

Village of New Auburn  
 PO Box 100  
 New Auburn, WI 54757-0100

**VILLAGE OF NEW AUBURN  
 DRIVEWAY PERMIT**

Phone: 715-237-2223  
 Fax: 715-237-2334  
[www.newauburn-wi.com](http://www.newauburn-wi.com)

Fee     \$45.00    

Owner Name	Mailing Address
Property Address	Phone
Parcel #	Subdivision
Lot	Block

Driveway Proposed Width \_\_\_\_\_ (cannot exceed 26' in length)

Type:  gravel       blacktop       concrete

new       reconstruct       sidewalk involved       sidewalk involved

relocation of utilities      If checked, utilities involved \_\_\_\_\_

Owner Signature	Date
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I certify I have reviewed the street, curb, alleyway and authorize the proposed applicant's driveway.

Public Works Signature	Date
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I certify that I have reviewed the street, curb, alleyway and the proposed driveway meets local ordinances. Application will be forwarded to the Municipal Clerk to review the uniform addressing.

Village Administrator Signature	Date
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OFFICE USE ONLY				
Date Received	Date to Board <i>(if applicable)</i>	Application Approved Yes / No    If No, Reason Denied	Village Clerk Initials	
Fee \$	Date Paid	<input type="checkbox"/> Check <input type="checkbox"/> Cash	Permit No. Issued	Date Issued

**14.01 PUBLIC WORKS/INFRASTRUCTURE ORDINANCE**

**(4) DRIVEWAYS**

**(A) Approval Required.** No person shall construct or maintain any driveway without first obtaining a driveway permit from the Village Board.

**(B) Specifications For Driveway Construction:**

**(1) Width.** No driveway shall exceed twenty-six (26) feet in width at the outer or street edge of the sidewalk unless special permission is obtained from the Village Board.

**(2) Interference with Intersections Prohibited.** At street intersections, a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Village Board for effective traffic control or for highway signs or signals.

**(3) Interference With Street.** No driveway apron shall extend out into the street further than the face of the curb, and under no circumstances shall such driveway apron extend into the gutter area. All driveway entrances and approaches shall be so constructed that they shall not interfere with the drainage of streets, side ditches, or roadside areas or with any existing structure on the right-of-way. When required by the Village Board to provide for adequate surface water drainage along the street, the property owner shall provide any necessary culvert pipe at his own expense.

**(4) Workmanship and Materials.** All driveway entrances and approaches which are constructed across sidewalks shall comply with the requirements for sidewalk construction in Section 14.01(3) of this code insofar as such requirements are applicable, including thickness requirements in Section 14.01(3)(D) of this code.

**(5) Owner Liable For Damage Or Injury.** The owner of the premises shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during the construction or repair of driveway approaches or entrances. When curb or gutter is removed, the new connection shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat, workmanlike manner. Any sidewalk areas which are damaged or are inadequate by reason of vehicle travel across the sidewalk shall be replaced in accordance with the requirements of this code.

**(C) Penalty.** The penalty for violation of any provision of this section shall be a penalty as prescribed by Section 1.05 of this code.

**VILLAGE OF NEW AUBURN**

**EXCAVATION PERMIT for STREET, ALLEY, OR PUBLIC WAY**

PO Box 100 | New Auburn, WI 54759 | Phone: 715-237-2223 | Fax 715-237-2334

FEE - \$40.00 per excavation

Complete application, mail or drop off application at Village Hall. Payment must be made with application, remit to Village of New Auburn. Must await approval prior to excavating!

\_\_\_\_\_  
Name of applicant (**print**)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Address

**In accordance with Village of New Auburn code of ordinances, I hereby apply to the Village of New Auburn for a permit to excavate as follows:**

Date of excavation to begin:\_\_\_\_\_ Date of excavation to be completed:\_\_\_\_\_

Location:\_\_\_\_\_

Nature of Work:\_\_\_\_\_

Method of Excavation:\_\_\_\_\_

**If Contracting with another Company:**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Address

**I agree to comply with the ordinance and to give notice to the Public Works Department before re-filling the excavation and again when re-filling has been completed.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Signature of Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Administrator/Zoning Administrator

\_\_\_\_\_  
Date