



# Driveway/Culvert Permit Application

Community Development Department  
 9915 39<sup>th</sup> Avenue  
 Pleasant Prairie WI 53158  
 Phone: 262.925.6726  
 Email: communitydevelopment@pleasantprairiewi.gov

Public Works Department  
 8600 Green Bay Road  
 Pleasant Prairie WI 53158  
 Phone: 262.925.6700  
 Email: pwinpection@plprairie.com

## GENERAL INFORMATION

Job Address		Tax Parcel Number	
Property Owner			<input type="checkbox"/> Property Owner is Acting as Contractor
Estimated Cost of Project		Estimated Date of completion	

*If a driveway will connect to a State or County Highway or any work is being done in the State or County Highway right-of-way then attach the required permit from Wisconsin Department of Transportation or Kenosha County Public Works (as applicable) to this application.*

## PROJECT DETAILS:

<input type="checkbox"/>	<b>DRIVEWAY CONNECTS TO A STREET <u>WITH</u> CURB AND GUTTER</b>							
	<input type="checkbox"/>	<b>New Driveway</b>	<input type="checkbox"/>	<b>Repair/Replace Existing Driveway</b>	<input type="checkbox"/>	<b>Enlarge/Expand Existing Driveway</b>		
	<b>Proposed Driveway Material</b>							
	<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Crushed stone				
	<input type="checkbox"/>	Asphalt	<input type="checkbox"/>	Other Material (specify):				
	<input type="checkbox"/>	<b>Is the curb proposed to be cut?</b>	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES If yes, then contractor is required to be a pre-approved contractor with the Public Works Department.		
	<input type="checkbox"/>	<b>Is the curb and gutter proposed to be removed and re-poured?</b>	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES If yes, then contractor is required to be a pre-approved contractor with the Public Works Department and submit a Work in the right-of-way permit application too.		
	<input type="checkbox"/>	<b>Is their public sidewalk adjacent to the street?</b>	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES If yes, answer the next question.		
	<input type="checkbox"/>	<b>Is public sidewalk proposed to be altered?</b>	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES If yes, then contractor is required to have a Sidewalk Contractor License approved by the Public Works Department and submit a Work in the right-of-way Permit application too.		
	<input type="checkbox"/>	<b>DRIVEWAY CONNECTS TO A STREET <u>WITH NO</u> CURB AND GUTTER</b>						
<input type="checkbox"/>		<b>New Driveway</b>	<input type="checkbox"/>	<b>Repair/Replace Existing Driveway</b>	<input type="checkbox"/>	<b>Enlarge/Expand Existing Driveway</b>	<input type="checkbox"/>	<b>Culvert replace/repair only</b>
<b>Proposed driveway material the first 4 feet from the edge of the road (concrete is not allowed)</b>								
<input type="checkbox"/>		Asphalt	<input type="checkbox"/>	Crushed stone	<input type="checkbox"/>	No work is proposed within 4 feet of the road edge		
<b>Proposed driveway material beyond 4 feet from the edge of the road</b>								
<input type="checkbox"/>		Concrete	<input type="checkbox"/>	Crushed stone				
<input type="checkbox"/>		Asphalt	<input type="checkbox"/>	Other Material (specify):				
All permit applications are reviewed by the Public Works Department to determine if a culvert is required or if an existing culvert is required to be repaired, extended or replaced. If a culvert is required, then, in addition to the permit fee, the actual cost for culvert (including labor, materials and equipment) will be charged to the property owner.								
<input type="checkbox"/>		<b>Is their public sidewalk adjacent to the street?</b>	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES If yes, answer the next question.		
<input type="checkbox"/>		<b>Is public sidewalk proposed to be altered?</b>	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES If yes, then contractor is required to have a Sidewalk Contractor License approved by the Public Works Department and submit a Work in the right-of-way Permit application too.		

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Plat of Survey and an aerial image or Site Plan and aerial image showing location, dimensions and setbacks of driveway-see attached for additional driveway requirements.
- Written approval from We Energies for any portion of a driveway proposed to be located within a Utility Easement. Contact: Tracy Zwiebel with We Energies at 262-763-1044.
- Written Approval from Architectural Control Committee (if applicable).
- Village Work in the Right-of-Way permit application or State or County Permit (if applicable).

**The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.**

**PERMIT REVIEW, ISSUANCE OF PERMIT**

- Permits may require up to 10 business days to process. If during the Village’s review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions. It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.
  - It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.***

**NEW CULVERT STAKING INSTRUCTIONS**

- Call Public Works at 262.925.6700 when the center of the culvert is staked to schedule the installation.
- Public Works will install the culvert equal distance on each side of the stake.
- Upon installation, the owner will receive and invoice for the actual cost for installation of a driveway culvert.

**DRIVEWAY INSPECTIONS shall be scheduled 48 hrs. in advance by calling the Community Development Dept. at 262.925.6726 with the Permit Number unless otherwise noted below:**

1. **Location (staking) Inspection:** This inspection is required for all driveways prior to the driveway being installed. The applicant is responsible to physically stake the location of the proposed driveway and the adjacent property lines so that the Village inspectors can readily determine that the proposed driveway meets the required setbacks. The Village accepts no responsibility for the property owner accuracy of property lines.
2. **Right-of-way Inspections:** Any inspections specifically required by the Village Public Works Department for the proposed work shall be scheduled at least 48 hours in advance by calling 262.925.6700. If cutting a curb is allowed, an inspection shall be performed by the Dept. of Public Works prior to the commencement of work and an inspection shall be performed after work has been completed.
3. **Final Inspection:** Upon completion of the driveway, a final inspection shall be scheduled with the Village.

**REQUIRED SIGNATURES**

I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged. I hereby apply for a permit herein described and as shown on this application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village’s Inspectors during regular business hours.

<b>PROPERTY OWNER</b>	<b>CONTRACTOR</b>
	Company Name:
Print Name:	Print Name:
Mailing Address:	Mailing Address:
City/State/ZIP:	City/State/ZIP
Phone:	Phone:
Email:	Email:

**APPLICANTS SIGNATURE:** The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature:	Check one:	Date:
	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor	