

**APPLICANT INFORMATION**

Contact _____	Permit Number _____
Phone _____	Date of Application _____
Fax _____	Address _____
Email _____	_____

**CONTRACTOR INFORMATION (if different from above)**

Contractor to Perform Work \_\_\_\_\_

Contact \_\_\_\_\_ Telephone \_\_\_\_\_

**BILLING INFORMATION (if different from above)**

Name \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

**PROPOSED WORK**

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**ADDRESS/LOCATION OF PROPOSED WORK** \_\_\_\_\_

**DESCRIPTION OF PROJECT** \_\_\_\_\_

**TYPE OF PERMIT (check all boxes that apply)**

- Culverts**
- New / Replace or extend Culvert (\$150 Fee)
  - Culvert Variance (\$150 Fee with Village Approval)

**Type of Culvert:**

- Agricultural
- Residential
- Other

- Driveways**
- Install / Replace Driveway Apron (\$50 Fee)

- Utilities**
- Utility Permit\*\* (\$50 Base Fee plus each of the following)
    - Open Cut Asphalt or Concrete (\$1,500 Fee)
    - Open Cut Gravel (\$1,000 Fee)
    - Per Foot Charge (\$0.10 Per Linear Foot)
- \_\_\_\_\_ lin. ft. x \$0.10 = \_\_\_\_\_

- Ditches**
- Regrading / Cleaning / Obstruction / Etc. (\$50 Fee)

- Late Permit**
- After the Fact Permit (\$150 Fee)

**Total:** \_\_\_\_\_

\*\* Connections or repairs to existing or new water or sanitary services shall be coordinated with Darboy Sanitary District: (920)788-6048 or Harrison Utilities: (920)731-0002.

The Village Board of Harrison or its designated representative hereby grants this permit according to the provisions of this permit. Given under my hand pursuant to Chapter 22 of the Municipal Code.

_____	_____	_____	_____
Permit Holder/ Title	Date	Harrison Representative/ Title	Date

### Culverts and Driveways

#### **Sec. 22-90. - Contractor requirements.**

This article requires all contractors to install and cover, with gravel, a tracking pad/driveway before any equipment, including the backhoe, can be moved onto the building site. It will be the responsibility of the contractor to be sure all traffic in and out of the building site is over the graveled driveway/tracking pad. It will also be the responsibility of the contractor to clean any mud or other debris deposited on accepted town roads, the same day it was deposited. If the contractor fails to clean the roads in the required time period, the town will have it cleaned and charge all costs to the contractor.

#### **Sec. 22-91. - Culvert regulations.**

This article and any amendments to the ordinance from which this article is derived shall be for the purpose of protecting graded ditches and roadsides and to prevent erosion in these areas.

#### **Sec. 22-92. - Driveway access permit.**

All applicants for a new, replacement, or extension to a culvert shall submit a driveway access permit application and fee as set forth in the town fee schedule on file in the office of the town clerk, reference this code section, before the culvert is set in place. Each driveway shall require a separate application and fee. The contractor shall be responsible for contacting the town's designated inspector to ensure culvert pipe is set at grade prior to covering.

#### **Sec. 22-93. - Culvert size requirements.**

- (a) A culvert pipe shall have a minimum 18-inch diameter or the equivalent (18-arch pipe).
- (b) The length required for a single-family residence shall be a minimum of 30 feet and a maximum of 36 feet as measured from end to end, including end walls.
- (c) The length required for all other uses shall be a minimum of 30 feet and a maximum of 60 feet as measured from end to end, including end walls.
- (d) All culvert pipes shall be corrugated metal. End walls shall be required for all new and replacement culverts or extensions to culverts.
- (e) All equipment thereafter shall enter and exit the building site on this culvert. There will be no driving through open ditches or on terraces at any time.

#### **Sec. 22-94. - Variance.**

- (a) A variance request to alter the size/length of the culvert shall be submitted in writing to the building inspector or designated town personnel.
- (b) A variance request to waive the installation of a culvert shall be submitted in writing to the building inspector or designee along with an engineer certificate verifying that the installation will not alter the drainage of stormwater in the area.
- (c) The building inspector and road superintendent or designee shall make a decision regarding the variance request.

#### **Sec. 22-123. - Limitation on alterations to town roads.**

No person shall excavate, fill or install any culverts or make any alterations on, or within any road right-of-way, and shall not install any concrete driveways where there is no curb and gutter or culvert abutments or alter any existing driveways without the permission of the town. Any such installation or alterations shall be in accordance with the town road standards and shall be approved by the town prior to commencing any work.

Utilities

**Sec. 22-191. – Utility permit.**

All accepted town roads shall require a road utility permit for boring/open cutting roads. Utility companies, not the contractor, will be responsible for the permit fee, and obtaining the utility permit. The town board shall require a certificate of insurance. The amounts of the permit fee and additional charges shall be established by the town board, from time to time, and made available for public examination in the office of the town clerk.

- (1) *Asphalt roads.* An additional charge per open cut on asphalt roads will be charged due to the expense of maintaining the roads for subsequent years following the open cutting. This fee will be assessed at the time the utility permit is issued.
- (2) *Gravel roads.* An additional charge per open cut on gravel roads will be charged due to the continued maintenance needed from the settling of the gravel. This fee will be assessed at the time the utility permit is issued.
- (3) *Ditch lines.* An additional charge per foot for all work done parallel to the roadway will be charged for extended maintenance. This fee will be assessed at the time the utility permit is issued.

**Sec. 22-192. - Installation.**

Asphalt shall be saw cut to desired width. For the continuous safe use and passage of one lane of traffic, ample width of roadway shall be maintained at all times, unless a detour has been provided. All advance warning signs and barricades must be in place, supplied and maintained by contractor.

**Sec. 22-193. - Reconstruction.**

All town roads will be brought back up to town standards by meeting the specifications in the "Storm Sewer and Street Construction" document.

**Sec. 22-194. - Approval.**

Utility companies and/or their contractors are responsible for notifying the town upon completion of the job so a field inspection can be made. All roads shall be approved by the town board or its designated representative.