



DRIVEWAY/SIDEWALK/ALLEY/UTILITY CONSTRUCTION PERMIT

Public Works Department
Phone: 526-3513 Fax: 526-4357

Application Date: _____

Owner Name:			
Owner Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you insured? Yes ☐ No ☐		Will you be doing the work? Yes ☐ No ☐	

Contractor Name:		Supervisor:	
Contractor Address:			
City:	State:	Zip Code:	
Phone:	Email:		

Type of Property:	Commercial ☐	Residential ☐
Project Address:		
Approximate Start Date:		
Driveway width at sidewalk to be	feet and at the curb	feet.
Applicant is Requesting:	New Curb Cut \$50 ☐	Replacement/Add to Driveway \$50 ☐
(Check all that Apply)	New Sidewalk \$50 ☐	Replacement Sidewalk \$50 ☐
(Price per adjacent lot)	Utility/Install/Demo \$50 ☐	Water/Sewer Repair \$50 ☐
See attached detail for requirements.		

The undersigned understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on and attached to this form. The undersigned also agrees that if the work does not comply with all permit provisions, the applicant shall make needed corrections directed by the Public Works Department. Temporary traffic control shall be provided and maintained by the applicant and shall comply with part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

Applicant Signature _____

Date _____

OFFICE USE ONLY

Issue Date:	
(Permit expires 6 months after the date)	
Approved ☐	Referred to Public Works Committee ☐ Date Referred:
Total Fee: \$	Fee Paid Date:
Fee Paid By:	Invoice No:
Driveway Type: Std. ☐ Special ☐	Sub-Type: Entrance to Private Residence ☐ Parking Lot ☐ Drive-In ☐
Commercial or Industrial Bldg ☐ Gasoline Filling Station ☐	
Parcel Number:	
Approved By:	Date:

REGULATIONS GOVERNING STREET, ALLEY & SIDEWALK OPENINGS

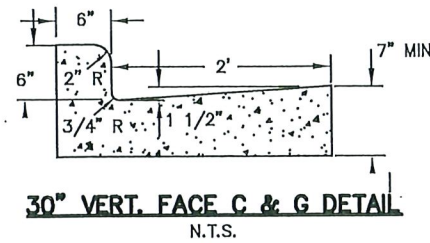
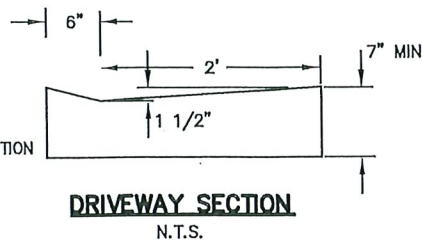
(A) No opening in the streets, alleys or sidewalks shall be permitted for any purpose when the ground is frozen, except where necessary as determined by the Village Public Works Department.

(B) In opening any street or other public way, all paving or ballasting materials shall be removed with the least possible loss of or injury to surfacing materials and, together with the excavated material from trenches, shall be placed so as to cause the least practicable inconvenience to the public and permit free flow of water along gutters.

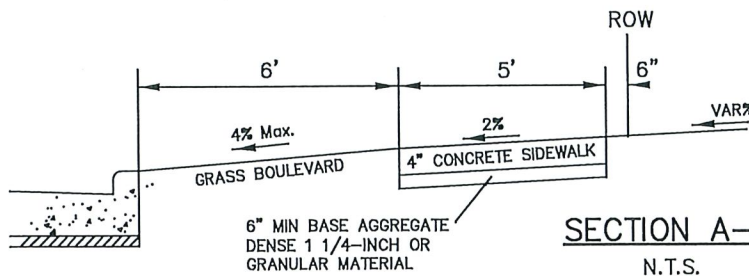
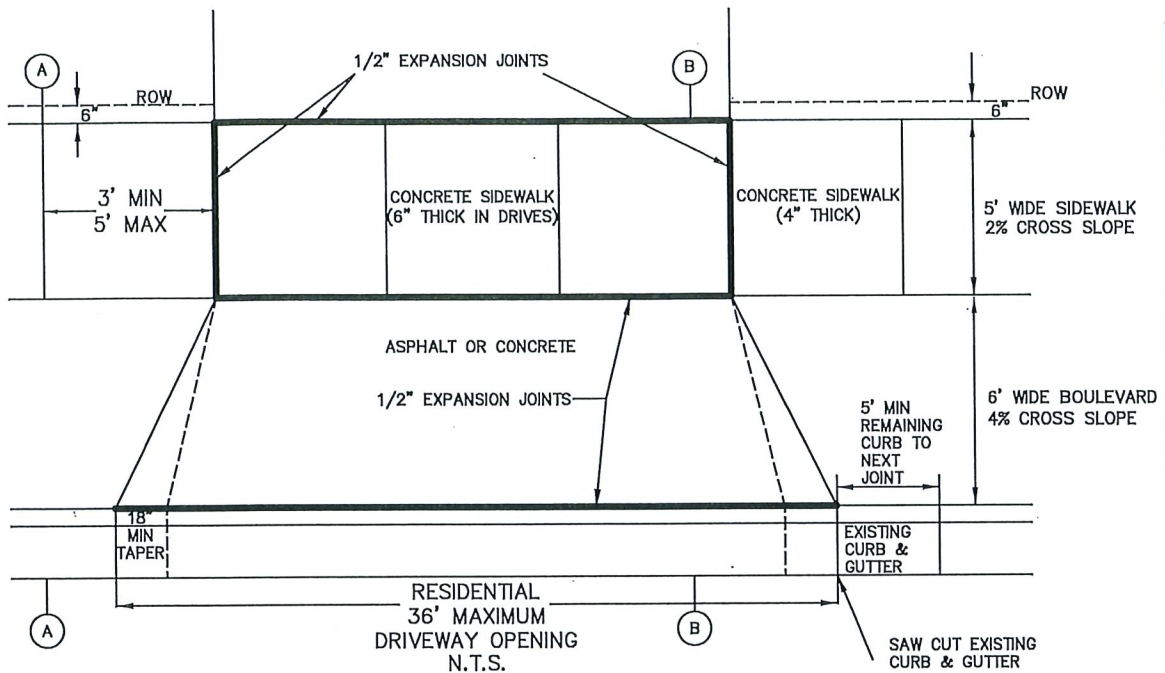
(C) Every person shall enclose with sufficient barriers each opening which he shall make in the streets or other public ways of the Village. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents or employees. Lights shall be installed according to the Wisconsin Department of Transportation Manual on Uniform Traffic Control Devices (latest edition), kept burning from sunset to sunrise, lights to be placed at each end of the opening in the street or other public way and other lights sufficient in number and properly spaced to give adequate warning. Except by special permission from the Village Public Works Department, no trench shall be excavated more than 250 feet in advance of pipe laying nor left unfilled more than 500 feet where pipe has been laid. All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of work. Each person making such openings shall be held liable for all damages, including costs incurred by the Village in defending any action brought against it for damages, as well as costs of any appeal, that may result from neglect by such person or his employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.

(D) In opening any street, alley or sidewalk, the paving materials, sand, gravel and earth or other materials moved or penetrated and all surface monuments or hubs must be removed and replaced as nearly as possible in their original condition or position and the same relation to the remainder as before. Any excavated material which in the opinion of the Village Public Works Department is not suitable for refilling shall be immediately removed, leaving the street or sidewalk in perfect repair, the same to be so maintained for a period of one year. In refilling the opening, the earth must be puddle or laid in layers not more than six inches in depth and each layer rammed, tamped or flushed to prevent after-settling. When the side of a trench will not stand perpendicularly, sheathing and braces must be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in any trench. The Village may elect to make the pavement repairs itself for any street or sidewalk opening, in which case the cost of making such repair and of maintaining for one year shall be charged to the person making the street opening.

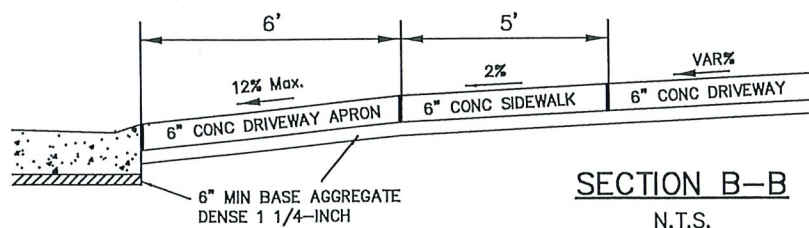
NOTE: REMOVE & REPLACE
EXISTING CURB & GUTTER
WITH TYPICAL DRIVEWAY SECTION



**UPDATED
DRAWING
DETAILS
EFFECTIVE 7/2025**



* WHERE ROW EXCEEDS 60'
THE BOULEVARD WIDTH SHALL
BE ADJUSTED SO THE BACK
OF SIDEWALK IS 6" INSIDE THE
ROW OF THE STREET.



SIDEWALK, CURB & GUTTER, DRIVEWAYS STANDARD DETAILS



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