



**TOWN OF ERIN**  
1846 Hwy. 83, Hartford, WI, 53027  
(262)673-3682

## **DRIVEWAY CULVERT PERMIT -- POLICIES AND APPLICATION**

Complete this application for a permit to install a driveway and/or culvert on a Town of Erin road.

For access on **County Highway K, O and Q** contact:  
Washington County Highway Department  
262-335-4435

For **State Highway 167** or **State Highway 83** contact:  
Access Management Engineer - Systems Planning  
WisDOT Region  
141 NW Barstow Street, P.O. Box 798  
Waukesha, WI 53187  
262-548-5891

All driveway culvert permits expire one year from date of issue, after which a new permit application must be submitted if driveway is not complete. Driveway openings must be separated by a minimum distance of 30 feet.

### **Construction Standards and General Requirements**

*\*Information is provided as a guide and is subject to change, based on town code.*

The following construction standards and general requirements apply to any culvert placed with the Town of Erin right-of-way and to any paved driveway approach within the right-of-way.

1. Culverts, where required by the town, shall be at least 24 feet long for residential driveways and at least 40 feet long for commercial driveways.
2. Culverts must be installed with apron and end walls.
3. Only new galvanized steel meeting minimum state highway gauge is allowed. Any other requests require highway department approval.
4. Culverts must be laid on a bedding of 4-inch of 3/4-inch road gravel or T.B. and must be backfilled with 3/4-inch road gravel.
5. End treatments, must be installed per MFG specs. Ditch flow line shall be provided by installer.
6. Driveway grades must be placed in a manner to maintain a pitch of 1/2 inches per foot away from the roadway to the center of the ditch flow line (9 feet typical).
7. **NO CONCRETE, ROCKS, TREE, OR SHRUBS** are allowed within the highway right-of-way.
8. The applicant will restore the right-of-way to the satisfaction of the culvert inspector as soon as possible to avoid a hazard to the traveling public and excess erosion.
9. All work within right-of-way is performed to not interfere with traffic on the adjoining roadway.
10. The entire cost of installing and maintaining the driveway access and culvert, including restoration, is the applicant's financial responsibility.
11. The applicant agrees to hold harmless and indemnify town of Erin, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.

## **Items prohibited in the road right-of-way:**

Concrete

Rocks

Trees

Fence

Shrubs

**No items in the road right-of-way with the exception of a mailbox**

## **Mailbox locations**

All mailbox locations are determined by the post office.

Please contact your location office for direction.

Box height: 44 inches from the bottom of the box to street level.

Post distance: 15 inches from the post (this should be a break away post) to the road edge. **Nothing bigger than 4-inch by 4-inch post.**

If the Highway Department believes a driveway may create an unsafe condition within the town right-of-way or on town road, applicant may be required to have driveway engineered to ensure it does not create a hazard at their own cost.

OWNER \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

LOCATION OF PROPERTY \_\_\_\_\_

TAX KEY # \_\_\_\_\_ SECTION: \_\_\_\_\_

ADDRESS \_\_\_\_\_

A copy of the survey (11x17 size) with the proposed driveway location must be attached. A stake must be placed on the centerline of the driveway or culvert for the town to inspect the site. Town will determine size or culvert and end walls.

Culvert Size: \_\_\_\_\_

End Walls: \_\_\_\_\_

Driveway and Culvert Fees:

Driveway/culvert inspection permit	\$ 150.00
Waiver and consent required	\$ _____
Paving inspection	\$ _____
Paving permit	\$ _____
Right-of-way Permit	\$ _____
Total	\$ _____

Culvert inspection needs 24 hours advance notice and inspection needs to be done before gravel and culvert are installed. Call (414) 750-9529 to schedule installation.

**I hereby acknowledge I have received and read the town of Erin road right-of-way policy. I understand concrete may not be used for driveway construction within the town road right-of-way. I further understand no other construction may take place in the town road right-of-way without the written permission of the town of Erin road superintendent. All work done within the town's right-of-way is at owner's risk.**

_____	_____	_____	_____
<b>Owner/Applicant's Signature</b>	<b>Date</b>	<b>Approval Signature</b>	<b>Date</b>

-----*Office Use Only*-----

Final driveway inspection for occupancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

By: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Action(s) needed: \_\_\_\_\_

Building inspector notified this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Date Copy Emailed to Owner: \_\_\_\_\_

# Culvert installation example

## EXHIBIT C

