



Site Entry Permit onto Town Roads and Driveway Land Use Permit Application

Instructions

All driveways require a Driveway Land Use Permit. Driveways entering onto a Township road also require a Site Entry Permit.

Fill out the application and return it to the Town Clerk with the applicable fee

- Driveway Land Use Permit: \$120
- Driveway Land Use Permit *and* Site Entry Permit: \$226 plus \$500 refundable deposit (as a second check)

For the **Driveway Land Use Permit**, the Planning Director will inspect the site and determine that the requirements for a Driveway Land Use Permit have been met.

For the **Site Entry Permit** the Town Clerk will provide you with a stake to be placed at the center point of where the proposed driveway will enter onto the Town road. When the stake has been placed, notify the Town Clerk.

The Road Supervisor will inspect the site and determine the requirements for the driveway, including culvert size and placement (if necessary), end slopes, and erosion control / land disturbance requirements.

When you have completed construction of the driveway, notify the Town Clerk. The Road Supervisor will inspect the driveway. If it meets the requirements as determined above, the \$500 deposit will be returned. If it does not meet the requirements, an opportunity will be provided to fix the installation. If the installation continues to not meet requirements, the deposit will be forfeited.

Driveway Setback Requirements

Side and Rear Yard Setbacks

For Zone Districts FL-1, FL-2, FFL-1	The same distance as accessory structure setbacks for the zone district (see Article V Section 3 in the Zoning Ordinance) unless there is agreement amongst all affected parties allowing a reduced property line setback.
For Zone Districts RR-1, SC-1A, SC-1B, COM-1, LIM-1, SSUR-1, SUR-1, SUR-2	One-half (1/2) of the distance of the accessory structure setback for the zone district (see Article V Section 3 in the Zoning Ordinance) unless there is agreement amongst all affected parties allowing a reduced property line setback.

Public Waters Setbacks

Type of Public Water	Setback
Trout Stream	200'
Tributaries for Trout Streams	100'
Other public watercourses	100'
Unclassified, established watercourses with defined bottom	50'

Owner Name		Address		Phone		Email	
				Cell: Work: Home:			
Applicant Name (if other than Owner) and relationship to Owner (Agent, Contractor, etc.)		Applicant Address		Applicant Phone		Applicant Email	
				Cell: Land Line: Home:			
Site Address		Road that Proposed Driveway Enters Onto			Parcel Identification Number		
Is Proposed Driveway Located on an Easement?		Duration		Driveway Type		Proposed Culvert Location(s)	
☐ Yes (provide proof of easement) ☐ No		☐ Temporary ☐ Permanent		☐ Commercial ☐ Residential ☐ Agricultural (farming, logging)		Show on sketch	
Zone District	Driveway Side Yard Setbacks	Required for Zone District			Actual		
	Driveway Setbacks from Public Waters, if Applicable	Required			Actual		
Driveway Surface Type		Driveway Width <i>Minimize width consistent w/ safety & engineering design</i>		Width of Clearing for Driveway Construction		Total Length of Clearing for Driveway Construction	
☐ Asphalt ☐ Concrete ☐ Gravel ☐ Other							
				<i>In feet</i>		<i>In feet</i>	
						<i>In square feet</i>	
Will any Wetlands be Affected by Driveway Construction?				Will Driveway be in Floodplain?			
☐ Yes (show on sketch) ☐ No				☐ Yes (show on sketch) ☐ No ☐ Don't Know			
Proposed Construction Dates							
<i>* A Land Disturbance / Erosion Sediment Control Permit may be required if total clearing is greater than 5,000 sq. ft. or if needed to protect ditches during construction.</i>							

Owner Signature

Date

SKETCH

Include property boundaries, location of driveway on property, side lot lines, setback distances, culvert location(s) (if any), wetlands (if any), direction of water flow, and stormwater / erosion control measures if required. Show North.

A large grid of graph paper for sketching site details. The grid consists of 20 columns and 30 rows of small squares, providing a structured area for drawing property boundaries, driveways, lot lines, setbacks, culverts, wetlands, water flow, and stormwater/erosion control measures.