and construction of said driveway. I have read, and understand, the Permit Conditions (see back). I understand that the issuance of this permit does not relieve me of compliance with other applicable codes and ordinances.

Owner's signature: _____ Date Signed: _____

DATE APPLICATION RECEIVED:	CASH OR CHECK NO.	PERMIT FEES
PERMIT GRANTED BY:	RECEIPT NO.	
DATE GRANTED:	DATE ISSUED:	PERMIT NO.

PERMIT DENIED BY:	DATE DENIED:
DENIED FOR FOLLOWING REASONS:	

PERMIT CONDITIONS

- 1 Permits are effective for twelve months from the date of issuance. A permit may be renewed for an additional six month period by paying an administrative fee. If the work authorized by the permit is not complete by the end of the renewal period, a new application and fee must be submitted and approved.
- 2 The applicant represents any driveway or approach constructed is for the bona fide purpose of securing access to private property and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the road right-of-way.
- 3 The permittee shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the right-of-way. Materials used and the type of construction shall be as designated and subject to approval of the Village. Installation shall not interfere with traffic using the street. Street surfaces, curb and gutter, shoulders, ditches, and vegetation disturbed shall be restored to equivalent of original condition by the permittee.
- 4 If restoration of street right-of-way is not accomplished voluntarily and without delay, the Village may set a final date for restoration. If not restored within the allotted time, the Village will arrange for the restoration, and all resulting costs shall be the obligation of the permit applicant. Failure to pay those costs shall result in the amounts being charged to the property owner on their property tax bill as a special charge.
- 5 No revisions or additions shall be made to the driveway or its appurtenances in the right-of-way without the written permission of the Village.
- 6 The Village reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the right-of-way as may be necessary to maintain the street or to provide proper protection to life and property on or adjacent to the highway.
- 7 The surface of any driveway constructed within the right-of-way of a Village street should be asphalt or concrete. In no case shall the surface of any such driveway be earth or gravel. If surface is concrete, applicant understands that future road maintenance or improvement may require the concrete to be cut and repair of said concrete is the owner's cost and responsibility.
- 8 Culverts shall be of galvanized steel, corrugated pipe, concrete or equal materials. In no case shall a plastic culvert be placed within the right-of-way of any Village street. All concrete culverts shall have male/female joints; no butt joints are allowed.
- 9 The Village does not assume any responsibility for the removal or clearance of snow, ice or sleet upon any portion of any driveway, even though snow, ice or sleet may be deposited onto said driveway during normal winter maintenance operations.
- 10 Maintenance and upkeep of driveways and culverts on and over Village right-of-way shall be the responsibility of the owner. Owner shall keep driveway culvert free of debris and other obstructions to provide proper drainage along the road. Owner shall also maintain the driveway to ensure safe, timely, and proper access and travel by emergency vehicles.
- 11 The applicant shall notify the Zoning Administrator within thirty days after completion of the work authorized by the permit. Within thirty days of such notification, the Village will inspect the work to ensure full compliance with all permit conditions.
- 12 No building permit for any buildings or structures will be issued until the driveway is constructed according to the specifications of the permit issued, and the inspection noted in (11) above is complete.
- 13 The permittee, and any successors or assigns, agree to indemnify, defend, and hold harmless the Village, its officers, agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit.
- 14 Approval of this permit does not establish or commit the Village to future approval of any driveway as a public street or highway in the Village.