

**PERMITS ARE VALID ONE YEAR FROM DATE OF ISSUE**



W780 Greiner Rd \* Kaukauna, WI 54130  
Phone 920-759-1677 Fax 920-759-1678

**PERMIT FOR MINOR ALTERATIONS AFFECTING TOWN ROADS**

PERMIT NO. \_\_\_\_\_

Whereas \_\_\_\_\_, of \_\_\_\_\_, WI  
(Name of Applicant) (Address)

Telephone number \_\_\_\_\_ permission is hereby granted to you to:  
\_\_\_\_\_ Blacktop driveway to abut \_\_\_\_\_ road.

\_\_\_\_\_ Install a new \_\_\_\_\_ " X \_\_\_\_\_ ' in length culvert with apron endwalls to provide entrance to your property located on the (N S E W) side of \_\_\_\_\_ road, \_\_\_\_\_ tenths of a mile from \_\_\_\_\_ road in Section \_\_\_\_\_ Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, \_\_\_\_\_ of \_\_\_\_\_, Outagamie County, Wisconsin and the installation and construction proposed having been inspected and recommended by a duly authorized representative of the Town of Kaukauna Board.

Now therefore, this permit is hereby granted subject to the following conditions to be met by applicant:

1. The installation shall be made without danger to, or interference with, traffic using the county trunk highway system.
2. The applicant, his successors or assignees, agree to hold harmless the Town of Kaukauna and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason or exercise of this permit.
3. The proposed construction and the exercise of this permit shall conform to the requirements of the statutes of the State of Wisconsin and to any regulations imposed by any legally constituted body having jurisdiction.
4. Town of Kaukauna reserves the right to make such changes, additions and relocations within statutory limits on the right of way as may at any time be considered necessary to permit the relocation, reconstruction, widening and/or maintaining of the highway, or to provide proper protection to life and property on the highway.
5. Highway surface, slopes, shoulders, ditches and vegetation disturbed shall be restored.
6. The entire cost of installing and maintaining the facility shall be borne by the applicant; and any changes, future or present, necessitated by improvements or alterations in the highway shall be performed at the sole cost and expense of the applicant.
7. The work shall be carried out in a manner satisfactory to the Town of Kaukauna Board or their representative.

**REQUIREMENTS FOR PAVING DRIVEWAYS ONLY:**

1. NO PART OF THE PERMITTED WORK OPERATIONS SHALL BE COMMENCED UNTIL WARNING SIGNS, DEVICES AND METHODS ADEQUATE TO PROTECT THE PUBLIC ARE ESTABLISHED, IN PLACE AND FULLY FUNCTIONAL. WARNING SIGNS AND DEVICES SHALL CONFORM TO THE APPROPRIATE SIZES, DESIGNS AND ARRANGEMENTS SPECIFIED WITHIN THE "WISCONSIN DEPARTMENT OF TRANSPORTATION MANUAL OF TRAFFIC CONTROL DEVICES" CURRENT EDITION. IT SHALL BE THE

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RESPONSIBILITY OF THE APPLICANT TO PROVIDE AND MAINTAIN AT LEAST THE QUANTITY OF SIGNS AND DEVICES THEREIN DESCRIBED, BUT TO ALSO SUPPLEMENT THOSE WITH SUCH ADDITIONAL SIGNS, DEVICES AND FLAGMEN AS ARE NECESSARY TO FUNCTIONALLY PROTECT PERSONS AND PROPERTY FROM INJURY OR DAMAGE AT ALL TIMES AND UNDER ALL CONDITIONS, INCLUDING CHANGED OR CHANGING CONDITIONS. WARNING SIGNS, DEVICES AND METHODS SHALL BE IN PLACE AND PROTECTIVELY FUNCTIONAL PRIOR TO THE COMMENCEMENT OF ANY OF THE PERMITTED WORKS WITHIN THE LIMITS OF THE HIGHWAY RIGHT OF WAY, AND SHALL PROTECT THE PUBLIC UNTIL ALL PERMIT-ASSOCIATED WORKS ARE COMPLETED.

2. The driveway shall be surfaced to a width of \_\_\_\_\_ feet at the ditch line measured perpendicular to the centerline of the driveway except that ample fillets shall be allowed to provide a width of \_\_\_\_\_ feet at the pavement edge.
3. The surface of the completed driveway approach shall slope away from the edge of the highway pavement at the rate of 1/2" per foot for a minimum of \_\_\_\_\_ feet.

**NOTE: WORK MUST BE PERFORMED ACCORDING TO DETAILED DRAWING ON ATTACHED SHEET.**

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Name of Company blacktopping driveway. (Must be bonded with Town of Kaukauna)

**REQUIREMENTS FOR INSTALLING DRIVEWAYS**

1. No walls allowed on ends of culvert. Apron end walls shall be required on all culverts. Culvert shall be new; used culverts will not be accepted.
2. The surface of the driveway connecting with rural-type-highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed.
3. The work shall be carried out in a manner satisfactory to the Town of Kaukauna Board or their representative.
4. Driveway side slopes shall be of earth material only. No concrete, stone or bituminous side slopes shall be constructed.
5. Town road connections and commercial accesses shall be paved with bituminous surfacing within one (1) year of installation of roadway or driveway.

Work authorized under this permit shall be performed prior to \_\_\_\_\_

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Town of Kaukauna (Permit Administrator) Date

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**PERMIT APPLICATION TO PERFORM  
WORK WITHIN HIGHWAY RIGHT OF WAY FOR UTILITIES**

TOWN ROAD \_\_\_\_\_ DATE \_\_\_\_\_

TAX PARCEL # \_\_\_\_\_ (Can be found on Property Tax Bill or Deed)

Permission is requested to perform the following work in highway right of way:

Install Driveway  Blacktop Driveway  Other

\_\_\_\_\_  
Name of company blacktopping driveway

Other work in right of way \_\_\_\_\_  
(explain)

The exact location of the requested work is on the \_\_\_\_\_ side of road \_\_\_\_\_,  
(N S E W)

\_\_\_\_\_ of the intersection of \_\_\_\_\_  
(N S E W) (roadway)

Section No. \_\_\_\_\_, Town \_\_\_\_\_ North, Range \_\_\_\_\_ East.

FEES:	Public Street or Highway Access	\$100.00 / ea	Boring(s)	\$ 75.00 / ea
	Private Driveway	\$ 25.00 / ea	Contractor Closing Road	\$ 50.00 / ea
	Commercial Entrance	\$ 50.00 / ea	Open Cut(s)	\$400.00 / ea
	Miscellaneous Work in R/W \$0.04 per foot or \$25.00 minimum charge.			

Enclosed is the non-refundable permit application fee of \$ \_\_\_\_\_.

Please make check payable to: Town of Kaukauna and send to:  
Town of Kaukauna  
W780 Greiner Road  
Kaukauna, WI 54130  
Attn: Town Chairman

I understand and agree that the submission of this application to the Town of Kaukauna shall not in any way be construed as implying consent and / or permission for the described work to be performed in highway right of way, and, if the permit is approved, it shall be issued in the name of the APPLICANT ONLY.

I will comply with the terms and conditions of any permit that may be issued by the Town of Kaukauna.

I have placed markers or stakes on each side of the proposed work area which are visible from the rd. visible from the road.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Town of Kaukauna Chairman

\_\_\_\_\_  
Date

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**PERMIT APPLICATION TO PERFORM  
WORK WITHIN HIGHWAY RIGHT OF WAY FOR DRIVEWAYS**

TOWN ROAD \_\_\_\_\_ DATE \_\_\_\_\_

TAX PARCEL # \_\_\_\_\_ (Can be found on Property Tax Bill or Deed)

Permission is requested to perform the following work in highway right of way:

Install Driveway       Blacktop Driveway       Other

Name of company blacktopping driveway \_\_\_\_\_

Other work in right of way \_\_\_\_\_  
(explain)

The exact location of the requested work is on the \_\_\_\_\_ side of road \_\_\_\_\_,  
(N S E W)

\_\_\_\_\_ of the intersection of \_\_\_\_\_  
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I have placed markers or stakes on each side of the proposed work area which are visible from the rd. visible from the road.

Print Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Town of Kaukauna Chairman \_\_\_\_\_ Date \_\_\_\_\_

Erosion control permit from county required for new driveway 2000 cubic ft. or larger