

Application to construct driveway/access along town roads in Aztalan Township: Date _____

Applicant Name _____ Phone # _____

Address _____ City, State, Zip _____

Applied for Driveway location (name of Town road): _____

Type of Driveway being applied for: Residential Commercial Field entrance (ag use only)

Driveway Location (side of road)

North South East West

Distance from driveway to nearest intersecting road:

Feet/miles	Direction	Road Name
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Work being performed by _____

1. Contact the town to obtain a driveway permit. The Town employee or Chairperson will meet with the owner, at the proposed site, and determine a suitable location for the driveway. The town worker or Chairperson (or both) will issue the permit with the following conditions to be followed.
 - a. The Driveway placement will be determined by the Town employee or Chairperson (or both) placement will consider and include safety, closeness to other driveways, hills, curves, and or intersections.
 - b. Minimum surface width of driveway to be 12 feet.
 - c. Minimum of 6 feet on either side of the surface width.
 - d. Minimum of 6 feet off the lot line of any adjoining properties.
 - e. Driveway should flare at the end, where it meets the town road, to at least 6 feet on each side, or a surface width of 24 feet wide.
 - f. Driveway, where it meets the town road, should be slightly angled away from the road, and to the sides of the driveway to keep any water from the driveway from running on to the town road.
 - g. Culvert size, or whether needed, to be determined by the Town employee or Chairperson, based on each individual ditch. If a conventional culvert is required, a new steel culvert will be used. A low clearance culvert may be required in some cases. If needed, the diameter of the culvert will be determined on a case-by-case basis by the Town employee or Chairperson, but having a minimum width of 24 feet.
 - h. The sight distance from a hill or curve, on a roadway where the speed limit is greater than 25 mph, shall be 350 feet in both directions, 3-1/2 feet off the driveway surface, and 3-1/2 feet off the road surface in both directions. On a roadway where the speed limit is 23-35 mph or less, the sight distance will be determined on a case-by-case basis.
 - i. An approved driveway must be in place prior to a building permit being issued and must be used for ingress and egress from the lot, when building, to protect the edges of the town toad. Driveway must be completed and inspected by the town building inspector and must meet all the requirements before an occupancy permit is issued.
 - j. Driveway surface to be crushed stone, asphalt or concrete.
 - k. An adequate driveway road bed base, and a suitable material to support the projected traffic, (fire trucks can weigh an excess of 60,000 pounds) shall be used.
 - l. The driveway permit fee shall be \$100.00 due with application. Payable to the Town of Aztalan.
 - m. Driveway permits shall be signed by either the Town employee or Chairperson.
 - n. Anyone installing a driveway without first obtaining a permit, will be subject to a fee of \$200.00 and may be required to remove or relocate the driveway, if not in a suitable and acceptable location.

Fees are not refundable, as cost of fee is related to time spent by the Town employee or Chairperson on site location.

Approved by _____ Date _____