

TOWN OF DOVRE

DRIVEWAY PERMIT APPLICATION

**CONSTRUCTION, MAINTENANCE, AND REPAIR OF DRIVEWAYS**

The Driveway Ordinance is intended solely to provide the town with control of driveway location and the owner with minimum specifications for driveway construction. Well located, well constructed driveways provide for safer entrance to and from the road and better, faster access to the property by emergency vehicles. Please recognize these as minimum standards and that they help provide for your safety. The procedure for this application is on the reverse side.

Property Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Current Address \_\_\_\_\_

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Proposed Address \_\_\_\_\_

Contact Number: \_\_\_\_\_

Culvert Required \_\_\_\_\_ Yes \_\_\_\_\_ No

If Culvert is Required (Yes)

Recommended Size \_\_\_\_\_ Diameter \_\_\_\_\_ Length

Approval of Patrolman: \_\_\_\_\_ Initial \_\_\_\_\_ Date of approval

Approval by Town Chairman \_\_\_\_\_ Initial \_\_\_\_\_ Date of approval

If Not Approved – Reason \_\_\_\_\_

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Approval by Town Board: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Chairman Clerk

PROCEDURE:

1. Obtain the driveway application and ordinance from our Patrolperson or Town Clerk. The fee is \$25.00.
2. Complete a rough sketch of the driveway in the space provided. It does not have to be to scale, but please include measurements.
3. Identify the intended approach to the road with a specific measurement from a fixed object, e.g. a cross road, a neighbor's driveway, a tree, or mark the proposed location with stakes as specified in Town Ordinance 2019-03, Section 4, 4.2.1-4.2.7.
4. Deliver the completed sketch to our Town Shop located at 304 25 ½ Street. Mark the envelope in the following manner: DRIVEWAY APPLICATION ENCLOSED.
5. The Patrolperson will assess the property for the need of a culvert and advise you accordingly. The patrolperson will forward the application to the Chairman, who will visit the property and may grant provisional approval for the location. Final approval will be determined at the next regular Town Board Meeting.
6. Use of the proposed driveway is allowed during the review process so as not to hinder construction. If a culvert and endwalls are required and the Town is to provide it, you will be billed at the Town cost for the items.
7. **“The work shall be conducted subject to the rules and regulations in the Town’s Driveway Ordinance and be performed and completed to the Town’s satisfaction, and the permittee shall be liable to the Town for all damages which occur during the progress of said work or as a result thereof.”**

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8. The Owner must maintain the Driveway approaches, culverts, and ditches to maintain the standards in this ordinance and any requirements specific to the Driveway contained in the Driveway Permit, including to permit the free and unobstructed flow of water. The Town has no responsibility for the removal or clearance of snow or ice upon any portion of a Driveway, including the portion within the right-of-way.

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Please provide a rough sketch of the proposed driveway in the space below. Please see Section 4 – Permit Process of Ordinance #2019-03 concerning construction, maintenance, and repair of driveways. Please label the road. Provide measurements of proposed driveway from the nearest Landmark or mark with stakes.