

## PERMIT TO INSTALL ACCESS DRIVEWAY/CULVERT AND/OR ASSIGN ADDRESS - Village of Raymond, WI

The undersigned applicant is bound and obligated to construct the driveway or other alterations in accordance with the description contained herein and sketches attached hereto shall abide with the approved application after inspection by the authorized Public Works Representative. This permit is issued subject to the condition that the work shall be constructed in accordance with all applicable rules and regulations of any governmental agency applicable thereto and be performed and completed to the satisfaction of the Village of Raymond. The applicant shall be liable to the Village of Raymond for all damages which occur during the progress of said work or as a result thereof.

**FEES: Culvert/driveway/address permit \$25, address sign \$100, both \$125.**

Permit #  Application Date:

Parcel/Tax ID:

Address:

New address (assigned by DPW)  Address sign required

Description of access driveway location **SKETCH/PLAN DRAWING MUST ACCOMPANY THIS FORM**

**Property Owner:**

Name

Address/City/State/Zip

Phone  Email

**Contractor (if applicable):**

Name

Address/City/State/Zip

Email

**Driveway Use:**  Commercial  Residential  Agricultural  Culvert Replacement

**NOTE: Culvert size, grade and material are determined by Raymond Department of Public Works.  
New culverts: Materials are obtained and installed by owner/contractor.  
Replacement culverts: Materials are obtained and installed by Raymond Department of Public Works (owner will be billed for materials).**

**Culvert Size:**  inch diameter **Material:**  Metal  Plastic  Concrete  
Culvert must be between 20 and 30 feet long with flared ends; 3/4" TB stone must be around culvert.

**Culvert Grade:**

Fee paid \$ \_\_\_\_\_ (Cash  Check # \_\_\_\_\_)  Final Insp. Required  Engineering Insp. Required

**Applicant Signature/Date:**

**Public Works Signature/Date:**

**Sec. 42-35. - Installation of culverts required.**

(a) *Purpose.* It is the purpose of this section to establish procedures and requirements for the efficient installation of culverts to protect the physical environment of the village and maintain the natural drainage and flow of surface water within the village.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

- **Culvert** means a drain or conduit under a road or driveway.
- **New or replacement culvert** means any culvert constructed or replaced after the effective date of the ordinance from which this section is derived.
- **Permit** means any permit which may be required under this section.
- **Person** means any individual, corporation, partnership, association, entity or group.

(c) *Applicability.* This section applies to the construction of new culverts, or the reconstruction or replacement of existing culverts within the village.

(d) *Permit required.* Unless otherwise specifically permitted by resolution of the village board, upon written application giving the reasons therefor, no person shall construct any culvert, or use any highway ditch or roadside, without having first obtained a permit therefor and without having paid such permit fee as may be periodically set by resolution of the village board. Such permit shall be issued upon the completion of an application form provided by the village, which shall contain such information as the village board shall deem necessary. Thereafter, no culvert may be constructed other than in strict compliance with the grading and size requirements indicated by the permit, and no use of the highway ditch or roadside may be made other than as expressly allowed by such permit.

(e) *Requirements and conditions.* All requirements and conditions enumerated in the permit shall be fully completed and agreed to by the permittee as a condition of the permit issuance. All culverts must have flared ends and use three-fourths TB stone. The village recommends new metal culverts (culvert-grade plastic or concrete may be used at the discretion of the Village Public Works Department) for all new and replacement culverts.

(f) *Inspection; damage repair.* The village's department of public works or the village's building inspector shall inspect the condition of the roadway prior to and after completion of construction. The permittee shall be liable for any damage due to construction and shall repair such damage as directed by the village department of public works or building inspector. If such repairs are not satisfactorily completed within 30 days of such failed inspection, the village shall have the authority to repair the roadway, and the costs of such work shall be assessed as a special charge against the owner or owners of such culvert and may be collected as provided in Wis. Stats. § 66.0627(4).

(g) *Liability for damage or injury.* The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during the construction, repair or completion of a culvert. The permittee shall notify the digger's hotline prior to the application for a permit, construction, repair or any modification. It shall be the permittee's responsibility to locate any underground wiring, utilities, tile, etc.. The permittee shall assume all responsibility for any damage to any person as a result of construction, repair, modifications or change to the existing culvert or driveway.

(h) *Repair, reconstruction, and replacement.* All repair, reconstruction, and replacement work on existing culverts shall be performed by the village. A request for the performance of such work by the village may be made by the owner of a culvert. The village may also undertake such work on its own initiation if, in the opinion of the village public works department or building inspector, such work is necessary to protect the physical environment or to maintain the efficient drainage and flow of surface water within the village. In all cases, all costs incurred by the village in the performance of such repair, reconstruction or replacement work shall be assessed as a special charge against the owner or owners of such culvert and may be collected as provided in Wis. Stats. § 66.0627(4).

(Ord. of 11-10-1997, § 1(7.02); Ord. No. 2003-09, § 1(7.02(2)—(7)), 10-14-2003; Amd. of 9-25-2023)