

**TOWN OF HAMMOND
TOWN ROAD
ACCESS DRIVEWAY AND CULVERT PERMIT APPLICATION**

REQUIRED INFORMATION

Date: _____

Please print clearly – an unreadable or incomplete application may be rejected.

- *All driveways must conform to the standards and requirements found in the Town Driveway and Highway Access Ordinance, a copy of which may be obtained from the Town Clerk.*
- *The completed application form must be filed with a Town Board representative along with a nonrefundable \$60.00 application fee. A building permit may not be issued for any parcel without an approved Town of Hammond Access Driveway and Culvert Permit.*

Property Owner's Name (print): _____

Applicant's Name (if applicant is not the owner): _____

Contact Information: (please print clearly – an illegible or incomplete application may be rejected).

Address: _____

Phone: _____ Email: _____

Address at driveway location: _____

Parcel Number: _____ Section _____ Town _____ Range _____

Legal Description: Please attach to this application on a separate page.

Road to be accessed by driveway _____

Type of Proposed Use: NEW CHANGE OF USE RELOCATE TEMPORARY (circle one)

Proposed Driveway Length _____ Width _____

Existing Driveway _____ YES _____ NO

Existing Culvert _____ YES _____ NO (if yes, approximate diameter _____)

Date of Proposed Driveway Construction _____

Attach a sketch of the proposed access driveway and culvert location (see ordinance for sketch requirements).

- If you are accessing a State or County highway, you will need to contact the State or County departments for information on access regulations.

I hereby certify that all construction will comply with the terms of this permit.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

To be completed by Town Board Member or its Designee

1. A culvert of _____ length and _____ diameter (is, is not) required.
2. The above application is (approved, approved with conditions, denied) based on the standards of the Town of Hammond Access Driveway and Culvert Ordinance.

Conditions: _____

(attach additional pages if necessary).

Note: approval of an application is approval of the application, as submitted. The Driveway must be constructed in conformance with the application and the requirements of the Town Access Driveway and Culvert Ordinance.

Town Board Representative's signature: _____

Date _____