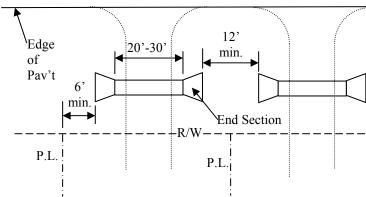


Culvert Permit Application

The Town requires that vehicle access to all parcels of land within the Town be over a culvert and gravel driveway unless deemed unnecessary by the Town. A permit is required for construction, repair or reconstruction of any driveway or installation of any culvert within the Town right-of-way. Application for a permit shall be made at least 3 business days in advance of the intended installation. No driveway permits shall be issued for private easements that provide access to land locked parcels.

All culverts shall be 15 inches in diameter or larger as specified by the Town and shall meet the following criteria:



Maximum length: residential – 30 feet

other – 50 feet

Minimum length: all – 20 feet

Minimum distance from culvert end (end of end section)to property

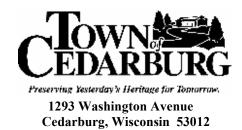
line (P.L.) or Town easement line: 6 feet

Minimum distance between culvert ends: 12 feet

Application Instructions:

- 1. Complete the Culvert Permit Application form on the reverse side by printing or typing all of information required. The Remarks blank may be used for indicating any special conditions that may affect the culvert installation. The normal residential length is the 20 foot minimum required by the Town. The maximum residential length is 30 feet. Please indicate if the preferred driveway location has been staked in the field (preferred) and/or shown on the plot plan.
- 2. Attach a copy of a plot plan for the property that includes elevations and a benchmark that is within sight distance of the proposed culvert.
- 3. Indicate the proposed location of the driveway. This may either be shown by dimensions from one of the side lot lines on the plot plan and/or indicated on the property by a stake driven in the ditchline at the centerline of the proposed driveway.
- 4. Submit the material indicated above to the Town with the required fee of \$125.00, which covers application processing and two site inspections.
- 5. The Town staff will call when the first site inspection has been made and the culvert permit is issued. (At that time a house number will be assigned to any property under new construction.) Take the permit to your contractor. When the culvert installation is complete, you or your contractor should notify the Town so that the second inspection may be made. The process is complete when the Town staff has signed the second inspection report. Building permits for new construction will <u>not</u> be issued until culvert installation has been given final approval.

Please complete the application form on the reverse side



Culvert Permit Application Form

Owner's Name:	Daytime Tel. No.:
Street Address:	
	Zip Code:
Contractor:	Tel. No.:
Address:	
Legal Description of property wh	nere culvert is to be located:
	Lot No.
Is the culvert centerline location	staked or marked in the field? Yes No
Residential culverts will be stake	ed for a 20-foot culvert unless specified. Culvert Length:
Remarks:	
To be Completed by Town Personnel Only	Signature of Applicant
Fee Paid	
Date	Date of Application
Receipt No	*Building Permits for new construction will <u>not</u> be issued until the culvert installation has been given final approval.
Staff Initials	**Scraping of top soil is authorized prior to receiving Building Permit.

(Revised 10/04/2013)