



Driveway Permit Application

Date: _____
Applicant: _____
Address / Taxkey: _____
Phone: _____
Email: _____

Permit Information (To Be Completed for each Driveway Request)

Type of Driveway Access

- Agricultural Width (ft) _____
- Residential Width (ft) _____
- Commercial Width (ft) _____

Type of Driveway Construction

- New Driveway
- Improve/Expand Driveway
- Relocate Driveway

How many driveways serve the Subject Property including this request? _____

What side of the road/highway is the driveway located? North / South / East / West

What is the name of the nearest road/highway? _____

How far is the driveway from the nearest road/highway? _____ ft / mi

Does the location of the driveway meet the Village requirements for sight distance? Yes / No

The Applicant shall place stakes in the ditch line showing the Director of Public Works where the applicant wishes to place the driveway. In addition, the applicant shall provide a Plat of Survey illustrating the new driveway, improved/expanded driveway or relocated driveway.

I, the undersigned Applicant, hereby certify that I have requested this driveway permit and that I have read, understand, and agree to abide by the following conditions:

- A. To bear all costs of construction and materials (including required drainage structures) necessary to complete the driveway to the Village of Windsor's satisfaction; and
- B. To hold harmless the Village of Windsor and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit; and
- C. To abide by the provisions of the driveway regulations and the specifications below:
 - 1. That the driveway be constructed in the location and with the dimensions as diagrammed on the drawing attached to the application; and
 - 2. That any change or exceptions to the Village Standards have written approval of the Director of Public Works; and
 - 3. That the Village has the right to remove or correct - at the owner's expense - any driveway entrance not built in accordance with the Village of Windsor Driveway Standards or as outlined on this application form.

Applicant Signature: _____

PERMIT FEE: \$25.00 per driveway application
Please make check(s) payable to: VILLAGE OF WINDSOR

DO NOT WRITE BELOW THIS LINE

Does the Subject Property have an access restriction? Yes / No

If Yes, explain the access restriction: _____

Is the subdivision of adjoining lands possible? Yes / No

Does the driveway require a culvert? Yes / No

If Yes, what is the diameter _____ (in) and length _____ (ft)

Approval by Director of Public Works (Required within ROW)

_____ Date: _____

Approval by Director of Planning / Zoning Administrator (Required outside ROW)

_____ Date: _____