

Applicant

PROCEDURES FOR TOWN OF DUNN DRIVEWAY CONSTRUCTION PERMIT APPLICATION

- 1) Call Town Hall at 255-4219 ext. 1 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 255-4219 ext. 1 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 255-4219 ext.1 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.