

**Town of St. Croix Falls**  
**DRIVEWAY ACCESS PERMIT APPLICATION**  
*\$75.00 Application Fee*

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**DRIVEWAY ACCESS WILL SERVE (Check Appropriate Box):**

- Residence                       Business                       Farm
- Other (Specify): \_\_\_\_\_

**DRIVEWAY ACCESS TYPE (Check Appropriate Box):**

- Residential                       Secondary                       Agricultural
- Commercial                       Other (Specify): \_\_\_\_\_

**DRIVEWAY ACCESS LOCATION:**

Fire Number (if issued): \_\_\_\_\_ Tax/Parcel #: **044-**\_\_\_\_\_

Location from nearest Driveway: \_\_\_\_\_, Direction: \_\_\_\_\_

Location from nearest Intersection: \_\_\_\_\_, Direction: \_\_\_\_\_

Sight Distance – Both Directions (Circle Direction):

N / S / E / W : \_\_\_\_\_ feet; N / S / E / W : \_\_\_\_\_ feet

**CONSTRUCTION DATES (Approximate):**

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Work will be performed by:

\_\_\_\_ Owner – or - \_\_\_\_ Contractor – Name: \_\_\_\_\_

Applicant declares he/she is the owner/owners agent of the real property abutting the above-described town road. Applicant hereby applies to the Town of St. Croix Falls for permission to construct a driveway access. Upon approval, issuance of permit is subject to the Town's Driveway Access Ordinance and is accepted by the applicant.

Applicant hereby forever releases, discharges, and acquits the Town of St. Croix Falls and its officers, agents, and employees from any and all claims for death, personal injury, or damage to property of any nature which may arise from work in the Town right of way.

APPLICANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

---

**TO BE COMPLETED BY TOWN OF ST. CROIX FALLS**

Approved                       Denied                      Permit #: \_\_\_\_\_  
If denied, a variance may be applied for if applicable.

Culvert Required:

Yes Length/Diameter: \_\_\_\_\_  No

ISSUED BY: \_\_\_\_\_ Date: \_\_\_\_\_

---

**DRAINAGE**

A. A culvert pipe will be required under a driveway access if it is necessary to maintain lateral drainage in ditch.

Culvert Specifications:

- 1) DIAMETER: Based on local drainage conditions.
  - 2) LENGTH: Top width of the driveway at ditch line, plus additional length required to clear driveway fill slopes.
  - 3) DEPTH OF CULVERT: As required to match ditch flow line.
  - 4) DEPTH OF COVER: Minimum of 12 inches.
- B. Driveway access shall be designed so that drainage runoff from the driveway will not run on or across the shoulder area or travel lanes.

**GRADE/SLOPE**

There shall be a grade no greater than 10%. A slight dip across the driveway shall be placed just before the culvert at the entrance to the public road to prevent debris from washing onto the public road.

**LENGTH**

Residential, secondary or commercial driveways shall have a minimum road surface of 16 feet the first 50 feet of the driveway and built to the specifications in the "Driveway and Highway Access Ordinance". Beyond the first 50 feet, the driveway shall be a minimum of 12 feet. Agricultural driveways shall have a minimum width of 30 feet.