

TOWN OF SPRINGDALE  
2379 Town Hall Rd. Mt. Horeb, WI 53572  
(608) 437-6230 | [info@springdalewi.gov](mailto:info@springdalewi.gov)

## 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 this application is 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 \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Driveway Address \_\_\_\_\_ Shared? Y / N

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

### CONDITIONS *(Completed by Town)*

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**. 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. Blue oval markers are required on address posts for driveways longer than 1,000 feet.

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.*