



Concrete Driveway Specification/Permit

Location Address	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
Number of Driveways	Width	
Building Contractor	Phone #	
Building Contractor Email		
Concrete Contractor	Phone #	

General Requirements, Standard Specifications & Conditions:

1. Any contractor working in the Village Right-Of-Way shall provide the Village with a certificate of Insurance.
2. A 48-hour notice during normal business hours is required to the Dept. of Public Works prior to the start of any work (cutting curb entrance, forming and pouring concrete, and/or paving the driveway).
3. Builders are required to notify their concrete sub-contractor of driveway and sidewalk panel requirements.
4. No residential driveway shall exceed the following width at the curb line unless approved by the Public Works Director:
 - a. Single Family: Max Driveway 34 feet
 - i. Driveways for single family homes shall be a maximum width of 34 feet at the face of the future or existing concrete sidewalk. The maximum driveway width including the flare is 34 feet.
 - b. Duplex: Max Driveway 39 feet
 - i. Duplex family homes shall contain a maximum width of 39 feet at the face of the future or existing concrete sidewalk. The maximum driveway width, including the flare is 42 feet.
 - c. Commercial driveway widths/curb openings per approved site plans.
5. The sidewalk panel in the driveway should be 5 feet wide and 6 inches thick.
6. The driveway apron should also be 6 inches thick and have a flare of 3 feet.
7. If driveway replacement is within 3 feet of expansion/contraction joint, the curb section must be removed to said joints.
8. Concrete shall be 6 bag mix minimum, with 6% minimum air entraining. Apron and sidewalk sections shall be 6" thick.
9. Recommended that concrete is sealed per industry standards.
10. Concrete will be the only acceptable material to form any portion of the curb section.
11. No reinforcement rods are to be placed in the driveway apron or the sidewalk panel.
12. If you are installing a culver and driveway for access onto a County Road or State Highway, you must call the Brown or Outagamie County Highway Department or the Wisconsin Department of Transportation's office in Green Bay prior to any work.
13. If the water curb box is in the driveway, a 4" pavement rise and valve cover is required. These items can be purchased through the village at manufacture's cost.
14. It shall be the responsibility of the owner-builder to maintain property stakes at all times
15. Proper barricades, flags, warning signals and flagmen, if necessary, shall be provided by the applicant to safeguard the public.
16. All damages to the road surface, shoulders, slopes, ditches, curb and gutter, etc. shall be restored to a condition acceptable to the Village of Wrightstown at the sole cost and expense of the applicant.
17. If driveway section does not meet the Village of Wrightstown specifications, the Contractor/Owner will be responsible to remove and replace.
18. All driveway curbs openings which are existing and which will not be used shall be removed.
19. The applicant, his successors or assigns, agree to hold the Village of Wrightstown, its agents and employees, harmless against any action for personal injury or property damage sustained by reason or exercise of this permit.
20. If you have any questions, please contact the Department of Public Works & Utilities at 920-532-0434.
21. Curb cut inspections must be made during regular working hours. Monday thru Friday- 7:30am to 3:30pm.

Please attach exhibit identifying location at proposed cut or replacement.

Applicant Signature _____

Date _____

DPW Signature _____

Date _____

APPROVED

DENIED

For Office Use ONLY:

Amount Paid _____

Date Paid _____

Receipt # _____