

TOWN OF MT. PLEASANT
DRIVEWAY PERMIT PROCEDURES

1. Persons wishing to construct a new driveway or rework* an existing driveway must obtain a driveway permit form from the town chairman.
 - a. The applicant will receive a copy of the driveway permit form and a copy of the Town Driveway Ordinance.
 - b. The town chairman shall review with the applicant the plan that must be submitted to the town board showing locations and specifications as described in the Driveway Ordinance.
2. The applicant must return the completed permit form and pay the permit fee and security deposit to the chairman.
 - a. The chairman then schedules the driveway permit approval on the next town board meeting agenda.
3. The town board will review the driveway permit and either approve, deny or postpone approval of the permit if further study is required.
 - a. The Board signs the approved permit and returns one copy to the applicant.
4. The three-member town board will inspect the driveway when the culvert and base (to the building site) have been installed.
 - a. The applicant must contact the town chairman to schedule an inspection.
 - b. Driveway permits issued and not inspected within the one-year time frame will have to reapply for a driveway permit.
5. Once the base has been inspected, the board will approve the driveway at a town board meeting.
 - a. Then the chairman will send the Approval of the Driveway Form to the Green County Zoning Department.
6. A final inspection will be done by the town board when the final layer is down.
 - a. The Board will then approve the final driveway inspection at a town board meeting.
 - b. The security deposit will be refunded after final inspection and approval. Expenses for damages, plan evaluation, expert help, special meeting costs, or other expenses incurred by the town regarding this driveway project will be deducted from the security deposit.

No building permits will be issued until the driveway is inspected and approved by the entire town board and a notification of "Approval of the Driveway" is sent to the Green County Zoning Department.

*Note: Rework means improvement or changes that change the drainage, topography (with, location) or grade of the existing drive. Rework does not include any maintenance of an existing drive that does not require changing the drainage, grade or topography of the existing driveway (examples; replacing existing culvert with same size culvert, regravelling, surface grading, seal coating, patching). These items do not require a permit.

Adopted : May 21, 2007

**TOWN OF MT. PLEASANT
GREEN COUNTY, WISCONSIN**

DRIVEWAY CONSTRUCTION PERMIT

The following is to be completed by applicant:

To the Mt. Pleasant Town Board: The undersigned hereby applies for a permit to construct or rework a driveway in the Town of Mt. Pleasant, Green County, WI.

Applicants Name: _____

Applicants Address: _____

Property Owner's Name: _____

Address for proposed driveway: _____

Section: _____

The driveway will provide access to State Road _____ County Road _____ Town Road _____

Proposed Use of property _____

Signature of Applicant _____

Date _____

To be completed by Town Board:

Application fee _____ Date of Receipt _____ Received by _____

Security Deposit _____ Date of Receipt _____ Received by _____

1. Town Board _____ denied driveway permit Date of Denial _____
Town Board _____ approved driveway permit Date of Approval _____

2. Engineer's Plan _____ is not required _____ is required.
Date plan approved by board: _____

3. A culvert at the ditch line where the driveway meets the public road.
_____ is required _____ is not required

4. Erosion control plan completed _____ yes _____ no

PERMIT APPROVAL:

Chairman _____ Dated Issued _____ (expires in 1 year)

Supervisor _____ Supervisor _____

Attested _____ Town Clerk

**TOWN OF MT. PLEASANT
GREEN COUNTY, WISCONSIN**

DRIVEWAY CONSTRUCTION PERMIT --TOWN COPY

The following is to be completed by applicant:

To the Mt. Pleasant Town Board: The undersigned hereby applies for a permit to construct or rework a driveway in the Town of Mt. Pleasant, Green County, WI.

Applicants Name: _____

Applicants Address: _____

Property Owner's Name: _____

Address for proposed driveway: _____

Section: _____

The driveway will provide access to State Road _____ County Road _____ Town Road _____

Proposed Use of property _____

Signature of Applicant _____

Date _____

To be completed by Town Board:

Application fee _____ Date of Receipt _____ Received by _____

Security Deposit _____ Date of Receipt _____ Received by _____

1. Town Board _____ denied driveway permit Date of Denial _____
Town Board _____ approved driveway permit Date of Approval _____

2. Engineer's Plan _____ is not required _____ is required.
Date plan approved by board: _____

3. A culvert at the ditch line where the driveway meets the public road.
_____ is required _____ is not required

4. Erosion control plan completed _____ yes _____ no

PERMIT APPROVAL:

Chairman _____ Dated Issued _____ (expires in 1 year)

Supervisor _____ Supervisor _____

Attested _____ Town Clerk

DRIVEWAY/ACCESS VERIFICATION CERTIFICATION GREEN COUNTY, WISCONSIN

Pursuant to Green County Code section 4-6-1-2:A.6, this form is required to be completed and submitted to the Green County Zoning Department at the time of application for a Zoning or Land Use Permit for projects requiring new or altered use of an access driveway for the premises, or for the construction of any new residential structure. The purpose of this form is to certify that the town has issued a driveway permit, that no driveway permit is required, or that an agreement has been made between the town and the applicant which releases Green County Zoning to proceed with the zoning permit/building permit application process. This form is not to be considered to be the actual driveway permit. Signature(s) on this form must be **dated within 90 days** of the date of application. Required attachments for some driveways must also be submitted with this form (see below).

Name of Applicant _____

Current address: _____ Phone: _____

Project: _____ Construction of: _____

_____ Other land use: _____

Location of proposed driveway/access:

Section _____ Town of _____ Lot # _____ CSM # _____

Name of **public** road to serve as access to the premises: _____

Side of road: _____

_____ feet north east south west of _____ (road)

Other information: _____

I certify that the applicable Town driveway standards and ordinances have been applied to this project, and have been agreed to by the town and the applicant to the extent that the applicant may proceed with an application for a Zoning Permit/Building Permit for the above project at the above location:

Signature of Town Official: _____

Date: _____ Title: _____

IN ADDITION: If access is by County Trunk Highway, a completed County Highway Department Driveway/Access Permit Form **must be attached**.
If access is by a State Trunk Highway, a completed Wisconsin Department of Transportation Driveway/Access Permit Form **must be attached**.