The Town requires that vehicle access to all parcels of land within the Town be over a culvert and gravel driveway unless deemed unnecessary by the Town. A permit is required for construction, repair or reconstruction of any driveway or installation of any culvert within the Town right-of-way. Application for a permit shall be made at least 3 business days in advance of the intended installation. No driveway permits shall be issued for private easements that provide access to land locked parcels.

All culverts shall be 15 inches in diameter or larger as specified by the Town and shall meet the following criteria:

- Maximum length: residential – 30 feet
- Other – 50 feet
- Minimum length: all – 20 feet
- Minimum distance from culvert end (end of end section) to property line (P.L.) or Town easement line: 6 feet
- Minimum distance between culvert ends: 12 feet

**Application Instructions:**

1. Complete the Culvert Permit Application form on the reverse side by printing or typing all of information required. The Remarks blank may be used for indicating any special conditions that may affect the culvert installation. The normal residential length is the 20 foot minimum required by the Town. The maximum residential length is 30 feet. Please indicate if the preferred driveway location has been staked in the field (preferred) and/or shown on the plot plan.

2. Attach a copy of a plot plan for the property that includes elevations and a benchmark that is within sight distance of the proposed culvert.

3. Indicate the proposed location of the driveway. This may either be shown by dimensions from one of the side lot lines on the plot plan and/or indicated on the property by a stake driven in the ditchline at the centerline of the proposed driveway.

4. Submit the material indicated above to the Town with the required fee of $125.00, which covers application processing and two site inspections.

5. The Town staff will call when the first site inspection has been made and the culvert permit is issued. (At that time a house number will be assigned to any property under new construction.) Take the permit to your contractor. When the culvert installation is complete, you or your contractor should notify the Town so that the second inspection may be made. The process is complete when the Town staff has signed the second inspection report. Building permits for new construction will not be issued until culvert installation has been given final approval.

Please complete the application form on the reverse side
Culvert Permit Application Form

Owner's Name: ___________________________ Daytime Tel. No.: ________________

Street Address: __________________________________________________________________________

Town/City: ______________________ Zip Code: ______________________

Contractor: ___________________________ Tel. No.: ______________________

Address: _________________________________________________________________________________

Legal Description of property where culvert is to be located:

CSM No.________________________ Lot No. ____________

________________________________________________________________________________________

Is the culvert centerline location staked or marked in the field?  ☐ Yes  ☐ No

Residential culverts will be staked for a 20-foot culvert unless specified.  Culvert Length: ______________

Remarks: __________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

To be Completed by
Town Personnel Only

Fee Paid ______________

Date ______________

Receipt No. ______________

Staff Initials __________

Signature of Applicant

Date of Application

*Building Permits for new construction will not be issued until the
culvert installation has been given final approval.

**Scraping of top soil is authorized prior to receiving Building Permit.

(Revised 10/04/2013)