

## Multi-Family Driveway/Culvert Application

Community Development Department  
9915 39<sup>th</sup> 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

### PROJECT DETAILS

Address/Location	Development
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Tax Parcel Number
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Project Description/Scope of Work	<b>Select one</b>	
	<input type="checkbox"/>	New Driveway and parking area
	<input type="checkbox"/>	Replace/Enlarge Existing Driveway/Parking area
	<input type="checkbox"/>	New/Replace Culvert Only

Number of driveway connections to a street?	
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Does the driveway connect to a State or County Highway? <i>If yes, a permit from Wisconsin Department of Transportation or Kenosha County Public Works (as applicable) is required to be submitted with this application.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Does the driveway connect to a public street with curb and gutter? <i>If no, then the Public Works Department will determine if a new culvert or a modification to an existing culvert is required for a driveway connection to a Village road. Culverts/culvert modifications are installed by the Village Public Works Department and actual costs (time and materials) are invoiced to the property owner.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Is the public street curb proposed to be cut?	<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
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Is the public street curb and gutter proposed to be removed and re-poured?	<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
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Is there a public sidewalk adjacent to the street that is proposed to be altered?	<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
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*\*If yes, the Contractor shall be approved by the Village Public Works Department, obtain a Sidewalk Contractor License, if applicable, and obtain a Village Work in the Right-of-way Permit.*

### Driveway/Parking Lot materials

<input type="checkbox"/>	Asphalt	<input type="checkbox"/>	Concrete
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<input type="checkbox"/>	Other material
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Estimated Construction Cost	Estimated Completion Date
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### MINIMUM SUBMITTALS

<input type="checkbox"/>	Plat of Survey/Site Plan showing location, dimensions, setbacks and proposed materials for the driveway/parking lot.
<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"/>	Village, State or County Work in the Right-of-way Permits, if applicable
<input type="checkbox"/>	Erosion Control Application with Landscape Plan and Commercial Electrical for any lighting may be required for the construction/modifications of parking areas, 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. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- Any culvert within a Village public street will be installed/modified by the Village Public Works Department only. The property owner will be invoiced the actual cost for the installation/modification of the culvert.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

## INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.925.6726 unless otherwise noted on the permit.

## REQUIRED SIGNATURES

By submitting this application, I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR
Company Name	Company Name
Print Contact Name	Print Contact Name
Signature	Signature
Mailing Address	Mailing Address
Cite/State/ZIP	Cite/State/ZIP
Phone	Phone
Email	Email
Date	Date

## APPLICANT

Company Name
Print Contact Name
Signature
Mailing Address
Cite/State/ZIP
Phone
Email
Date