

TOWN OF MITCHELL
DRIVEWAY & CULVERT PERMIT APPLICATION

Town of Mitchell
Pat Docter, Road Commissioner
W8095 Parnell Rd.
Cascade, WI 53011

Parcel # _____

Name of Applicant (Property Owner): _____ Date _____

Property Address: _____

Present Mailing Address _____

Phone # _____ Address _____ City _____ State _____ Zip _____

PERMIT INFORMATION

(To be filled in by Applicant for each driveway requested)

Type of Driveway Required: 24' to 36' Residential Driveway _____
 24' to 36' Agricultural Field Entrance _____
 24' to 36' Commercial Driveway _____
 24' to 36' Proposed Town Road _____

IMPROVING AN EXISTING DRIVEWAY DOES NOT HAVE TO FILL ALL OF THE INFORMATION LISTED BELOW

What Type of Driveway? (Check One) <input type="checkbox"/> New Driveway <input type="checkbox"/> Improve Existing Driveway <input type="checkbox"/> Relocate Driveway	Permit Application Fee: \$60.00 fee per application / per driveway Fee is due when submitting application.
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What is the name of the nearest side road/highway from the proposed driveway? _____
On what side of the road? _____

Distance to nearest side road/highway? _____ What direction from nearest side road/highway? _____
Looking both ways down the road: is vision clear for at least 600 feet? Yes _____ No _____

The applicant shall place stakes on the ditch line where he/she wants to place a driveway so the proposed location may be inspected by Road Commissioner.

This driveway will result in how many driveways serving this property? _____

I, the undersigned applicant do hereby certify that I have requested this driveway permit and that I have read, understand, and agree to abide by all the applicable provisions and restrictions which are shown on this permit application.

Please read the owner's covenant on reverse side.

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

Section _____ ¼ _____ ¼ _____

Does property presently have any access restriction on it? Yes _____ No _____

If yes, explain the nature of restrictions _____

Is a further subdivision of adjoining lands possible? Yes _____ No _____

Culvert pipe required under driveway? No _____ Yes _____ Diameter _____ Length _____

Town of Mitchell Authority Approval by: _____ Date _____

INSTRUCTIONS FOR TOWN OF MITCHELL DRIVEWAY PERMIT / APPLICATION

- This application must be completed, signed and dated by the applicant.
- Please type, or print neatly in ink, the required information on the application form.
- Enclose the Permit Application Fee.
- Submit the application to the Town Clerk at W8095 Parnell Rd. Cascade, WI 53011

By following these instructions, you will increase the efficiency and speed of processing your application.

Name of Applicant – Provide full name of the property owner.

Date – Today's date.

Present Mailing Address – Provide street name and/or P.O. Box number, City, State and Zip Code information. This address information is used to return the permit / application to application.

Phone # - Provide a telephone number where you can be contacted

Type of Driveway Required –

- **36' max, 24' min. width Residential Driveway** – a driveway that serves a private home (s).
- **36' max, 24' min. width Agricultural Field Entrance** – a driveway that serves a farm residence, building, or field.
- **36' max, 24' min. width Commercial Driveway** – a driveway that serves retail, wholesale or industrial business.
- **36' max, 24' min. width Proposed Road** - a development serving multiple properties that will result in the town taking over the roadway.

What Type of Driveway? – (Check One)

- **New Driveway** – No driveway currently exists
- **Improve Existing Driveway** – includes replacing a driveway culvert, changing the surface material (i.e. asphalt or concrete), or adding an additional layer of asphalt.
- **Relocate Driveway** – includes removal of an existing driveway and restoring the highway right-of-way, and installing a new driveway at a nearby location.

Slope – 4" slope away from road for the first 6'

Permit Application Fee - \$60.00 – to be paid at time of application.

What is the name of the nearest side road/highway? – nearest intersecting road.

On what side of the road? – i.e. East, West, South or North.

Distance to nearest side road/highway? – How far is it from the nearest road to the proposed driveway, in 1/10s of a mile.

Looking both ways down the road; is the vision clear for at least 600 feet? – Will you be able to see (or be seen by), vehicles at least 600 feet away, to allow for adequate stopping time.

What direction from the nearest side road/highway? – i.e. East, West, South or North.

This driveway will result in how many driveways serving this property? – Includes driveways on adjoining roads.

If you have any questions regarding this application, please contact the Town Clerk at 528-7776.