

# APPLICATION TO CONSTRUCT A DRIVEWAY AND/OR INSTALL A CULVERT

The undersigned owner, legal occupant or operator, of the described property, hereby requests permission to construct an access driveway and/or install a culvert to a Town of Merrill road, as described below:

ROAD NAME \_\_\_\_\_ located in

SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_.

DRIVEWAY DESIGN: (*Location to buildings, required setbacks, etc*)

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

OTHER DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
PRINT ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_

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## PERMIT TO CONSTRUCT A DRIVEWAY AND/OR INSTALL A CULVERT IN THE TOWN OF MERRILL

The Town Chairman of the Town of Merrill, Lincoln County, Wisconsin authorizes and issues to \_\_\_\_\_, a permit to construct a Driveway and/or Install a Culvert (*designate driveway, culvert or both*) on the property located at \_\_\_\_\_ (*road name*).

LENGTH OF DRIVEWAY: \_\_\_\_\_ WIDTH \_\_\_\_\_  
CULVERT: DIAMETER \_\_\_\_\_ LENGTH \_\_\_\_\_  
TYPE \_\_\_\_\_

Fee of \$ \_\_\_\_\_ has been paid.

\_\_\_\_\_  
Town of Merrill Chairman or Designee

## DRIVEWAY PERMIT PROCEDURE:

1. APPLICANT PICKS UP APPLICATION FROM CLERK, COMPLETES TOP PORTION OF APPLICATION & RETURNS TO CLERK WITH FEE. CLERK KEEPS ONE COPY. APPLICANT GIVEN TWO COPIES. (Clerk fills in the amount of fee paid on bottom portion of application.)

2. APPLICANT CONTACTS TOWN CHAIRMAN OR DESIGNEE, WHO MEETS WITH THE APPLICANT TO EVALUATE THE DRIVEWAY AND DETERMINE THE DIAMETER, LENGTH AND PLACEMENT OF ANY REQUIRED CULVERT. CHAIRMAN OR DESIGNEE COMPLETES BOTTOM PORTION OF APPLICATION, SIGNS & DATES. ONE COPY OF PERMIT GIVEN TO APPLICANT WHO CAN THEN BEGIN CONSTRUCTION. CHAIRMAN KEEPS ONE COPY.

3. UPON COMPLETION OF DRIVEWAY TOWN CHAIRMAN OR DESIGNEE IS NOTIFIED, WHO WILL THEN COMPLETE A FINAL INSPECTION AND APPROVE OR DISAPPROVE THE INSTALLATION.

## FEES:

- |  |       |
|--|-------|
| 1. TOWN DRIVEWAY PERMIT FEE                  | \$50  |
| 2. TOWN HIGHWAY ACCESS PERMIT                | \$50  |
| 3. TOWN DRIVEWAY PERMIT FEE AFTER THE FACT   | \$100 |
| 4. TOWN HIGHWAY ACCESS PERMIT AFTER THE FACT | \$100 |