

TOWN OF TROY, SAUK COUNTY

DRIVEWAY AND NEW RESIDENCE SITE REQUEST PERMIT PROCEDURES
UPDATED 1-26-2026

Plan Commission Chairman- Brian Hanson, Phone: (608) 544-5000
Town of Troy Driveway and Uniform Dwelling Code Inspector (UDC):
General Engineering Company, Inc., (GEC) Portage, WI
Dennis Butteris, Building Inspector, (608) 617-1216 (cell phone) or,
GEC, Supervisor of Building Inspections, (608)742-2169

The issuer of the permit (GEC) will give the applicant copies of:

- This Flow Chart & Other Permit Procedures
- The Driveway Ordinance
- The Development Ordinance
- Driveway and/or Building Permit Application
- Approved Driveway and/or Building Permit

Procedures for receiving a driveway and/or building permit.

1. The applicant will contact the Plan Commission Chairman to determine if a site evaluation is required, if required applicant will contact the UDC inspector.* If not required applicant may request to be scheduled at a monthly Plan Commission meeting at the Town Hall, do not contact Sauk County until you receive Town approval. Requests to be on the agenda must be made no later than the Wednesday night before the scheduled meeting. Applicants must bring eight copies of all required documents, including the most recent aerial map or sketched map (Sauk County GIS aerial is preferred) indicating the following.

**If required, a site evaluation must be completed before requesting a Plan Commission review.*

Required for Driveway Permit Application:

- Driveway entrance*
- Sauk County or WI DOT access permit (If required)
- Driveway route with length
- Erosion control plan (If required)
- Approximate distance to all adjoining property lines
- Town of Troy Driveway Ordinance must be followed

**If the entrance of the driveway is from a county or state road, written approval must be received from that respective agency and brought to the Plan Commission meeting.*

Note– An approval from either the county or state is only for the driveway entrance. Approval of driveway route, length and construction is still required from the Plan Commission and Town Board.

Required for Building Permit Application:

- UDC Inspector Approved Driveway Permit or existing driveway that is approved for residential use *
- Dimensions of building site with driveway location
- Approximate distance to all adjoining property lines
- Erosion control plan (If required)
- Deed Restricted Acres identified on map (If required)
- Certified Survey Map (If required)
- Verification of Lot of Record (If required)
- Legal description of an easement (If applicable)
- Shared Driveway Agreement including upkeep and grading (If applicable)

** If a building permit is applied for at the same time as a driveway permit, all building permits are approved with the condition of a UDC Inspector Approved Driveway Plan.*

2. The applicant will provide all requested materials to the Plan Commission at the scheduled meeting. Applicant should be prepared to answer questions related to the requested permit.

- If approved by the Plan Commission the application will be referred to the Town Board for approval with or without contingencies. Applicant will be scheduled to attend the next Town Board meeting and will receive confirmation from the Town Clerk via USPS mail.
- If more information is needed the applicant may request to be scheduled for a future Plan Commission meeting.
- If denied by the Plan Commission the application will be referred to the Town Board for denial. Applicant can appeal the recommendation by requesting to be scheduled at a future Town Board meeting.

3. If approved or an appeal of a denied application is requested, the applicant will attend the scheduled Town Board meeting.

The Town Board will address the request and make one of the following decisions:

- Approve the application
- Approve with conditions
- Request more information
- Deny the application

If approved by the Town Board, the information will be sent to Sauk County Land Resources & Environment Department's Zoning Services Division and the Town of Troy UDC Inspector.

4. The Applicant shall then contact the Town of Troy UDC Inspector within six months of the Town Board approval to receive the permit(s). (The approval will be void after six months). The UDC Inspector will collect the appropriate permit fees from the Applicant.

5. 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).

6. The Applicant will be asked by the UDC Inspector to contact the Sauk County Land Resources & Environment Department's Zoning Services Division if a sanitary permit, land use permit, and/or conditional use permit is needed. (The UDC Inspector will file copies in the Town Hall File.)

- Construction work shall commence within six (6) months, and exterior construction be completed within two (2) years of permit approval.

- The UDC Inspector will at the time of any extra visits (if required) collect any extra fees.

- The Applicant can be assessed double fees plus any other expenses incurred by the UDC Inspector for failure to obtain the required permits.

- Fee schedule is available from GEC.