

## TOWN OF MOUNT PLEASANT DRIVEWAY PROCEDURES (May 2016)

Note: This outline of procedures is only a summary. You also must read the Town of Mount Pleasant Driveway Ordinance on the town website, [www.townofmtpleasantwi.com](http://www.townofmtpleasantwi.com), for a complete statement of driveway requirements and specifications, calculation of fees, and policies for field drives. These procedures do not apply to field drives. We want you to obtain your driveway permit with a minimum of time and effort. You should feel free to contact the town board chairman with any questions. His contact information is on the town website.

1. Persons wishing to construct a new driveway or rework an existing driveway must obtain a Town of Mt. Pleasant driveway permit form and a Green County Zoning Driveway Access/Verification Form (attached to these Procedures) on the town website or from the town chairman or clerk. **If the forms are obtained from the chairman or clerk, the chairman or clerk will also provide a copy of the town driveway ordinance.** The applicant may be the property owner, the builder or excavator. The property owner's name and contact information must be included on the application, together with that of the applicant, if not the property owner. If you request, the town board chairman will review with you the requirements that apply to your driveway.

“Rework” means improvements or changes that change the drainage, topography, location or grade of the existing drive. Rework does not include maintenance of an existing drive, such as replacing an existing culvert with the same size culvert, regrading, surface grading, seal coating, patching), which does not require a permit.

2. After completing both the town permit form and the Green County Form, including all additional materials required by the town ordinance, submit the forms and materials to the Town Board Chairman, together with the applicable permit fee and security deposit. See the driveway ordinance for the calculation of the permit fee. If the chairman determines that the application is complete, he will schedule the application for consideration by the town board of supervisors at its next regularly scheduled meeting.
3. The town board will review the driveway permit application and either approve, deny or postpone approval of the permit if further information or review is required. If the permit is approved, the chairman signs the approved permit and returns one copy of the town permit form to the applicant.
4. When the culvert and base (breaker rock) have been installed, you or your contractor are responsible for contacting the town building inspector, Michael Fenley, at 608-963-0652, to inspect the driveway. Mr. Fenley will contact the Town Board Chairman to advise him of the results of the inspection. If the driveway passes the inspection, the Town Board Chairman will submit the Green County Zoning Driveway Access/Verification Form that you have previously completed to the Green County Land Use and Zoning Office. When that office receives this form, it will issue or permit to be issued the building permit or other required county permits.

Driveway permits issued and not inspected within one year from town board approval are void.

5. After the final layer of finished gravel is laid down, you are responsible for again contacting the town building inspector, Michael Fenley, for a final inspection of the driveway. If Mr. Fenley notifies the Town Board Chairman that the driveway passes final inspection, the Town Board Chair will notify the town board and the clerk, and the clerk will refund the security deposit. Expenses for building inspector inspections, damages, plan evaluation, expert help, special meeting costs, or other expenses incurred by the town regarding a driveway project will be deducted from the security deposit.