



CITY OF WEST ALLIS
DRIVEWAY APPROACH PERMIT APPLICATION

CITY ENGINEER: Peter Daniels

Date _____

Permission is Requested:

To (construct) (replace) _____ (private) (commercial) driveway approach(es) _____ feet wide at sidewalk line.

Location: _____

Purpose: _____

Remarks: _____

To widen existing (private) (commercial) driveway approach which is presently _____ feet wide at sidewalk line to a total new width of _____ feet at sidewalk line.

Location: _____

Purpose: _____

Remarks: _____

AGREEMENT

The type of driveway that is to be constructed shall be indicated. Per City of West Allis policy, commercial properties may have a 30 foot maximum driveway opening at the lot line and a residential may have a 20 foot maximum driveway opening at the lot line. Concrete pavement seven (7) inches thick must be placed between the curb and sidewalk. If the sidewalk is to be replaced, seven (7) inches of concrete shall also be installed. Any changes in construction must meet with the approval of the City Engineer and a new permit must be applied for. When the street and sidewalk are located in an unimproved area, only the installation of an approach other than concrete will be permitted. The owner may install a concrete approach, however, with the understanding that it shall be at his own risk. If the owner or permittee fails to construct the driveway approach(es) as designated on the permit, the City Engineer reserves the right to condemn and, at the permittee's expense, order removal and replacement of work done hereunder. Permits are valid for a period of one (1) year from the date of issuance, and once the work has commenced, it shall then be completed within thirty (30) days. All sidewalks must meet ADA compliancy and pedestrian ramp details must follow WISDOT standards and local municipal stipulations.

https://wisconsin.gov/rdwy/sdd/sd-08d05.pdf

When street light cable is located under the driveway approach, the contractor shall carefully excavate the area, so as not to damage the cable. At least a forty-eight (48) hour notice, not including Saturdays, Sundays or Holidays shall then be given by the owner or contractor to the Electrical Division in order to enable the Division to install electrical conduit, and no concrete shall be placed until said conduit is installed. Call the Electrical Division at 302-8808 to arrange for conduit installation.

The applicant shall furnish a site plan of the proposed driveway & location with application. The site plan shall show all conflicts within the street right-of-way such as trees, light poles, power poles, hydrants, sign pipes, etc. The proposed driveway approach with dimensions indicating the location from a property line, and the width of the approach shall be shown. A separate permit for work done on certain State and County highways within the City is also required, and a City permit will not be issued until such said State or County permit is acquired. Contractors must be licensed with the City and bonded in order to perform work in the City Right-of-Way.

The work done under the permit requires full inspection by the City Engineer. The placement of concrete or other work is not permitted without the Engineer's approval of forming, line and grade, and materials used in the work. A notice of at least twenty-four (24) hours, not including Saturdays, Sundays or Holidays, prior to the commencement of the work is required for the Engineer to inspect the work and give his approval. Call 302-8367, Engineering Department, Field Service Division, for inspection.

When grade stakes are required, the Engineering Department Survey Crew will set the stakes at the time when the driveway location is approved. Additional fees/charges will apply for setting grade stakes.

THIS PERMIT is issued with the express condition that the permittee will obey all ordinances of the City of West Allis, and all rules and regulations of the Engineering Department relative to the purpose for which said permit is issued. The Board of Public Works approval is required for all commercial applications. Standard policy is to allow for a maximum 20 foot wide residential driveway approach and a 30 foot wide commercial approach. Special variances from this standard may be allowed and such requests will be presented to the Board for review.

IT IS HEREBY PROVIDED that the permittee shall provide flasher barricades and other safety measures to prevent the happening of any accidents or damages as part of the understanding of granting said permit. The permittee further agrees to hold the City of West Allis harmless in case of the happening of any accident or on account of any damages arising through the issuance of said permit. The City Engineer reserves the right to revoke said permit at any time, if in his judgement, it is in the best interest of the City of West Allis.

Applicant _____

Signature _____

Address _____

Telephone _____

City _____ State _____ Zip _____

Email _____

CITY ENGINEER'S REPORT

FEES:

Type(s) of Driveway Approach(es) Required:

Approach(es) are:

\$50 Application Fee _____

\$75 Permit Fee _____

Electrical Dept. Fee _____

Forestry Dept. Fee _____

Water Dept. Fee _____

Standard With Sidewalk

Approved

Standard Without Sidewalk

Not Approved

Standard for Resurface Street

Approved With Stipulations

Depressed

Culvert Required

Engineer _____ Date _____

PERMIT No. _____ DATE: _____

ENGINEERING DEPARTMENT APPROVAL
Underground _____
Streets _____
Electrical _____
APPROVED _____
City Engineer