

APPLICATION TO PERFORM WORK WITHIN HIGHWAY RIGHT-OF-WAY  
WINNEBAGO COUNTY HIGHWAY COMMISSION  
901 W. County Rd. Y, Oshkosh, WI 54901 Phone 920-232-1700

Print Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

One form is required for each connection/access point. Permission is requested to perform the following work in the highway right of way:

	Fee
<input type="checkbox"/> New Residential/Commercial Driveway or Field Access	\$ 350.00
<input type="checkbox"/> Existing Driveway Culvert Replacement or Extension	\$ 350.00
<input type="checkbox"/> New Public Street or Highway (see requirements on back of form – item #14)	\$ 600.00
<input type="checkbox"/> All other accesses, no culvert required	\$ 150.00
<input type="checkbox"/> Hot mix asphalt paving of existing driveway (see back - item #12)	\$ 50.00

Provide name and phone number of asphalt contractor: \_\_\_\_\_

Other \_\_\_\_\_

The above fees include a non-refundable \$50.00 application fee.

**Location of Work:**

County Highway \_\_\_\_\_ Town of \_\_\_\_\_

Section Number \_\_\_\_\_ Town Number \_\_\_\_\_ Range Number \_\_\_\_\_ Located \_\_\_\_\_ miles/feet

N/S/E/W of the intersection with \_\_\_\_\_ on the N/S/E/W side of the road.

Property Owner Comments: \_\_\_\_\_

**Make check payable to Winnebago County and return to: Winnebago County Highway Commission, P. O. Box 2764, Oshkosh, WI 54903-2764**

I understand and agree that the submission of this application to the Winnebago County Highway Commission shall not in any way be construed as implying consent and/or permission for the described work to be performed in highway right of way, and, if the permit is approved, it shall be issued in the name of the CURRENT PROPERTY OWNER ONLY.

I will comply with the terms and conditions of any permit that may be issued by the Winnebago County Highway Commission in accordance with Winnebago County Ordinance 7.14.

**X** \_\_\_\_\_  
**Signature – application will not be processed without signature** **Date**  
----- **Please do not write below this line – for use by Winnebago County Personnel Only** -----

Location \_\_\_\_\_ feet \_\_\_\_\_

Surface size shall be \_\_\_\_\_ feet wide. Culvert required:  No  Yes Culvert size \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Date Paid \_\_\_\_\_

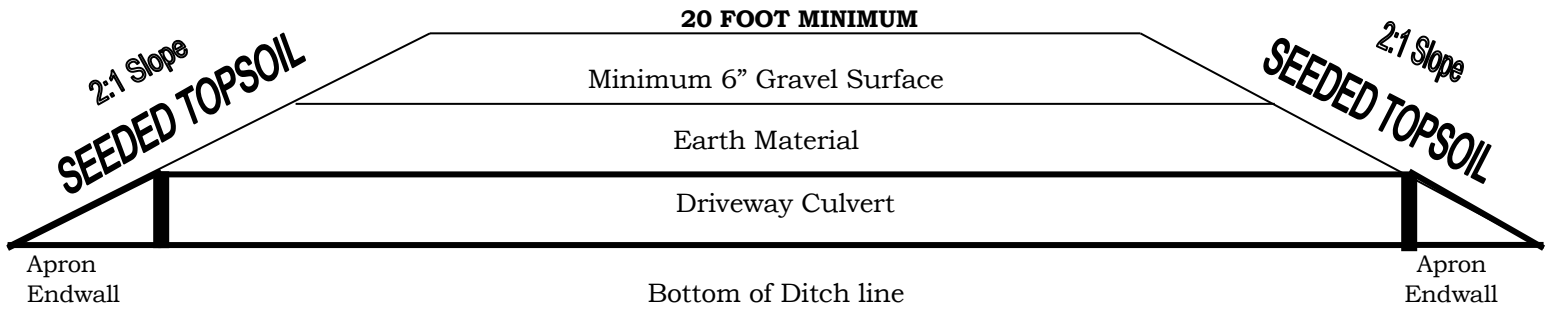
Application  Approved  Denied (\*see back of application for denial explanation)

Requirements or Comments: \_\_\_\_\_

Approved or Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Work completed by: \_\_\_\_\_ Date: \_\_\_\_\_

1. Driveway side slopes shall be of earth material, covered with topsoil and seeded or sodded.
2. No rigid materials such as concrete, stone, timber or bituminous side slopes shall be constructed. Concrete aprons are prohibited, except within curb and gutter areas.
3. Side slope grade shall be no less than 2 to 1 as per diagram below:



4. The culvert must be a minimum of 10 feet from property line and at right angles to the roadway and located at the bottom of the existing ditchline.
5. The driving surface shall meet specified width requirements. Minimum width 20' – Maximum width 35' at right of way.
6. The driveway culvert if required, shall be as specified and of new corrugated metal. Used culverts will not be accepted. Apron endwalls are required on all culverts.
7. All culverts and endwalls must be installed by the Highway Department within 90 days from issuance of this permit.
8. **Once the culvert is installed, all other finish work must be completed by the property owner within 60 days. Winnebago County reserves the right to inspect and correct any deficiencies that have not been addressed after the 60 day inspection and shall charge all associated costs to the applicant.**
9. Stakes will be provided by the Highway Commission to be used to identify each side of the proposed installation at the edge of the shoulder. A diagram may be attached to this application.
10. All the culverts, endwalls, finishing material and permit fees are at the owner's expense.
11. After you have received the approved permit, it is your responsibility to inform the Highway Department (920-232-1713) when the specified culvert and apron endwalls have been delivered. All materials should be kept in a secure location until the day of installation.
12. Driveways that have been paved with HMA (Hot Mix Asphalt) must be tapered in such a way that the water is diverted into the highway ditch. Runoff from the paved driveway is not allowed to drain onto the adjoining county trunk highway system. Elevations of driveway approaches must be kept below the adjoining highway pavement in order to avoid obstructions to winter snow removal equipment. The low point of the driveway shall be over the culvert or transverse to the center of the ditch. Driveway side slopes shall be constructed of organic materials (topsoil) and seeded or sodded. Asphalt material, concrete, decorative stone, rocks, wooden timbers or any nonorganic material is strictly prohibited from being placed on driveway side slopes.
13. The Highway Department shall be authorized to remove all objects and obstructions from the right-of-way adjacent to existing driveway approaches that have not been previously authorized by a Winnebago County Highway Department permit. The department will install culvert extensions, culvert endwalls, topsoil, and seed the existing driveway access and approach for a permit fee of \$350.00. The permit fee will be required to be paid and the permit approved prior to the commencement of the work. Property owner is responsible for providing the necessary materials.
14. **PUBLIC STREET OR HIGHWAY REQUIRMENTS:** The Winnebago County Highway Commission may require that all access applications involving the construction of a public street or highway access include a preliminary design plan that has been reviewed and approved by a professional engineer. The commission shall also require a final design plan incorporating a type "B1", "B2", "C", or "D" intersection for at-grade side roads per the Wisconsin Department of Transportation Facilities Development Manual.

#### APPLICATION DENIAL

\*Your permit application has been denied based on the following criteria:

Per Winnebago County Ordinance 7.14 (13) Variances: any person or any office or department aggrieved by an order, requirement or interpretation made by the Commission may request a review of that order, requirement or interpretation before the Winnebago County Board of Adjustment. Requests for variances shall be filed with the Winnebago County Zoning Department at (920) 236-4844 within 30 days of notification. A fee shall be paid at the time of filing pursuant to Section 17.02(12) of the General Code of Winnebago County. (Row01/14/16)