

## Applicant

### PROCEDURES FOR TOWN OF DUNN DRIVEWAY CONSTRUCTION PERMIT APPLICATION

---

- 1) Call Town Hall at 838-1081 ext. 201 to verify that parcel is a buildable lot. Verification that the lot is buildable requires research, but we try to respond within 48 hours.
- 2) If driveway will access a County Road contact the Dane County Highway Department for a County permit. Bring a copy of the County permit to the Town Hall.
- 3) Pick up application materials or call and we will mail them to you.
- 4) Call 838-1081 ext. 201 to schedule an on site consultation with the Highway Foreman before completing the application. Our Foreman will inspect the proposed site and make his recommendation for driveway placement.
- 5) Submit completed Driveway Construction Permit Application including plan and drawings, and \$100 application fee.
- 6) Plan and drawings must be reviewed for compliance with Town Driveway Ordinance No. 13.05 and approved by Highway Foreman.
- 7) Construct driveway according to approved plan. Any changes must be approved.
- 8) Call 838-1081 ext. 201 to schedule final inspection of driveway and final approval signature. The town will not issue an occupancy approval for a dwelling without final approval on driveway construction.