

N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: October 2025

Date: _____

Permit No. _____ - _____

Fee Schedule: (For Office Use Only)

Zoning Districts Type 1: Rd-2, Rm-1, Rm-2, Rm-3,
EH, MHP, I, PD, B-1, B-2, B-3, B-4, B-5, M-1, M-2, M-3, and M-4 \$100.00 ___ Paid

Zoning Districts Type 2: A-1, A-2, Rs-1, Rs-2,
R s-3, Rs-4, Rs-5, Rs-6, and Rs-7 \$ 50.00 ___ Paid

➔ **Zoning Districts Type 1 Requirements:**

- 35 feet maximum width at roadway including flared end sections.
- 30 feet maximum width at the right-of-way.
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and business.

➔ **Zoning Districts Type 2 Requirements:**

- 25 feet maximum width at roadway including flared end sections.
- 12 feet minimum width
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and house.
** See back for driveway detail.*

Check All Applicable Items

- Driveway Approach
- Curb Removal & Replacement
- New Driveway Installation
- Existing Driveway Reconstruction
- Driveway Culvert w/ Required Apron End Sections

Note: Driveway culverts are owned by the property owner who is responsible for the care and maintenance of the pipe/flared end walls and maintaining flow thru the culvert.

Location: _____
(Address or Tax Key Number)

Owner : _____ Contractor: _____

Address: _____ Address: _____

Phone No: _____ Phone No: _____

Email: _____ Email: _____

Driveway Approach Width at Property Line: ____ feet

Is Culvert Required: Yes No

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Terms of Agreement

1. The application shall contain a description of the proposed work in the right-of-way, culvert requirements including size and length, intersection clearances, distances to nearest driveways, and details of the proposed installation. Attach a plat of survey with sketches of buildings on property, driveway, and dimensions to applicable features (property line, driveway width, etc).
2. The Village Engineer may require scale drawings or other information prior to granting a permit.
3. EXPIRATION. Permits for existing driveway reconstruction shall remain valid for 60 days from the date of issuance and permits for new driveway installation shall remain valid for one (1) year from the date of issuance, after which the permit shall expire.
4. Owner/Agent shall call (262)250-4721 to schedule an appointment for inspection two (2) business days before commencing any work.
5. PENALTIES. Persons who violate the terms of the permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
6. The Applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.
7. The Applicant agrees to hold harmless and indemnify the Village of Germantown, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.
8. The Applicant shall call the Diggers Hot Line prior to the commencement of excavation.
9. It shall be the sole responsibility of the Contractor to install and maintain sufficient warning signs and/or barricades to protect the work, workers, and to warn the public. All warning devices shall conform to the Manual on Uniform Traffic Control Devices (latest edition).
10. Culvert size will be determined by the Village Engineer or representative so as to allow for proper drainage.
11. All driveways and culverts will be a minimum of 5 feet from parallel property lines.
12. Slopes forming the sides of the access shall not be steeper than 4 to 1 (25%) or that of the slopes forming the sides of the roadway, whichever is less.
13. Retaining walls are prohibited in the public right-of-way.
14. Pavement of accesses shall consist of blacktop or compacted gravel. Concrete shall not be allowed within the right-of-way except where there is an existing curb and gutter.
15. Should the property owner choose to extend their concrete driveway into the right of way to the edge of the existing road, they do so at their own risk. The Village will not be responsible for any damage to the concrete pavement for any reason (snowplow operations, etc.)

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Also, should the concrete approach need to be removed for any village project in the future, such as drainage, road improvements or utility installations, the approach will be replaced with asphalt.
The Village **will not** replace the approach with concrete pavement.

- 16. Vertical face curb and gutter (where existing) shall be removed for the new access and replaced with new curb and gutter. At the discretion of the Village Engineer, an approved contractor may be allowed to remove only the curb head on mountable curb by using a machine mounted concrete saw in lieu of removing and replacing the curb and gutter.
- 17. Existing Village Property including road surfaces, curbs, shoulders, slopes, ditches, and vegetation shall be restored to its original condition by the applicant. The agent/owner shall restore the right-of-way to the satisfaction of the Village Engineer within the permit period.
- 18. On new construction for parcels with water service, curb stops shall not be located within 5-feet of the driveway.
- 19. For Driveway Elevation Certification contact the Engineering Department at Village Hall.

OWNER'S AGREEMENT:

The undersigned hereby agrees to perform the work according to the appropriate specifications and standards on file in the Engineering Department. The applicant also agrees to repair or replace any work that does not conform to said specifications and standards. All work performed under this permit is subject to the provisions in Section 8.03 and Section 17.45 of the Municipal Code of Germantown, Wisconsin.

Owner or Agent: _____ Date: _____
(Signature)

Office Use Only (To Be Completed by the Village of Germantown)

Culvert Specifications

Diameter: _____ inches Type: Round Elliptical Arch

Length: _____ feet

Allowed Pipe Material: Corrugated Metal or Reinforced Concrete Pipe

No plastic or HDPE pipe is allowed for driveways.

All culverts will have metal flared end sections, of the same diameter attached at both ends of the culvert.

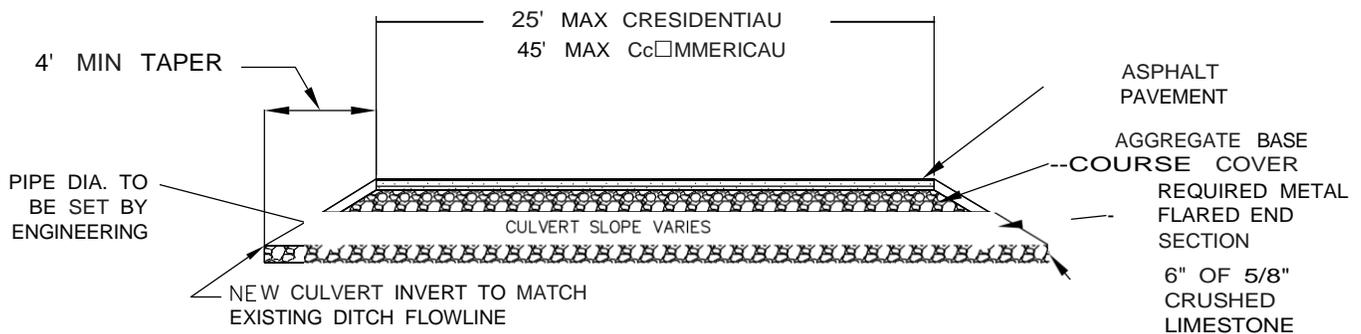
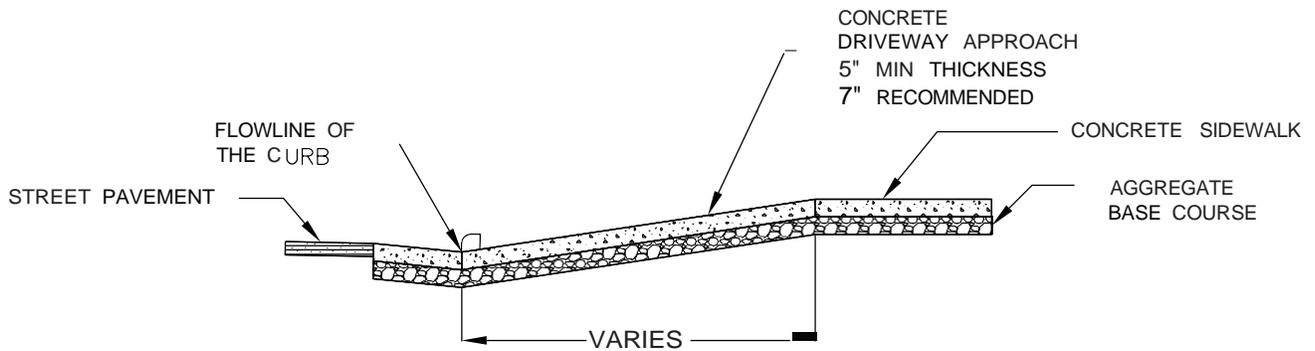
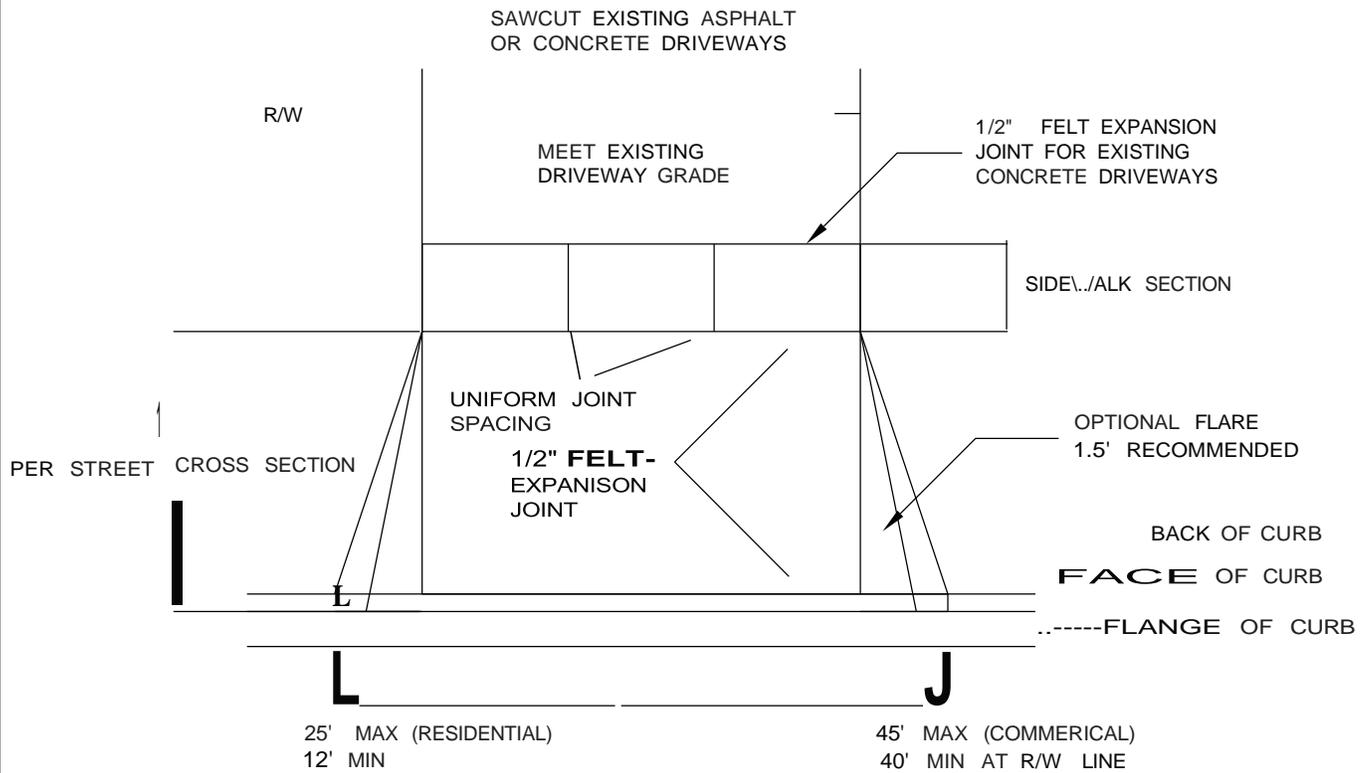
Village Approval

Permission is hereby granted for the above applicant to perform said work in accordance with Germantown specifications and standards. Modification of the curb for the driveway approach must be approved by the Village of Germantown.

Engineering / D.P.W.

Authorization: _____ Date: _____





CROSS SECTION OF AN OPEN DITCH DRIVEWAY WITH CULVERT

RE SED 9/25/2020

RCB

VILLAGE OF GERMANTOWN
DPW / ENGINEERING

STANDARD DETAIL DRIVEWAY APPROACH DRIVEWAY CULVERT

NOT TO SCALE