



**Application for Driveway Approach, Culvert  
or Service Walk Permit**

Department of Neighborhood Services  
Engineering Division  
7325 W Forest Home Avenue  
Greenfield, WI 53220

**ENGINEERING DIVISION**

PH: (414) 329-5325  
FAX: (414) 543-9615

**PUBLIC WORKS DIVISION**

PH: (414) 761-5374  
FAX: (414) 761-5321

PERMIT #: \_\_\_\_\_

**APPLICANT FILL IN ENCLOSED DATA (PLEASE PRINT)**

Date: \_\_\_\_\_ Tax Key Number: \_\_\_\_\_  
 Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Property address: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contractor address: \_\_\_\_\_  
 Property use: Residential  Commercial  Other   
 Existing driveway width at front lot line: \_\_\_\_\_ Feet \_\_\_\_\_ Inches  
 Proposed width at front lot line: \_\_\_\_\_ Feet \_\_\_\_\_ Inches  
 Material for approach: Concrete  **(Required for existing curb and gutter streets)**  
 Asphalt  (Recommended for streets without curb and gutter)

**FOR CITY USE ONLY**

Existing culvert: Yes  No   
 Condition of existing culvert: \_\_\_\_\_  
 Existing curb and gutter: Yes  No   
 Condition of existing curb & gutter: \_\_\_\_\_  
 Existing public sidewalk: Yes  No   
 Condition of existing public sidewalk: \_\_\_\_\_  
 Existing curb opening: Yes  No   
 Conflicts / special provisions: \_\_\_\_\_

**PERMIT FEES (FOR CITY USE ONLY)**

Driveway approach permit fee: \$ 75.00  
 Curb cut fee: \_\_\_\_\_ ft x \$25 / Foot = \$ \_\_\_\_\_  
 Culvert installation fee: (\$2,500 installation fee) \$ \_\_\_\_\_  
**TOTAL FEE REQUIRED:** \$ \_\_\_\_\_

I have reviewed and understand Ordinance #2101 of the City of Greenfield Municipal Code regarding Driveway and Approach policies, and I shall implement the plan according to the Driveway Approach detail drawing.

I further grant right-of-entry onto this property to the designated personnel of the City of Greenfield for the purpose of inspecting and monitoring for compliance of Ordinance #2101.

\_\_\_\_\_  
CONTRACTOR or OWNER

\_\_\_\_\_  
DATE

# APPLICATION FOR DRIVEWAY APPROACH – CULVERT PERMIT

## CITY OF GREENFIELD

### DEPARTMENT OF NEIGHBORHOOD SERVICES

7325 WEST FOREST HOME AVENUE GREENFIELD, WI 53220 ROOM 203

#### ENGINEERING DIVISION

Ph # (414) 329-5325

Fax # (414) 543-9615

#### PUBLIC WORKS DIVISION

Ph # (414) 761-5374

Fax # (414) 761-5321

### GENERAL REQUIREMENTS / GUIDELINES

- 1) A **Driveway Approach Permit** is required for all paving in public Right-of-Way, the fee is \$75.00 minimum. After obtaining this packet please review and complete the portion under "APPLICANT FILL IN ENCLOSED DATA". For new building construction please return the completed forms to the Inspection Services and Zoning Division along with the other building permits. All other driveway approach permits shall be submitted to the Engineering Division.
- 2) After the location is marked for the proposed driveway as described in Section #2 of Ordinance #2101, please call the Engineering Division for an inspection. The permit will then be issued if all conditions are in order.
- 3) **Call DIGGERS HOTLINE at 811 or toll free at (800) 242-8511 at least 4 days prior to any excavation or construction to allow ample time for all underground utilities to be located and appropriately marked.**
- 4) Streets with curb/gutter: Concrete approaches (first 9' from back of curb) are required being a minimum of 7" thick on a minimum of 6" CABC (crushed aggregate base course) using a ready mix concrete containing a minimum of 6 bags of cement per cubic yard.
- 5) Streets without curb/gutter:
  - Asphalt approaches (first 9' from road edge) shall be a minimum of 3" thick on a minimum of 4" of ¾" T.B. (traffic bond) stone.
  - Concrete approaches (first 9' from road edge) shall be a minimum of 4" thick concrete, using a ready mix concrete containing a minimum of 6 bags of cement per cubic yard on a minimum of 4" of ¾" T.B. (traffic bond) stone.
- 6) Per Ordinance #2101, driveway widths at the front property line shall be between a minimum of 12' and a maximum of 30'.
- 7) Contractors are not required to be bonded or insured with the City of Greenfield.
- 8) **INSPECTIONS ARE NEEDED FOR ALL CONCRETE WORK DONE WITHIN CITY RIGHT-OF-WAY. Call the Engineering Division at (414) 329-5321 to schedule an inspection of the forms BEFORE ANY CONCRETE IS POURED WITHIN CITY RIGHT-OF-WAY.**
- 9) A permit may also be required on Federal, State, and County streets. Please contact the respective governmental agency that has jurisdiction over the street for permitting requirements.
- 10) When a curb cut is required the following will apply:
  - The City will collect a fee of \$25.00/foot times the curb opening width. The curb opening consists of the driveway width and flares. Flares range from 3' to 5' depending on street design.
  - The City will contract to have the curb head removed at the designated location and width.
  - The City will notify the owner/builder 7 to 10 days prior to the curb removal date.
  - The contractor will be responsible for excavating behind the curb to allow enough space for the removal.
  - The contractor will be responsible for backfilling behind the curb after the removal is completed. The stone driveway/tracking pad will be restored with material used from the same excavation.
- 11) I have reviewed and understand this form "APPLICATION FOR DRIVEWAY APPROACH PERMIT – GENERAL REQUIREMENTS/GUIDELINES" and I shall implement the plan accordingly.

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CONTRACTOR or OWNER

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DATE