

**DRIVEWAY/CULVERT PERMIT APPLICATION**  
**Town of Milford, Jefferson County, Wisconsin**

**Property Owner/Applicant Information:**

<hr/> Property Owners' Name(s)	<hr/> Permit Applicant's Name(s) (if different from owner)
<hr/> Street Address	<hr/> Street Address
<hr/> City, State, Zip Code	<hr/> City, State, Zip Code
<hr/> Home Phone No. & Work Phone No.	<hr/> Home Phone No. & Work Phone No.

**Property Location:**

Govt. Lot \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_, Town \_\_\_\_\_ N, Range \_\_\_\_\_ E.  
Lot No. \_\_\_\_\_, Block No. \_\_\_\_\_, Subdivision Name Or CSM No. \_\_\_\_\_  
Parcel ID No. \_\_\_\_\_  
Property Address or Nearest Road \_\_\_\_\_

**Please mark the type of driveway which you are applying for:**

\_\_\_\_ Agricultural    \_\_\_\_ Residential    \_\_\_\_ Commercial    \_\_\_\_ Other: Please specify \_\_\_\_\_

**Compliance With Town Ordinance:**

In the Town of Milford, it is required that all new driveways comply with specifications as outlined in the Town Ordinance. Please read the Town Ordinance. Then use the checklist below to review your planned construction, and whether or not it meets ALL required specifications. Each item may be checked off after it has been determined to be in compliance.

**Visibility:** Visibility is defined as being 3 feet above the driveway and 15 feet from the road pavement.

- \_\_\_\_ Driveway entering road posted 55 mph—must have 400 ft. of visibility on either side of drive.
  - \_\_\_\_ Driveway entering road posted 30-45 mph—just have 300 ft. of visibility on either side of drive.
  - \_\_\_\_ Driveway entering road posted 30 mph—must have 200 ft. visibility on either side of drive.
- \_\_\_\_ **Visibility has been checked: Right: \_\_\_\_\_ feet. Left: \_\_\_\_\_ feet.**

**Ditches:**

- \_\_\_\_ Sufficient ditch exists.
- \_\_\_\_ The existing ditch is not deep enough. It will be cleaned out to provide sufficient depth.
- \_\_\_\_ Other: \_\_\_\_\_

**Culvert:**

Required: \_\_\_\_\_Yes \_\_\_\_\_No

Size: May be determined by adjacent culverts or anticipated flow. Minimum culvert diameter required is 15 inches. Minimum length required is 30 feet. It is required that a minimum of at least 8 inches of gravel must cover a culvert.

**Culvert \_\_\_\_\_inches in diameter, \_\_\_\_\_feet in length.**

An application, along with a fee of \$250.00 shall be submitted to the Town Clerk in sufficient time to make the agenda of the Town Board meeting. Upon receipt of the application, the Township may require up to fifteen working days to visit the site and respond with any recommendations. The permit becomes valid upon the applicant receiving an approved copy of the application. Denial of approval will result in the loss of the application fee. Re-application and an additional site evaluation may result in additional fees. Any driveway constructed without a permit may result in removal of the driveway at the owner's expense and/or a fine of up to \$500.00.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**For Office Use Only**

Fee: Received: \_\_\_\_Yes \_\_\_\_No Date: \_\_\_\_\_Amount: \_\_\_\_\_Check No. \_\_\_\_\_

Town Board Meeting: Date to be considered: \_\_\_\_\_

Approval: \_\_\_\_\_Approved \_\_\_\_\_Denied.

Conditions of approval/denial: \_\_\_\_\_

Approved By:

\_\_\_\_\_  
Town Chairman

\_\_\_\_\_  
Date

Witnessed By:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date