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**TOWN OF LINN**  
WALWORTH COUNTY

**HIGHWAY DEPARTMENT DRIVEWAY AND/OR CULVERT PERMIT APPLICATION**

The undersigned and designated applicant requests permission to construct the driveway and/or culvert hereinafter described on Town of Linn right-of-way, and in consideration of being granted permission, as evidenced by the approval of the authorized representative of the Highway Department, binds and obligates himself to construct the driveway and/or culvert in accordance with the description contained herein, as noted on a plat of survey or other drawing, any applicable portion of the Town Code and documents attached hereto.

ROAD NAME \_\_\_\_\_

ALONG THE \_\_\_\_\_ SIDE OF THE ROAD

ADDRESS \_\_\_\_\_

PROPOSED DRIVEWAY WIDTH IN FEET \_\_\_\_\_

A \_\_\_\_\_ INCH DIAMETER CULVERT PIPE TO BE INSTALLED, \_\_\_\_\_ FEET IN LENGTH

The work proposed under this permit will be completed by:

\_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

This application terms and conditions of proposed permit agreed to:

Applicant (print) \_\_\_\_\_ Applicant (sign) \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**PLEASE INCLUDE LOCATION ON AN ATTACHED SURVEY OR DRAWING. CONCRETE DRIVEWAYS HAVE ADDITIONAL GUIDELINES FOUND IN THE TOWN CODE. ROAD BOND MAY BE REQUIRED.**  
Please remit to: Town of Linn, PO Box 130, Zenda, WI 53195 or [linnhighway@townoflinn.com](mailto:linnhighway@townoflinn.com)

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

or owners will turn over to the Town a warranty deed, free and clear of any liens, necessary to convey free and clear title to the Town for the highway.

**§ 3-9. Installation of driveways and culverts.**

- A. Permit for new driveways. No person shall hereafter lay or install any driveway or install a culvert in connection therewith in the Town road right-of-way within the Town of Linn without first obtaining a permit from the Town of Linn. The permit will be obtained with the building permit.
- B. Permit for existing driveways. No person shall hereafter install a culvert or resurface any existing driveway in the Town road right-of-way within the Town of Linn without first obtaining a permit from the Town of Linn.
- C. Form of application. Every such application for a permit shall describe the public road adjacent to the culvert and/or driveway, the location of the culvert and/or driveway, and the nature of the work being undertaken by the applicant, together with the name and address of the applicant, the estimated date of commencement of work, and such other information as may be required by the Town Board. Permits shall be issued by the Highway Superintendent on a permit form approved by the Town Board.
- D. Conditions of permit for new driveways. Any permit issued by the Town, pursuant to this section, is subject to the following terms and conditions:
- (1) Placement. The driveway shall be placed as near as possible at a right angle to the roadway and shall be so located that there is a minimum of 400 feet of sight distance along the road in each direction. Any sight distance of less than 400 feet shall require a variance. A driveway shall not provide direct ingress or egress to or from a road intersection area and shall not occupy areas of the road right-of-way deemed necessary by the Town Board for effective traffic control or for highway signs or signals.
  - (2) Culvert. When required to provide for adequate surface water drainage along the road, the property owner shall provide any necessary culvert pipe at his own expense. The culvert, if needed, shall be of a type which will withstand the nature and type of traffic to be driven over it. The culvert shall be of such size to facilitate the drainage of water common to that area through said culvert. All excavation for culverts, etc., in the right-of-way will be done in a workmanlike manner, and said excavation, etc., will be completed in such a way as to cause minimal inconvenience to the public.
  - (3) Elevation. The elevation of the finished driveway surface directly atop the culvert shall be four inches below the elevation of the road edge at the driveway. The width of the driveway at the culvert shall be a minimum of 20 feet. The driveway shall be crowned so as to direct the runoff water away from the roadway and into the ditch. Any excavation or lawn seeding must slope away from the shoulder of the road for a minimum distance of four feet at a minimum grade of six to one. The property owner shall make another application to the Town for permission to

place asphalt surfacing on the driveway if planned subsequent to the original culvert installation.

- (4) Obstructions. There will be no obstructions in connection with the construction of the driveway or the installation of a culvert to be placed in the right-of-way of any highway or street in the Town of Linn at an elevation any higher than the finished grade of the roadway adjacent thereto.<sup>5</sup>
  - (5) Concrete surface. Any driveway, new or existing, which is to be surfaced with concrete shall terminate at the property side of the culvert but not any closer than five feet to the edge of the road.
  - (6) Use of driveway during construction. All driveways shall be in place before any type of new construction begins. The driveway shall provide the only means of ingress to or egress from the construction site. Any damage to the Town road right-of-way, including the road surface, shall be repaired at the property owner's expense and in accordance with the Highway Superintendent's recommendation. All repairs must be completed before an occupancy permit will be issued.<sup>6</sup>
- E. Conditions of permit for existing driveways. Any existing driveway which is to be resurfaced in any manner will also be required to comply with Subsection D(2), (3), (4), (5) and (6) of this section.
- F. Variance. If a property owner feels hardship has been created due to the unusual terrain of his property, an appeal may be made to the Highway Superintendent for a variance on the conditions set forth by this section.<sup>7</sup>
- G. Penalty. Any person who shall violate the provisions of this section shall be fined \$250 upon conviction of said violation.
- H. Additional relief. Any driveway or culvert installed upon, under, or over any highway right-of-way without a permit, or any such driveway or culvert which is installed contrary to the terms and conditions of the issued permit or of this section, shall be deemed a highway encroachment and shall be subject to removal pursuant to § 86.04, Wis. Stats., as it presently exists, or as it may hereafter be renumbered or amended. Failure to obey an order for removal under § 86.04, Wis. Stats., may result in a per diem forfeiture and the recovery of the Town's costs of removal.

**§ 3-10. Building numbers. [Added 8-14-2006]**

- A. Assignment of numbers. All structures used for residence, business, industry or public assembly shall have assigned to them a building number. Said numbers shall be obtained from Walworth County by the Town of Linn.

5. Editor's Note: Amended at time of adoption of Code (see Code Adoption Ordinance).

6. Editor's Note: Amended at time of adoption of Code (see Code Adoption Ordinance).

7. Editor's Note: Amended at time of adoption of Code (see Code Adoption Ordinance).