

TOWN OF CLEVELAND
Application for Access Permit

Part A. General Information

Owner Name: _____ Telephone: _____

Address: _____ City & State _____ Zip: _____

Email: _____

Legal Description or Tax Parcel Number(s) the access will serve _____

Number of Tax parcel(s) the access will serve _____ Number of Accesses applied for: ___ One (1) ___ Two (2)

Applicant seeks a permit for (check all that apply): ___ Existing Access ___ New Access

Access Use Type: ___ Agricultural ___ Residential ___ Commercial ___ Other

Number of parcels the access will serve ___ One (1) ___ Two (2)

Does access serve a parcel that does not have public road frontage? ___ Yes ___ No

(If yes, attach a copy of the easement that has been granted for the driveway connecting the parcel with the public road)

Will the access serve two or more parcels without frontage on a public road? ___ Yes ___ No

(If yes, you may be required to apply for a private road permit rather than for a driveway/access)

Part B. Specifications and Standards **This Section shall be filled out by the Town's designated Official...**
to establish the specifications, conditions, and standards which an Access to a Town road must meet in order to be granted a permit.

Access will be located on: ___ Private Road ___ Town Road ___ Other (specify)

**** (Part B. to be completed only if Access is on a Town Road) ****

(1) Dimensions of Access

Width of finished surface: _____ 24' ft minimum (Residential) _____ 30' ft minimum (Agricultural, Commercial, Other-specify) Unpaved

Type of finished surface on access, public, or private roadway ___ Gravel ___ Paved ___ Other-specify

An access shall have at least 4 inches of 3-to 4-inch rock or pit-run gravel on the roadbed, covered with 2 inches of ¾ - inch gravel. If it can be shown there is a suitable base, this provision may be modified or waived by the Town.

(2) Drainage (This includes management of drainage both along the public roadway and from the parcel towards the public roadway.)

Culvert ___ Required** ___ Not Required

****Access shall have a minimum 18-inch diameter culvert. Length of culvert to extend 3' ft past both sides of the finished surface.**

Culvert Diameter _____ inches

Culvert Length _____ feet

Side-slope of access:

_____ a maximum side-slope of 3:1 (3 ft horizontal to 1 ft vertical) other _____

_____ Retaining walls constructed of cement or rocks on side of access are hazardous to public safety & are prohibited. Structures shall not be located in the right-of-way.

_____ Prompt erosion control of the side slope and all other disturbed soils on or around the newly constructed access by sodding or seeding with mulch to minimize erosion must immediately follow construction of the access (within 10 days). Description of methods to be used for controlling erosive soils with sodding or seed mixture and mulch is required.

(3) Location: Separation Distances, Line of Sight, Angle

Minimum distance to a town road intersection: _____ 100 ft from right-of-way _____ Other _____ ft

Minimum distance to a county road intersection _____ 400 ft from right-of-way _____ Other _____ ft

Minimum distance to a state highway intersection _____ 400 ft from right-of-way _____ Other _____ ft

Distance between driveways on different parcels on the same side of the road:

_____ 100 ft (minimum) _____ Other _____ ft

Ingress/egress angle (the angle between the tangent to the centerline of the public road and the center line of the access extending through the entire access) _____ 90 degrees _____ Other _____ degrees (Variances will be extremely rare)

Line of Sight

A minimum unobstructed line of sight distance of 600 feet in each direction from a access point shall be maintained to the extent possible. Sight line obstructions can include crests of hills, curves, buildings, or vegetation.

Describe obstructions (if any) that must be removed _____

Part D: Acknowledgements By the Town Official – Preliminary Inspection (Check Off)

_____ I have visited the site of the proposed access and consulted with the applicant.

_____ I have explained the requirements marked in Part B of this application and informed the applicant that the act of granting an Access Permit shall bind the applicant to locating and constructing the access in conformity with the standards identified in the checklist in Part B unless these standards are modified by the Town prior to granting finalized access permit.

_____ I have explained the procedures for acquiring a final access permit to the applicant

Signed _____ **(Town Official)** **Date** _____

Signed _____ **(Town Official)** **Date** _____

Part C. Application Materials & additional duties of applicant

Materials: In addition to completing **Part A** of this application, the applicant is required to **draw a sketch plan** that includes the following information for which access is being requested:

North arrow, parcel dimensions, proposed building location(s) (if any), drainage pattern of the parcel, existing structures on the parcel (if any), proposed location of access width labeled, location and distance of any intersections within 1000 ft of the access, location and distance of accesses serving adjoining parcels on the same side of the road, distance from the center of the proposed access to neighboring property lines.

Flagging at the Site: Applicant shall mark the proposed driveway location with high visibility flagging stakes. The proposed centerline and access surface width shall be marked. If an access is associated with an easement, the easement should be flagged along its width and length. The property line with adjoining parcels should be marked with a highly visible flag of a different color than that marking the access at the point where the adjoining parcel meets the right-of-way.

Additional Info:

Mailboxes: number ____ 2 feet from road toward ditch.

Snow Removal ____ Placement of fences, entrance markers, gates shall not be placed on public road right-of-way.

If Plan Commission review is required, the Town Plan Commission will review the application and make a recommendation to the Town Board within 15 working days of receipt of completed application.

Access Permit is valid for one (1) year after the date of application. No Extensions will be granted.

***Application Fee \$50 *After-the-Fact Fee \$75** The permit fee shall be payable to "Treasurer, Town of Cleveland".

For additional information reference the Town's Access Ordinance.

Applicant Procedures

1. Download form www.clevelandtownship.com or request a copy of the application for Access Permit, **complete Part A.**
2. **Complete Part C:** sketch plan & flagging/stake out purposed access location
3. Submit: Access Application & Sketch Plan to: clevelandclerk@gmail.com
or Mail to: Cleveland Clerk 20165 County Highway Z Cornell, WI 54732
4. Applicant will be contacted to schedule preliminary review meeting with the Town Designee(s) to view proposed access and complete access application within (15) working days of receiving application & sketch plan.
5. ***The access application fee will be collected at preliminary review in order to proceed with access request.**
6. Applicant shall create access per Part B. of this application; and comply with Town's Access Ordinance
7. Applicant shall notify Town Chairman within (15) days of completion that construction on the newly created access is finished and ready for final inspection.
8. The Town Designee will review the access within (15) working days to determine if access meets the standards set forth by the permit application. The owner will be notified verbally (or letter if necessary) if the access fails to meet a standard required by the permit and with correction of the defect to be made in accordance with the time frames and procedures set forth. A letter will be sent if correction of defect is not completed within 10 days. Corrective action will then be taken by the Town Board.

By the Applicant (Applicant Initial) This section completed after preliminary review.

___ I have consulted with the Town Designee(s) and been informed of the requirements and procedures

___ I understand the specifications, standards and other conditions set forth in Part B of this application. I also Understand that I shall be bound by Part B of this application unless it is modified by the Town prior to the granting of the permit; and Town of Cleveland Access Ordinance.

___ I have been informed and understand the procedures for preparing the application and review by the Plan Commission (if required).

___ I swear that all the statements I have made in Part A of this application are true.

___ Should I sell or transfer this parcel without constructing a permitted and certified access, I agree to convey the permit to new owner at the time of sale or transfer, and to inform new owner of the requirements of this access application.

___ I understand that an "After the Fact" Permit Fee shall be charged to me if an access is established before an access permit has been granted. Any access must be approved by the Town and all standards and specifications be met.

___ I understand that constructing a permitted or un-permitted access contrary to the specifications and standards set forth in this application is a violation. I understand that after finding the access to be hazardous to public safety, the Town may enjoin me from using the access until such time as the hazardous condition is removed. I also understand, that following notification by the Town of said violation, the Town may physically remedy the violation and assign all the costs of enforcement and remediation on my next tax billing.

Print Name _____ (Applicant) Date _____

Signed _____ (Applicant) Date _____

To be completed by Town Official:

Access Application & Sketch Plan Received Date _____ Permit No. _____

Preliminary Access Review Date _____ Application Fee \$ _____ Ck. _____

Applicant Notification of Access Completion _____

Final Inspection Completed _____

Access Granted _____ Access Denied _____ Violation(s) _____

Signed _____ (Town Official) Date _____

Signed _____ (Town Official) Date _____