



DRIVEWAY/SIDEWALK/CULVERT PERMIT

(Name) _____ of (Address) _____

Has requested permission to install:

Driveway

Sidewalk

Culvert

Within the limits of the Village of Twin Lakes on the road designated as: _____

A permit for the proposed installation and construction is hereby granted and the following conditions are to be met by the applicant:

- When, and as here designated, work of the type indicated be installed and maintained on highway right-of-way, all features to provide for drainage, safety and maximum use of the highway: _____ corrugated metal culvert pipe with end walls per State specifications. **(see Ord.14.12.091)**
- The installation shall be made without danger to or interference with traffic using the Village highway.
- All driveway surfaces and filling immediately adjacent to the traveled way shall, unless specifically authorized above, slope away from the edge of the traveled way. **(see Ord.17.12.041)**
- Highway surfaces, slopes, shoulders, ditches and vegetation disturbed shall be restored.
- Applicant to notify the Village when culvert is on site so that the Highway Department may prepare a ditch for the culvert. This work will be done at the Village expense. **(see Ord.14.12.091)**
- The work proposed under this permit shall be completed by _____.
- Base aggregate and any concrete forms **must be inspected prior to continuation of proposed job.**

I hereby agree to the conditions proposed in this permit.

Name (please print)

Signature of Applicant

Mailing Address

Telephone #

Date

Approved:

VILLAGE OF TWIN LAKES

Dept. of Public Works

(Installation Information)

By: _____

Date: _____

Please check:

\$50 fee for **NEW** driveway/sidewalk

Culvert

Driveway (existing)

Sidewalk (existing)

14.12.091 Culverts.

- A. No person shall install a drainage culvert in the right-of-way of any Village street, alley, or public right-of-way without first obtaining a permit from the Village.
- B. Application for a culvert shall be made on forms available at the Village Hall and shall be completed and filed with the Village Clerk/Treasurer, who shall refer the application to the committee for public works or superintendent of streets.
- C. Before granting a culvert permit, the superintendent of streets shall make an inspection of the site and establish the grade, size and length of the culvert, together with aprons and end walls. No permit shall be granted for any culvert having a diameter of less than fifteen (15) inches, unless the superintendent, after inspection of the site, shall determine that a twelve (12) inch culvert will provide adequate drainage. No culvert shall be installed less than five (5) feet from the adjoining property line.
- D. The applicant shall pay the costs of the culvert and end walls and materials necessary for proper installation of the culvert as required by the department of public works (superintendent of streets), except that the Village will provide one load of gravel for cover on the culvert. (Ord. 92-2-2; Ord. 90-8-1 (part); Ord. 90-2-1).

17.12.041 Driveway Restrictions.

- A. Access to public streets by properties located in residentially zoned districts shall be limited to one (1) such access or driveway for each lot in a platted subdivision, or one (1) such access or driveway for each unplatted lot or parcel of record as of the eighth day of May, 1989, or one (1) such access or driveway for each lot hereinafter created. Additional accesses or driveways are allowed on the aforementioned lots which are more than twice the minimum lot width as required by this Code on the basis of one (1) driveway or access per multiple of the minimum lot width. Exceptions to Paragraph A may be granted by the Village Building Inspector or Zoning Official based on safety or other specific articulated reason and upon review and recommendation of the Village Plan Commission.
- B. No access or approach shall be located less than five (5) feet from the adjoining property line and shall be constructed in accordance with this Code.
- C. All driveways installed on parcels of property where curbs, gutters and sidewalks exist shall be composed of concrete between the street and sidewalk.
- D. Existing curb height at a proposed driveway entrance may be reduced by one (1) of the following methods, at the option of the property owner:
 - 1. By making two (2) transverse sawcuts, removing a section of the existing curb and gutter, and installing a new depressed curb section in accordance with the attached specifications. Care shall be exercised to avoid damage to the adjacent street pavement. Damaged pavement shall be trimmed to neat lines by sawcutting vertically a minimum depth of two (2) inches prior to replacement of surface gradation bituminous concrete pavement material;
 - 2. By making one (1) longitudinal sawcut through the curb head section along a horizontal plane sloped to match Section A-A of the specifications attached to the Ordinance codified in this subsection and on file in the Office of the Village Clerk/Treasurer. The sawing operation shall be made by a mechanically guided diamond bladed saw designed specifically for this purpose, and finished by diamond wheel grinding. Grinding, except for finishing, and chipping or milling are not acceptable methods to achieve the required curb section.Reduction of curb height at driveway entrances is not required by Village Ordinances. Property owners desiring to do so shall make application through the Building Inspector. Work will be inspected by the Building Inspector or Department of Public Works. (Ord. 2007-10-1; Ord. 2002-5-2; Ord. 94-7-2; Ord. 94-5-3; Ord. 93-7-1; Ord. 90-8-1 (part); Ord. 89-5-1).

17.12.042 Sidewalks And Approaches.

- All properties which require sidewalks to be constructed, shall have sidewalk forms inspected and approved by the Village Building Inspector or Public Works Superintendent prior to the placement of any concrete. Any concrete sidewalks completed without prior inspection approval shall be removed and replaced at the property owner's expense.
- If sidewalks and approaches are not in at time of occupancy, temporary occupancy may be issued at the discretion of the Building Inspector upon receipt of a bond (cash or certified check) in the amount of the sidewalk and approach cost, with a five hundred dollar (\$500.00) minimum. (Ord. 2007-10-1 § 2; Ord. 97-7-1).

Diagram or sketch of proposed:

