

**Town of West Bend - Washington County, Wisconsin
APPLICATION for ROAD ACCESS / CULVERT PERMIT**

Name of Property Owner: _____

Address: _____

Phone: _____ Email: _____

Address of property requiring road access or culvert permit (if different from Property Owner address above): _____

Name of Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Property Description:

Tax Key #(s) _____ Current Zoning: _____

Property is currently used for the following purposes (describe in detail): _____

Requirements:

The undersigned hereby makes application to the Town of West Bend, Washington County, Wisconsin for a permit for access to a town road, and/or culvert permit depicted on the plan attached hereto. And further agrees to the following as required under Section 8.00 of the Town of Polk Code of Ordinances (hereafter, the Town Code):

1. Only one driveway access is allowed per residential lot/parcel. Additional means of ingress and egress may be allowed in any other district.
2. No person shall encroach upon or in any way obstruct or encumber any street, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed on or remain on any public way adjoining the premises of which he or she is the owner or occupant, except as provided below. This prohibition includes, by example and not by limitation, CONCRETE DRIVEWAYS OF CONCRETE EXTENSIONS OF DRIVEWAYS.
3. The prohibition mentioned above shall not apply to the following:
 - a. Public Utility encroachments duly authorized by State law or the Town Board.
 - b. Temporary encroachments or obstructions authorized by permit granted pursuant to any relevant State statutes.

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- c. An Asphalt extension of a driveway (driveway approach), to match up with the pavement on a Town road: provided that it is not higher than the road pavement, follows the contour of the road shoulder, and is installed in compliance with Section 8.06 of the Town Code.
- d. A concrete extension of a driveway (driveway approach) is permitted, provided that a permit is obtained as required by Section 8.06(1) of the Town Code, it is not higher than the road shoulder and **MUST** stop at least five (5) feet from the road pavement.

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Application Fee:
(\$50.00)

Check Number: _____

Amount: _____

Applicant Signature: _____ Date: _____

Town Chair Signature: _____ Date: _____

Professional Services Fee:

The Town of West Bend has determined that whenever the services of the Zoning Administrator, Building Inspector, Town Engineer, Town Attorney, or any other Town staff, as well as outside legal, planning, engineering, and other professional and technical advice results in a charge to the Town for professional time and services, the Town Clerk shall charge such services fees incurred by the Town to the property owner even if the request is not approved.

I have been advised that if the Zoning Administrator, Building Inspector, Town Engineer, Town Attorney, or any other Town staff provides services to the town because of my activities, or outside legal, planning, engineering, and other professional and technical advice is required, whether at my request or the request of the Town, I shall be responsible for the fees incurred by the Town, even if my request is not approved.

Owner Signature: _____ Date: _____