

**TOWN OF VERONA**  
**◆ DRIVEWAY PERMIT APPLICATION ◆**  
(Driveway Ordinance #2004-02)

Applications for a driveway permit **cannot** be processed until the lot is legally created. A certified survey map (CSM) or final plat that has been signed and recorded must be on file with the Town before a driveway application may be processed.

This completed driveway application form must be filed with the Town Clerk/Treasurer **along with a nonrefundable \$100.00 application fee and applicable escrow deposit.** (See Resolution 2005-03 Escrow Requirements.) Escrow balances may be refundable as provided in the Town's driveway ordinance.

**Note:** A building permit **may not** be issued for any parcel without an approved Town of Verona driveway permit.

**REQUIRED INFORMATION**

Landowner: \_\_\_\_\_ Applicant/Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address for Completed Permits: Name: \_\_\_\_\_

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

Parcel # **062-0608**- \_\_\_\_\_ Road to be Accessed by Driveway: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Type of Proposed Use: NEW - \*CHANGE of Use - or RELOCATE (circle one (1)):

(\*Change of Use applies should a Dane County Conditional Use Permit be required.)

- 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

Driveway Length & Width: \_\_\_\_\_ x \_\_\_\_\_ Feet  
(proposed)

Existing Drive:      Y      N

Existing Culvert:      Y      N

If yes, approx. Diameter      \_\_\_\_\_ (INCHES)

Dates of Proposed Driveway Construction: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

The undersigned hereby applies for a driveway permit at the above location in accordance with the Town of Verona Driveway Ordinance 2004-02.

Landowner or Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If applicant is not the property owner, attach a notarized statement authorizing applicant to act as landowner's agent.)*

**REQUIRED APPLICATION MATERIALS**

- 1) The required application fee and escrow deposit.
- 2) A scale drawing of the property parcel. Be sure to include the following, when submitting your driveway construction drawing or diagram.....
  - 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 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 slope of the driveway and the slopes on your property.
  - All buildings existing and any new buildings intended to be added to the parcel.
  - The location and size of any culverts.
  - The location and structure of any retaining walls.
- 3) An approved copy of a Dane County erosion control plan, which includes the drive or a copy of an approved erosion control plan for 1 & 2 family dwelling construction site plan.

**RETURN COMPLETED APPLICATION TO:**

Rose M. Johnson, Adm./Clerk /Treasurer  
 Town of Verona  
 335 N. Nine Mound Rd  
 Verona, WI 53593-1035  
 608-845-7187 / 608-845-7143 Fax

**OFFICE USE ONLY:**

NONREFUNDABLE APPLICATION FEE RECEIVED: AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

ESCROW DEPOSIT RECEIVED: AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

Engineering Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Verona Fire Department Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied

DETERMINATION: \_\_\_\_\_

NEXT TB MEETING: \_\_\_\_\_

PERMIT ISSUED: \_\_\_\_\_