

October 2010

**TOWN OF TROY
DRIVEWAY AND RESIDENCE SITE REQUEST
FLOW CHART
AND
OTHER PERMIT PROCEDURES**

Commission Chairman--Greg Sprecher, Ph. 608 544 5424

Town of Troy Driveway and Uniform Dwelling Code Inspector (UDC): General Engineering Company, Inc., (GEC) Portage, Peter Giese, Building Inspector, 608 697 7778 (cell phone) or Daniel Huebner, Supervisor of Building Inspections, 608 697 7770

1. Applicant communicates with Plan Commission Chairman and will be directed to obtain an Assessor's Permit (\$25.00 fee) from GEC. The applicant will be given two copies of this permit--a. white for him/herself; and b. yellow to be taken to the first Plan Commission meeting. The issuer of the permit (GEC) will give the applicant copies of a. this **Flow Chart & Other Permit Procedures**, b. the **Development Ordinance**, and c. the **Driveway Ordinance**. (Note: The person issuing the Assessor's Permit will place in the Town Hall file a. the Assessor's green copy; the Clerk's pink copy and c. keep the blue copy in their own file.
2. The applicant shall then contact the Plan Commission Chairman to request attendance at a monthly Plan Commission meeting at the Town Hall bringing a. the Assessor's Permit and b. five copies of the most recent aerial map or a sketch map indicating the a. **driveway entrance**; b. **driveway location**, c. **building site** and d. **approximate distance to all adjoining property lines**.
3. If the driveway entrance is from a county or state road, the written approval must be given by that respective agency and also brought to the **first** Plan Commission meeting. Note--The driveway length shall be measured from the edge of the pavement to the attached garage and/or dwelling door.
4. If approved at that first meeting--
 - (a) The Plan Commission secretary will inform the applicant by mail with copies of the letter sent to the Town of Troy Uniform Dwelling Code Inspector and the Plan Commission Chairman.
 - (b) **The applicant** shall then contact the Town of Troy UDC Inspector, **within six months** of the Plan Commission approval to arrange an initial site visit. (The approval will be void after six months.) A determination will be made by the Town of Troy UDC Inspector if a driveway location plan by them or an engineered plan is needed. If an engineered plan is required the applicant is responsible for hiring another engineering firm for that process.
 - (c) The Town of Troy UDC Inspector will inform the Plan Commission Chairman, Town Clerk and the applicant with the results of the location plan (and the engineered plan if required.)

(d) The applicant will be asked by the UDC Inspector to contact the County Planning and Zoning if a sanitary permit or land use permit is needed. (The UDC Inspector will file copies in the Town Hall file.)

5. The Application For Town Road Access/Driveway Permit--(Town of Troy) form will be provided at the initial visit by the Town of Troy UDC inspector and the UDC inspector will collect the appropriate fees from the applicant as outlined in the Troy Driveway Ordinance. Checks are to be written payable to The Town of Troy. The Town of Troy UDC inspector will forward the checks and also the town road access/driveway permit to the Town clerk.

6. For new dwelling construction only the applicant will then contact the Plan Commission Chairman to attend a **second** Plan Commission meeting with five (5) copies of the following::

- (a) Town of Troy UDC inspector Approved Application for Town Road Access/Driveway Permit---Town of Troy.
- (b) Certified Survey Map (if needed) including any driveway or building revisions.
- (c) Driveway Location Plan and Engineered Construction Plan (if needed.)
- (d) Erosion Control Plan. (if needed for driveway and excavation.)
- (e). Copy of Sauk County or WI DOT Access permit if access is on a County or State Highway.
- (f) Deed Restricted Acres (if applicable) sketched on an aerial land photo map.
- (g) A legal description of the easement, upkeep and grading agreement of a shared driveway (if applicable).
- (h) Verification of a Lot of Record (if applicable.)

7. The Plan Commission considers the request and may recommend approval to the Town Board, with or without contingencies, to be placed on the Board's **next meeting agenda**. The applicant will be sent a copy of that Town Board meeting agenda and should be in attendance.

8. The UDC inspector will at the time of any extra site visits (if required) collect any extra fees. The check will be forwarded to the Town Clerk.

9. The Town Board addresses the request and may: a. approve the Plan Commission recommendation; b. approve with conditions; c. ask for more information; or d. deny the request. If approved by the Town Board, the information will be sent on to Sauk County Planning and Zoning.

10. Construction work shall commence within six (6) months and be completed within two (2) years. *Expend Construction*

11. **The applicant can be assessed double fees plus any other expenses incurred by the UDC Inspector for failure to obtain the needed permits.**