

# Town of Ridgeway Residential Driveway Permit

Applicant Name & Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Address for Proposed Driveway \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ 1/4 of the \_\_\_\_\_ 1/4

The driveway will provide access to: State Highway, County Road, or Town Road (circle one)

Proposed Land Use of property \_\_\_\_\_

**\* Provide a sketch of proposed driveway, including grade, slope, width and length \***

**\*This Application will expire exactly 12 months from date of first inspection\***

The following minimum specification shall apply to all new driveways:

- **Minimum Road Surface Width -- 12 feet**
- **Minimum Width Clearance -- 24 feet**
- **Approach to Town Road to be flared to Minimum -- 26 feet**
- **Maximum grade -- 10%**
- **Minimum Height Clearance of Trees & Wires -- 18 feet**
- **If Culvert is required; Minimum Diameter -- 18 inches; Minimum Length -- 30 feet**
- **Aggregate base must be installed before final inspection**
- **Must have final inspection signed before a building permit may be issued**
- **Site Distance Minimum 300 feet**

1. At least one 35 feet in length and 18 feet in width segment of road surface shall be provided for each 300 feet of driveway.
2. The driveway within the area of the public right-a-way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion on the public road. An adequate bed of suitable material to support the projected traffic and any requirement for culverts shall be determined by the Town Board in considering an application for driveway approval.
3. At the dead end of the driveway, a turnaround of at least 25-foot radius or some other method to allow vehicles to turn around shall be provided.
4. An inspection fee of \$500.00 plus \$1,000.00 deposit to cover any damage to existing town road, which will be refunded if it is determined by town board that no damage occurred. Applications will be delivered to the town clerk along with required fee. The clerk will notify town board members, all applications will be reviewed at a regular town board meeting and inspections will be completed by a minimum of two board members and written approval completed before building permit will be issued.
5. If a second inspection is not up to code, a new application must be submitted and new fee will be charged. If board decision is disputed and it becomes necessary to have an engineer inspect, the cost of the engineer will be the responsibility of the applicant.

**All driveways shall be constructed in accordance with the above requirements and other specifications as may be set forth by the town board. The maintenance of the driveway shall be the responsibility of the applicant and/or the property owner.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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## TO BE COMPLETED BY THE TOWN OF RIDGEWAY BOARD

### PRELIMINARY INSPECTION:

CULVERT REQUIRED? Y or N

Minimum Diameter: \_\_\_\_\_

Minimum Length: \_\_\_\_\_

Approval Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### FINAL INSPECTION:

The above driveway has been inspected and determination made that the driveway meets the minimum standards of the Town of Ridgeway.

Approval Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_