

**TOWN OF AMHERST
Driveway/Culvert Permit**

For new, altered, or improved driveways which lie within the Town of Amherst

- 1) **Failure to comply with this permit may result in your driveway being replaced or removed at owner's expense.**
- 2) Any questions concerning this permit should be discussed with a member of the Town Board: Chairman Don Spierings at 715-340-1230; Supervisor Jeffrey Lutz at 715-498-1316; or Supervisor Dick Trzebiatowski at 715-347-3314
- 3) THE APPLICANT SHALL PLACE FLAGS OR MARKERS IN THE DITCH, VISIBLE FROM THE ROADWAY, AT THE LOCATION OF THE PROPOSED DRIVEWAY. When flags or markers are in place, please contact the Town Clerk at 715-824-3476, so a fire number can be assigned to the new address.

Name: _____ Phone Number: _____
Email address: _____

I am the (check one) Owner Contractor Agent Parcel Number _____

Owner's current Address: _____

Address of Proposed Driveway: _____
(To be assigned by the Town Clerk after proposed driveway is flagged.)

On the back of this application, provide a sketch of the proposed driveway, including grade, slope, width, and length of driveway. All property owners are encouraged to have a turn-around for safety reasons.

BEFORE ANY WORK IS DONE ON THE LOT, THE BASE OF THE DRIVEWAY TO THE ROAD SHOULD BE IN PLACE AND USED AS THE ACCESS TO THE PROPERTY.
Damage to roads incurred because of lack of driveway will result in charges for repair.
NOTE: TO AVOID PROBLEMS WITH ROAD MAINTENANCE, NO ITEMS AND/OR PROTRUDING DRIVEWAY MATERIALS ARE ALLOWED IN THE TOWN ROAD RIGHT-OF-WAY WITH THE EXCEPTION OF FIRE NUMBERS, MAILBOXES, AND TRAFFIC SIGNS.

- The following minimum specifications shall apply to all new or altered driveways as well as deteriorating driveways being improved:
- Minimum separation between driveways is 100 feet. Deviations from the standard are allowable at the discretion of the Town Board. Minimum separation of driveways from intersections is 100 feet.
 - Driveway width shall be a minimum of twelve feet within the town right of way.
 - The surface of the driveway connecting with the road shall be sloped so as to prevent surface water runoff from entering the roadway.
 - Maintenance of the driveway, including culvert, is the sole responsibility of the landowner.
 - All driveways shall be constructed in accordance with the above Town requirements and include any other specifications as may be set forth by the Amherst Town Board. Any driveways on County or State Roads need to be constructed according to the specifications and regulations of those jurisdictions.
 - **The Town of Amherst is not liable for any damage to driveway within Town of Amherst right away. Homeowner will be liable for damage done to Town of Amherst equipment.**
*Any variance needs Town Board approval prior to issuing a permit.
Fee of \$25.00 is paid to the Town of Amherst through the town clerk.*

I agree to the above Driveway/Culvert Permit Conditions:

Signature of Applicant: _____ Date: _____

To be completed by a Town Representative before a Building Permit is issued:

Culvert will will not be required. Culvert will be a minimum diameter of _____ inches.

The above driveway application has been inspected by the Town of Amherst Representative and determination has been made that the driveway meets the minimum standards and is *hereby authorized to be construct a driveway/culvert within the town right of way.*

Signature of Town Representative: _____ Date: _____