

**APPLICATION FOR ACCESS PERMIT
KENOSHA COUNTY PUBLIC WORKS DEPARTMENT**

Applicant Name (Property Owner):		Phone Number: E-mail:	Highway Name:
Applicant Mailing Address:		Certified Survey Map (CSM) #: Lot #: Parcel #:	
<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	OF:
Type of Access:			
<input type="checkbox"/> Street/Road	<input type="checkbox"/> Single Family Residential	<input type="checkbox"/> Field Entrance	
<input type="checkbox"/> Industrial/Commercial/ Multi-Family Residential	<input type="checkbox"/> Modify Existing Access	<input type="checkbox"/> Temporary Access	
Address of the proposed driveway, if different than mailing address:		How many driveways does this property currently have?	
If modifying existing access driveway, what is the modification (blacktop, culvert replacement (see design standards), etc)?			

APPLICATION NOTES:

- Applicant shall refer to Kenosha County Access Control Ordinance for additional information and definitions.
- Applicant shall place a flag or stake in the highway ditch visible from the highway at the location of the proposed driveway.
- Applicant shall include the following documentation (at a minimum) with their application:
 - Street/Road: Scale drawing or plat of survey showing the location of the street/road as well as any existing access driveways, drainage calculations, contour map and a Traffic Impact Analysis (TIA), if applicable
 - Single Family Residential, Field Entrance, and Temporary Access: Scale drawing or plat of survey showing the location of the proposed as well as any existing access driveways and Certified Survey Map (CSM), if available
 - Modify Existing Access: sketch drawing showing the location of the subject access driveway(s)
 - Industrial/Commercial/Multi-Family Residential:
 - < 100 peak hour trips: Scale drawing or plat of survey showing the location of the proposed access as well as any existing access driveways, a traffic statement, and a Certified Survey Map (CSM), if available
 - 100 – 500 peak hour trips: scale drawing or plat of survey of the site showing the location of the proposed as well as any existing access driveways, drainage calculations, contour map for verification of drainage, an abbreviated Traffic Impact Analysis (TIA), and a Certified Survey Map (CSM), if available
 - > 500 peak hour trips: Scale drawing or plat of survey of the site showing the location of the proposed as well as any existing access driveways, drainage calculations, contour map for verification of drainage, a full Traffic Impact Analysis (TIA), and a Certified Survey Map (CSM), if available
- Applicant shall be responsible for the cost of all materials including culvert (when required), labor, equipment, and other incidentals and costs associated with installing and maintaining the access driveway unless otherwise specified on the approved permit.
- Applicant shall contact Diggers Hotline and any other underground utilities not listed with Diggers Hotline prior to the commencement of excavation.
- Applicant shall restore the highway right-of-way to the satisfaction of the Highway Commissioner as soon as possible.
- Construction of access driveway must not interfere with the mobility or safety of traffic on the highway.
- Applicant shall keep the highway free of mud and debris throughout construction of the access driveway.
- The Highway Division, through its office, shall have access to the work at all times for the purpose of inspection, and the work when complete, insofar as it affects the highway, shall be acceptable to the Highway Commissioner.

***** Applicant shall contact Kenosha County prior to construction to schedule an on-site meeting. *****

DESIGN STANDARDS:

- 1) Refer to 'Access Driveway Permit Plan and Profile Typical Standards' for additional design information.
- 2) Culvert, if needed, may be corrugated steel pipe, however double wall plastic or concrete are preferred.
- 3) Slopes forming the sides of the access driveway shall be the lesser of the existing side slopes or 4:1 for urban CTH segments, 6:1 on semi-urban CTH segments and 10:1 on rural CTH segments.
- 4) Retaining walls, landscape timbers, boulders, rip-rap, etc shall be prohibited on the in-slopes and in the highway right-of-way.
- 5) The centerline of the access driveway shall be at approximately right angles to the highway pavement ($90^\circ \pm 10^\circ$).

The undersigned and designated applicant requests permission to construct or modify the access hereinafter described on county trunk highway right of way, and in consideration of being granted permission, as evidenced by the approval of the authorized representative of the Kenosha County Public Works Department, binds and obligates himself to construct the driveway in accordance with the description contained herein and sketches, if any, attached hereto, and to abide by the general requirements and location designed and construction requirements set forth on this and the attachments to this form.

The undersigned and designated applicant understands that a Utility Permit must be applied for and approved before the access hereinafter described can be constructed.

The application and terms and conditions of proposed permit agreed to by _____
(print name)

Signed: _____ Date: _____
(Property Owner)

Applicant may mail, fax or email application to:

Kenosha County Highway Division
19600 75th Street, Suite 122-1
Bristol, WI 53104

Phone: (262) 857-1870
Fax: (262) 857-1885
email: DPWPermits@kenoshacounty.org

COUNTY STAFF USE ONLY

Description of proposed work on right of way, culvert requirements, if any, (size and length) and special restrictions, Intersection clearances, and other details of the proposed installation, including reference to attached documents, if any:

CTH _____ Kenosha County _____ of _____
Along the _____ side of the highway, _____ feet _____ of _____
(direction)

- 1. _____ inch diameter culvert with end walls, _____ feet in length shall be installed under the driveway to provide proper drainage along the highway. No culvert required
- 2. Applicant can proceed with roadway/driveway installation/modification upon receipt of fully executed permit.
 Applicant can proceed with driveway installation/modification after receipt of fully executed permit AND County prepares ditch.

The construction of the approved access shall be completed by _____.
If construction is not complete by this date, the applicant must either apply for a time extension, or a new access permit.

ADDITIONAL REQUIREMENTS:

Approved by: _____
(Kenosha County Highway Commissioner)

Date: _____
Permit # _____