



Application for Driveway Approach 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)
Notes: _____

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
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 PERMIT
CITY OF GREENFIELD
DEPARTMENT OF NEIGHBORHOOD SERVICES
7325 WEST FOREST HOME AVENUE GREENFIELD, WI 53220 ROOM 203

ENGINEERING DIVISION
DIVISION

Ph # (414) 329-5325
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PUBLIC WORKS

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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 (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. Diggers Hotline is a free service.**
- 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.
 - All curb head cuts and concrete haul-away must be organized privately.
- 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) The applicant shall install a paved driveway approach within one year from date of permit issuance.
- 11) I have reviewed and understand this form "APPLICATION FOR DRIVEWAY APPROACH PERMIT – GENERAL REQUIREMENTS/GUIDELINES" and I shall implement the plan accordingly.

CONTRACTOR or OWNER

DATE