



# CULVERT PERMIT REQUIREMENTS

The City requires culverts to be installed under all vehicle access points, unless curb and gutter exists or deemed unnecessary by the City. Application for a permit must be made at least 10 business days in advance of intended installation. This permit application is for culverts only, a separate driveway permit from the Zoning Department is required for all driveways. BUILDING PERMITS FOR NEW CONSTRUCTION WILL NOT BE ISSUED UNTIL CULVERT INSTALLATION HAS BEEN GIVEN FINAL INSPECTION.

**Specifications:**

- Rubber tire machinery only. No track machinery allowed on City streets.
- Culverts material shall be Corrugated Metal Pipe or Aluminized Corrugated Metal Pipe. Material must meet State of Wisconsin Standard Specifications for Highway and Structure Construction or as approved by the City Engineer.
- City personnel will determine size of culvert to be installed. In no event shall a culvert be installed that is smaller than 15" in diameter.
- Maximum length of a culvert allowed is 35 feet. If more than one driveway culvert exists, than any combination of culvert lengths cannot exceed 40 feet. Minimum culvert length allowed is 20 feet.
- Flared end sections or end walls must be installed with every culvert.
- 6" minimum cover required over all culverts
- 4" minimum of 3/8" chips required for bedding

**Fees/Costs:**

The applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.

Permit fee is \$150.00

**Submittal Requirements:**

Complete Culvert Application. Provide a scaled survey drawing showing the exact culvert location, length of culvert, exact width of driveway, and any other information the City may need. After the City reviews the application, we will contact the applicant to let them know the diameter of the culvert and what specifications have been approved.

**After Approval Requirements:**

Stake culvert ends in the field. Provide 5' offset stakes with cut/fill elevations to the invert of each end. Once ends and offsets have been staked in the field call the City for first inspection. At this time City inspector will verify grades are correct. After passing the first inspection, then culvert installation can proceed according to the approved plans. Once installation is complete (including flared end sections or end walls) call the City for the second and final inspection. **IMPORTANT - Make sure offset stakes with cut/fill elevations are still in and undisturbed, if disturbed they will need to be set again before final inspection.**

**Inspection Contact Details:**

For inspections or questions please contact one of the following:

- Ryan Beilfuss - (262) 679-4148
- Scott Kroeger - (262) 679-5686

**Culvert Replacements (For 1 & 2 Family Homes Only)**

Please Note: If the City will be installing the culvert, a permit is not needed. For pricing and scheduling of City installed culverts please call Public Works at 262-679-4128.



# CULVERT PERMIT APPLICATION

Print Form

Permit Ref#:  Date:

### Owner Information:

Name:  Address:   
Phone Number:  City:  State:  Zip:

### Contractor Information: (if known)

Contractor:  Address:   
Phone Number:  City:  State:  Zip:

### Culvert Options: (complete all)

Culvert Length (to be verified by City):

End Sections (to be verified by City):  Flared End Section  End Walls

*By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, and with all the conditions of this permit. Further, applicant agrees to allow City staff reasonable access to the property affected by this permit, if necessary, to verify compliance with the applicable Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.*

## SCHEDULE OF FEES

Permit Fee (\$150) TOTAL

## OFFICE USE ONLY

### Approved Specifications

Culvert Diameter:  Culvert Length:

Culvert Type:  Round  Elliptical  Arch End Sections:  Flared End Section  End Walls

Notes:

Approved By:  Date:

### First Inspection

Verify Stake Locations and Elevations:

Notes:

Approved By:  Date:

### Second Inspection

End Sections/Walls Installed:  Minimum 6" of Cover:

Location and Elevation Correct:  Culvert Length Correct:

Approved By:  Date: