



Driveway/Culvert/Sidewalk/Curb Cut Permit Application

Community Development Department
 9915 39th Avenue
 Pleasant Prairie WI 53158
 Phone: 262.925.6726
 Email: communitydevelopment@pleasantprairiewi.gov

Public Works Department
 8600 Green Bay Road
 Pleasant Prairie WI 53158
 Phone: 262.925.6700
 Email: pwinspection@plprairie.com

GENERAL INFORMATION

Job Address	Tax Parcel Number
Property Owner	
<input type="checkbox"/> Property Owner is Acting as Contractor	
Estimated Cost of Project	Estimated Date of completion

PROJECT DETAILS:

Driveway/public sidewalk work proposed (check all that apply)

<input type="checkbox"/>	New driveway
<input type="checkbox"/>	Extension/expansion of driveway
<input type="checkbox"/>	Repair/Replace driveway
<input type="checkbox"/>	Repair/Replace driveway approach only
<input type="checkbox"/>	New public sidewalk (Contractor is required to obtain a Village Sidewalk Contractor License by Public Works Department)
<input type="checkbox"/>	Repair/replace public sidewalk (Contractor is required to obtain a Village Sidewalk Contractor License by Public Works Department)

Proposed Driveway Material (check all that apply)

<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	Crushed stone
<input type="checkbox"/>	Other Material (specify):

Roadway (Check all that apply)

<input type="checkbox"/>	No work is being done off the property within the right-of-way
<input type="checkbox"/>	Proposed to cut vertical curb (Contractor is required to be a Village Qualified Contractor as approved by the Public Works Department)
<input type="checkbox"/>	Proposed to cut mountable curb (Contractor is required to be a Village Qualified Contractor as approved by the Public Works Department)
<input type="checkbox"/>	Village rural road with no-culvert*
<input type="checkbox"/>	Village rural road with existing culvert*
<input type="checkbox"/>	Proposed work in State highway (attach required permit from Wisconsin Department of Transportation)
<input type="checkbox"/>	Proposed work county highway (attach required permit from Kenosha County Public Works Department)

* All permit applications are reviewed by the Village Public Works Department to determine if a culvert is required or if an existing culvert can remain or is required to be repaired or replaced. In addition to the permit fee, the actual cost for installation of a driveway culvert (including labor, materials and equipment) will be charged to the property owner.

MINIMUM SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Plat of Survey or Site Plan showing location, dimensions and setbacks of driveway-see attached for additional driveway requirements.
<input type="checkbox"/>	Written Approval from We Energies for any portion of a driveway proposed to be located within a Utility Easement. Contact: Tracy Zwiebel with We Energies at 262-763-1044
<input type="checkbox"/>	Written Approval from Architectural Control Committee (if applicable)
<input type="checkbox"/>	Contractor has a current Village Sidewalk Contractor License (if applicable)
<input type="checkbox"/>	Contractor is a current Village Qualified Contractor (if applicable)

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.

PERMIT REVIEW, ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village’s review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
- It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.

Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

CULVERT STAKING INSTRUCTIONS

- Call Public Works at 262.925.6700 when the center of the culvert is staked to schedule the installation.
- Public Works will install the culvert equal distance on each side of the stake.
- Upon installation, the owner will receive and invoice for the actual cost for installation of a driveway culvert (including labor, materials and equipment).

DRIVEWAY INSPECTIONS shall be scheduled 48 hours in advance by calling the Community Development Department at 262-925.6726 with the Permit Number unless otherwise noted below

1. **Location (staking) Inspection:** This inspection is required for all driveways prior to the driveway being installed. The applicant is responsible to physically stake the location of the proposed driveway and the adjacent property lines so that the Village inspectors can readily determine that the proposed driveway meets the required setbacks. The Village accepts no responsibility for the property owner accuracy of property lines.
2. **Right-of-way Inspections:** Any inspections specifically required by the Village Public Works Department for the proposed work shall be scheduled at least 48 hours in advance by calling 262.925.6700. If cutting a curb is allowed, an inspection shall be performed by the Department of Public Works prior to the commencement of work and an inspection shall be performed after work has been completed.
3. **Final Inspection:** Upon completion of the driveway, a final inspection shall be scheduled with the Village.

REQUIRED SIGNATURES

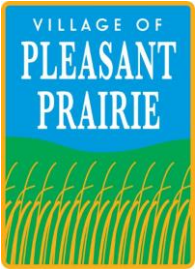
I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.

I hereby apply for a permit herein described and as shown on the attached required application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village’s Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR
	Company Name:
Print Name:	Print Name:
Mailing Address:	Mailing Address:
City/State/ZIP:	City/State/ZIP
Phone:	Phone:
Email:	Email:

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature:	Check one:	Date:
	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor	



**SIDEWALK CONTRACTOR
VILLAGE ORDINANCE §305-15**

- New Fee: \$60.00
- Renewal Fee: \$25.00 (MUST BE RENEWED ON OR BEFORE JANUARY 1ST)

Expires: January 1, _____ (LICENSES ARE NOT PRORATED)

Licensee Name: _____ (Example: ABC Sidewalk, Inc.)
(Must be Corporation, LLC, Individual – Name Used When Filing Taxes)

Trade Name: _____ (Example: ABC Sidewalk)
(Name That The Business is Known As to Customers)

Address: _____
STREET CITY STATE ZIP

Contact Name: _____
FIRST M.I. LAST

Phone: _____ Email: _____
(Correspondence Will Be Via Email If Address is Given)

PLEASE NOTE: BEFORE SIGNING, PLEASE CAREFULLY READ THE LICENSE REQUIREMENTS LISTED BELOW. IF ANY OF THE REQUIREMENTS ARE NOT MET, LICENSE WILL NOT BE ISSUED.

Applicant Signature _____ Date _____

OFFICE USE ONLY		
DATE FILED:	_____	
INITIALS:	_____	
FEE PAID:	YES	NO
INSURANCE:	YES	NO
RENEWAL, CONT. BOND:	YES	NO
NEW LICENSE, ORIG. BOND:	YES	NO

LICENSE REQUIREMENTS

(License Will Not Be Issued If All Of The Below Are Not Met)

NEW LICENSE:

- Requires a \$10,000.00 Original License & Permit Bond. Must have a wet signature from the business owner, and the bond must be in the Licensee's Name (must be same as above).

RENEWAL LICENSE:

- Requires a \$10,000.00 Continuation License & Permit Bond of the Original Bond to be on file. Bond must be in the Licensee's Name (must be same as above).

ALL LICENSES:

- Require a **Current** Certificate of General Liability. There must be Motor Vehicle Liability for each vehicle used. (DEATH, PERSONAL INJURY, AND PROPERTY DAMAGE MUST HAVE A \$300,000 MINIMUM FOR EACH.)
- The Certificate of General Liability MUST list:

Village of Pleasant Prairie as Additional Insured & Notification of at Least 20 days in Advance of Cancellation

(Must be stated on certificate or the cancellation policy notice must be attached to certificate)