

**DRIVEWAY & HIGHWAY ACCESS PERMIT APPLICATION  
TOWN OF LONG LAKE, WASHBURN COUNTY, WISCONSIN**

OWNER INFORMATION	
NAME:	_____
ADDRESS:	_____
	_____
	_____
PHONE:	_____
E-MAIL:	_____

APPLICANT INFORMATION IF NOT OWNER	
NAME:	_____
ADDRESS:	_____
	_____
	_____
PHONE:	_____
E-MAIL:	_____

**PROPOSED DRIVEWAY LOCATION INFORMATION:**

Address: \_\_\_\_\_  
\_\_\_\_\_ (N\*S\*E\*W) side of \_\_\_\_\_ (road or avenue)

Include with this application a rough SKETCH MAP showing the conceptual idea of the project and the approximate location and dimensions for a preliminary evaluation or a PLAT MAP indicating the location and dimensions of the desired driveway as well as the parcels immediately adjacent to the applicant's property for final evaluation.

All driveways shall be constructed in accordance with all requirements in the Town Driveway & Highway Access Ordinance which is available at [www.townoflonglake.com](http://www.townoflonglake.com) and the Requirements and Conditions of Issuance printed on the next page, and any special conditions stated herein

Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by local ordinances.

Applicant will be notified by mail or email of the acceptance/denial of this permit within two weeks of the date it is received in the office.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

APPLICATION & \$50 FEE RECEIVED BY TOWN DESIGNEE ON _____ (date)
APPLICATION APPROVED/DENIED BY TOWN DESIGNEE ON _____ (date)
TOWN DESIGNEE SIGNATURE _____
PERMIT NUMBER _____

## **REQUIREMENTS AND CONDITIONS OF ISSUANCE**

### **DRIVEWAY & HIGHWAY ACCESS PERMIT APPLICATION**

**FIRST:** The permittee, indicated on the reverse side hereof, represents all parties in interest, and that any driveway or approach constructed by or for permittee is for the bona fide purpose of providing access to owner/permittee property.

**SECOND:** The permittee shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right-of-way. In every instance, the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right-of-way shall be the responsibility of the indicated permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to the said maintenance of the driveway facility.

**THIRD:** The driveway installation shall be made without jeopardy to or interference with traffic using the highway.

**FOURTH:** Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor.

**FIFTH:** The surface of the driveway connecting with the highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed.

**SIXTH:** The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts, where necessary, shall be adequate for surface water drainage along the highway and in no case less than 24 feet long with a 15 inch diameter corrugated pipe or equivalent.

**SEVENTH:** No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without the written permission of the Long Lake Town Board.

**EIGHTH:** The Town of Long Lake does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of any driveway or entrance along any town road, even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.

**NINTH:** The owner/permittee, his successors or assigns agree to hold harmless the Town of Long Lake and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

**TENTH:** All rules and regulations are regulated by the Long Lake Town Board.