

**Town of Verona**  
**APPLICATION FOR ACCESS/DRIVEWAY**  
**CONSTRUCTION PERMIT**

This permit is required and shall be issued in accordance with the provisions the Town of Verona Ordinance 2014-04.

APPLICANT/OWNER INFORMATION			
Name	Contact Name	E-Mail Address	
Address	City	State	Zip Code
Office Phone	Alternate Phone	Fax Number	
Permit Mailing Address (if different from above)	City	State	Zip Code
CONTRACTOR INFORMATION (see instructions)			
Company Name	Contact Name	E-Mail Address	
Office Phone	After Hours Phone (Required)	Fax Number	
PROPOSED WORK			
Town Road where work will occur/abut		Parcel number/ address	
Will driveway be over 100' long? <input type="checkbox"/> Yes (Requires Fire Dept approval) <input type="checkbox"/> No	Driveway plan attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Grade <12%?    Min width 12'? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Start Date	Estimated Ending Date	Culvert with End Walls (15" minimum)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Road Ownership <input type="checkbox"/> Public <input type="checkbox"/> Private	

**Once an application is approved, an escrow deposit may be required before the permit is issued.**

**Note: Driveways that access private roads do not require an escrow deposit.**

Residential/Temporary Construction Access/Paved Agricultural Drive Escrow Deposits: \$1,000

Industrial or Commercial Escrow Deposits: \$1,500

- |   |         |  |
|---|---------|--|
| a. Application Fee  | @ \$250 |  |
| b. Application Fee for an Improvement to Existing Drive or Culvert Replacement ONLY | @ \$100 |  |

**TOTAL FEES**

☐ Check or money order payable to the Town of Verona in the amount of "Total Fees" indicated above is enclosed.

Applicant acknowledges that (s)he has read and understand the requirements for obtaining a permit to work in the Town of Verona road right-of-way. By signing this application, applicant agrees that the Town of Verona may establish additional provisions prior to application approval. Applicants shall receive notification of any special provisions.

Applicant further understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the issued permit, any special provisions, and any and all plans, details or notes attached hereto and made a part hereof. Property owner is responsible for notifying the Town of Verona of any conditions and/or restrictions.

By _____ Signature of Applicant / Landowner	_____ Date
_____ Print Name	_____ Phone



## Instructions for Application for Driveway Permit

Please read carefully the instructions provided below. The permit may be scanned and emailed, or printed and sent/delivered. All permits will require the following information:

- Signed Permit Application
- 3 Copies of project location map (emailed permits 1 copy only)
- 3 Copies of the project plan (emailed permits 1 copy only)
- Appropriate Permit Fee

**Applicant Information:** This section is used to provide information related to the owner of the property/proposed driveway. Correspondence related to the permit will be sent to the address listed in this section and will reference the Contact Name.

**Contractor Information:** The permit may be approved without this information; however, prior to the start of work the contractor information shall be submitted. This can be done by adding the information to the approved permit and sending a copy to the Town of Verona. The contact and email information are listed at the bottom of the page.

**Proposed Work:** This section describes the location of the project, project details and fee structure. Town Ordinance 2014-4 governs the driveway permit process and is available on line at the Town Website or at the Town Office.

**Required Application Materials:** The required submittal materials for the town staff to review the driveway application

- The required application fees.
- A scale drawing of the property parcel.
- The relationship of the driveway to property lines, structures and existing private roads and public highways.
- The proposed or existing driveway location. Distances from the existing property lines to the centerline of the driveway shall be dimensioned to establish the driveway location. The grade, slope, length, width, and radius of all curves of the driveway shall be included.
- The width of the driveway at the edge of roadway shall be dimensioned.
- The location and size of any culverts and end walls. Retaining walls are not allowed in the Town Right of Way.
- An approved copy of a Dane County erosion control plan or a copy of an approved erosion control plan for 1 & 2 family dwelling construction site plan.

### **Escrow Amount for Applicable Driveway Permit:**

- |   |                         |                                    |
|---|-------------------------|------------------------------------|
| ➤ Agriculture...\$1000.00                       | Field Road... \$1000.00 | Residential... \$1000.00           |
| ➤ Commercial... \$1500.00                       | Industrial... \$1500.00 | Temporary/Access Drive... \$500.00 |
| ➤ Improvement or Culvert Replacement...\$300.00 |                         |                                    |

If you have additional questions or need more information please contact W. Christopher Barnes, Public Works Director.

Phone: (608) 807-4471

Email: [cbarnes@town.verona.wi.us](mailto:cbarnes@town.verona.wi.us)