



TOWN OF
MIDDLETON
Wisconsin

BUILDING PERMIT PACKET

DRIVEWAY REPLACEMENT

NOTE: PAGES IN PACKET ARE DOUBLE SIDED

Driveway/Culvert Permit

Town of Middleton

Last Updated: 02/27/2020

7555 W. Old Sauk Road
Verona, WI 53593-9700
Phone: 608-833-5887
Fax: 608-833-8996
info@town.middleton.wi.us

Part A: (To be Completed by Applicant and submitted to Town)

Builder's Name: _____

Builder's Address: _____

Builder's Phone: _____ Builder's Email: _____

*Property Owner's Signature: _____ Date / / _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone: _____ Property Owner's Email: _____

Lot or Parcel Description: Street Address _____

Lot Number _____

Plat Name or CSM Number _____

Proposed Driveway Location to Property: _____
(use an attached sheet for required sketch or supply plot map)

Drainage Considerations (include size of proposed culvert if known): _____

Other Information: _____

*I understand work completed without written authorization from the Town Board or their representatives is subject to removal and/or replacement at the Owner's expense. I agree that all work shall be in compliance with Chapter 8.01, of the Town's Ordinances at the time of installation and with the notes listed on the opposite side of this form. I agree to inform any sub-contractors involved with the installation of the driveway and/or culvert of this information and the notes listed.

X

Builder's Signature

_____/_____/_____
Date

(Over)

Part B: (To be Completed by Town and forwarded to Town Engineer and Town Building Inspector)

Date: _____ / _____ / _____ Fees Collected: _____ Town's Signature: _____

Part C: (To be Completed by Town Engineer)

Required Pipe Size, Slope and Material from Development Drainage Plans (if available) * _____

Site Distance Comments _____

Other Comments: _____

Date: _____ / _____ / _____ Engineer's Signature: _____

Required Inspections: *(Applicant (Builder or Owner only) to request inspections from Town Engineer. Engineer will complete the inspections within 3 working days)*

- Before culvert is installed – to confirm culvert is being placed at the grades of the established ditch or to the grades and slopes required by the approved development plan; and to confirm that the location of the driveway is consistent with the proposed application. Modifying the existing ditch grades could negatively impact adjacent properties. **Upon completion of the driveway paving, and restoration of the ditch disturbed by construction.**
- **Owner or applicant are to identify the proposed driveway location on the property with a lath or other means before calling for this inspection.**
- Contractor or Homeowner is required to call for a driveway inspection **BEFORE THE CONCRETE IS POURED OR PAVED WITH ASPHALT.**

*Where the required pipe size, slope and material has been determined as required by Town Land Division policy, this information is provided by the Developer's engineer of record. The Town of Middleton is not responsible for the accuracy of the culvert size computations or issues that may arise due to errors in the information provided.

Driveway Permit/Culvert Requirements

Town of Middleton

Last Updated: 02/27/2020

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When your personnel, a subcontractor or landscaper is working on a new or replacement driveway, this information will guide personnel or subcontractor(s) in their work:

General Information:

Inspections are required for all driveways **prior** to paving or concrete being poured to ensure that they are in compliance with the Town's Driveway Ordinances and deed restrictions applicable to the property. **Any driveway that is completed before an inspection is done, and not meeting town Ordinance standards and/or deed restrictions applicable to property, will be required to be removed and replaced at the contractor/owner's expense.**

- All driveways will be installed at an elevation matching final edge of road elevations.
- Temporary asphalt ramping on the street pavement may be placed if surface asphalt is not yet installed.
- Construction equipment and vehicles shall be limited to one entrance per lot in the location of the future driveway.
 - Driving through ditches or across utility easements with trucks and equipment will not be permitted.
 - Non-compliance will result in a substantial fine

Driveway permits in the Town of Middleton require:

NOTES:

- Precast concrete end sections or prefabricated metal apron end sections are required on all culverts.
- Concrete, asphalt, timber, boulders or stone shall not be placed at culvert ends or on any down slope or fore slope created by the driveway construction within the public right-of way unless such materials are placed to conform to allowable slopes from the driveway edge to the grade at the culvert end and do not create any vertical surfaces.
- Maximum driveway width is 22' at right-of-way and 28' at the street pavement edge for residential driveways.
- The surface of the driveway connecting with the street shall slope downward and away from the street, for a minimum of five feet measured from the edge of the roadway, and shall be pitched such that the lowest point of the driveway within the first 10 feet is a minimum of 3" lower in elevation than the lowest elevation along the line formed by the driveway abutting the roadway.
- Culvert size indicated is for a circular pipe. In most cases, elliptical equivalent pipes are acceptable.
- Driveway culverts shall be installed prior to any construction activity occurring on the site.
- Construction equipment and vehicles shall be limited to **one entrance** per lot in the location of the future driveway.
- Driveway culvert lengths shall be such as to provide for a maximum slope of 4:1 (or a 4' horizontal run to 1' vertical drop) from the driveway edge to the culvert end when the posted speed limit is less than 45 MPH. When posted speeds are equal to or greater than 45 MPH, culvert lengths shall be such as to provide for a maximum slope of 6:1 (6 feet horizontal to 1 foot vertical) from the driveway edge to the culvert end. In general, culverts serving only one property shall not exceed 50 feet in length unless approved by the Town Engineer.
- Driveways can be constructed with concrete, asphalt, or brick. However, if a driveway is constructed prior to the surface layer of asphalt being placed, a minimum of 5 feet of the driveway (measured from the roadway pavement edge), must be constructed with cold patch asphalt, hot mix asphalt, or crushed stone. Under current Town policy, Developer must install the binder course of asphalt for the public streets and then wait a minimum of one calendar year before installing the surface course of asphalt. Each

Owner who constructs a driveway before the surface course is placed on the public street adjoining the Owner's Lot shall construct the driveway to match the elevation of the surface course except for the last five feet which shall be sloped down to match the binder course elevation. At the time the surface course is placed, the last five feet of asphalt pavement shall be removed and replaced to match the surface asphalt elevation.

- For concrete or brick driveways built after the surface asphalt is placed, the concrete may extend to the edge of the street pavement and must match the surface asphalt elevation. Concrete driveways built at this time and extended to the street pavement edge shall be built with a control joint five feet from the asphalt roadway edge.
- Any Owner who does not comply with these requirements may be required by the Town to remove and correct the Owner's driveway at the Owner's expense. Before the surface course is placed on a public street, the Town's snowplows may damage driveways which have been placed above the elevation of the binder course of asphalt. The Town will not be liable for the repair of any such damage. Any such damage shall be repaired at the sole expense of the Owner.
- Each Owner shall install the Owner's driveway within thirty days after completion of construction of the Owner's house, unless not permitted by weather conditions. If weather conditions delay completion of a driveway, the driveway shall be completed as soon as weather permits.
- Each Owner shall comply with any driveway ordinance of the Town from time to time in effect and shall obtain from the Town any driveway permit required by such an ordinance before any driveway is constructed or any culvert placed.
- It is the responsibility of the Owner to confirm whether the surface course has been placed when the Owner constructs the driveway. The Owner can contact the Town for this information.
- Inspections are required for all driveways prior to paving or concrete being poured to ensure that they are in compliance with the Town's Driveway Ordinances. All driveways will be installed at an elevation that will match final edge of road elevations.

Contractor or Homeowner is required to call for a driveway inspection a minimum of three working days **BEFORE THE CONCRETE IS POURED OR PAVED WITH ASPHALT**. Any driveway that is completed before an inspection is done, and that does not meet Town Ordinance standards, will be required to be removed and replaced at the contractor/owner's expense.

Road right-of-way

- The Town of Middleton does not permit boulder walls or retaining walls of any sort in the road right of way.
- The Town requires both the builder and property owner to sign the driveway permit to strengthen communication with homeowners and their landscapers.
- To reduce the need for retaining walls, the Town requires the installation of culverts that are long enough so the slope ratio from the end of the culvert to the drive is 4:1.
- Non-compliance will result in the removal and/or modification of the driveway, culvert, and/or culvert end treatment.
- There will be no distinction between driveways/culverts on dead end streets and those on through streets.

Erosion, Sediment and Tracking

Chapter 17 of the Town of Middleton Ordinances includes the following language:

- 17.07: Any person, firm or corporation who causes or permits erosion, sediment deposits tracking or dropping of dirt on adjacent land, public streets or bodies of water from any land.... shall be deemed in violation of this chapter and subject to the penalties provided in Section 17.10.
- 17.05 applies when an area of 4,000 or more square feet is disturbed resulting in the loss or removal of protective ground cover or vegetation. Such activity requires a permit. To obtain a permit an Erosion Control Plan must be submitted, approved and adhered to.
- The town strictly enforces these provisions through the issuance of citations and if necessary, stop work orders and Town correction of the violation at the owner's expense.

Town of Middleton
Building Permit fee Schedule
2020-2022

Construction Permits/Fees

New Homes and Additions:

One- & Two-Family Dwellings

- a. New Structure and Additions – All Areas.....\$ 0.15 per square. ft. (\$100.00 min)
PLUS
 - Mechanicals – All Areas
 - Electrical\$0.06 per square. ft. (\$100.00 min)
 - Plumbing\$0.06 per square. ft. (\$100.00 min)
 - HVAC.....\$0.06 per square. ft. (\$100.00 min)
 - State seal..... \$37.00
 - Erosion Control..... \$125.00
- b. Remodels \$13.00 per thousand of estimated cost (\$100.00 min) *Plus mechanicals. Minimum from above*
- c. Accessory Structures \$ 0.15 per square. ft. all areas (\$100.00 min)
- d. Swimming Pools..... \$175.00
- e. Miscellaneous Replacements Furnaces, Water heaters \$100.00
- f. Electrical Service Upgrade \$125.00

Commercial Buildings

- a. New Structure and Additions – All Areas.....\$0.18 per square. ft. (\$175.00 min)
PLUS
 - Mechanicals
 - Electrical\$0.07 per square. ft. (\$125.00 min)
 - Plumbing\$0.07 per square. ft. (\$125.00 min)
 - HVAC.....\$0.07 per square. ft. (\$125.00 min)
- b. Remodels ...\$15.00 per thousand of estimated cost (\$175.00 min) *plus mechanicals minimum from above*
- c. Miscellaneous Replacements: Roof Top Units, Water Heaters \$150.00
- d. Electrical Service Upgrade \$175.00

Razing Fees \$150.00

Agricultural Buildings \$75.00

Early Start/Residential \$125

Early Start/Commercial \$175

New Single-Family Completion Deposit: \$2500

Driveway Permits (effective 3/16/2020)

- All Driveway Permit Applications..... \$400.00
- If the driveway is determined to be a repaving of an existing driveway only, \$200 will be refunded to the Applicant
- If it is determined that the requirements of the shared and long driveway section of Chapter 8.01 of the Town's ordinances apply, the Applicant shall pay for the additional costs incurred in excess of \$400.
 - a. For applications that are part of a building project, the additional costs incurred by the Town shall be paid before the building Occupancy Permit is granted.
 - b. For applications that are not part of a building project, the additional costs incurred by the Town shall be paid within 30 days of receipt of invoice from the Town.