

DRIVEWAY PERMIT APPLICATION

Please return this application and the following to the address or email above:

- Sketch of driveway location on Town-approved site plan;
- \$250 application fee; and
- Copies of deed restrictions, shared driveway agreement and/or other property agreements that may impact the driveway location.

Once received by the Admin/Clerk, the Town Board Chair will arrange a site visit. Please ensure the proposed driveway is staked before the visit.

APPLICANT INFORMATION *(Completed by applicant; please print)*

Applicant Name(s) _____ Date _____

Address _____ Phone _____

Email _____ Shared driveway? *Yes / No*

Driveway Address _____

N/S/E/W side of _____ Sec. _____ Parcel Number: _____

Dane County and DNR regulations may apply; contact local offices. All driveways and culverts must comply with Springdale's **Private Driveway Ordinance** and **Driveway Construction Guide**; sight distances must conform to WisDOT standards. Driveway permits parts 1 & 2 must be secured prior to receiving a Town building permit or Dane County zoning permit. Approval is subject to conformance with building envelope on file at Town Hall. Duplicate rural numbers are required for shared driveways and blue oval markers are required on address posts for driveways longer than 1,000 feet.

CONDITIONS *(Completed by Town)*

	Engineered plans required	Y / N
	Shared driveway agreement required	Y / N
	Culvert	Y / N
	Agricultural use only	Y / N
Width	single: 12' driving surface, 14' road bed	
	shared: 16' driving surface, 18' road bed	
Grade	10% maximum	

APPROVAL *(Completed by Town) Permit is valid for 1 year from date of approval. Permit pending CSM recordation at Dane Co. Register of Deeds.*

Fee Rec'd Date _____ Check # _____ From: _____

Part 1* Issued (Date): _____, Town Chair

**For proposed driveways off Town roads, Part 1 is granted by the Town Board. For driveways off county or state roads, Part 1 is granted by that governing body and shall be obtained by the applicant and a copy provided to the Town before driveway construction may begin.*

Part 2** Issued (Date): _____, Town Chair

***Issued by the Town Board from the access point (Part 1) to the building site.*