



Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

APPLICATION TO ALTER ACCESS ON A WOOD COUNTY HIGHWAY

Chapter 86.07(2) of Wisconsin State Statutes provides that the authority maintaining the highway issue a permit before any excavation or fill or installation of a culvert is made on a public highway. For help filling out this application [click here](#).

<p>1. <u>Name & Mailing Address of Landowner</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><u>Phone Number</u></p> <p>_____</p>	<p>2. <u>Property Information</u></p> <p>Parcel ID: _____</p> <p>Driveway Fire Number (if applicable): _____</p> <p><input type="checkbox"/> Certified Survey Map attached (required if a new driveway send to highwayreception@woodcountymi.gov)</p>
<p>3. <u>Name & Mailing Address of Authorized Representative</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><u>Phone Number</u></p> <p>_____</p>	<p>4. <u>Access Location</u></p> <p>_____ side of CTH _____,</p> <p>_____ miles _____ of</p> <p>_____ (nearest road)</p>
<p>5. <u>Description of Work to be Completed at Access Point</u></p> <p>Anticipated Start Date: _____ Anticipated Completion Date: _____</p> <p>Describe the type of access to be added or work to be completed at the access point:</p> <p>_____</p> <p>_____</p> <p>Who is the work going to be completed by?: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor</p>	

6. Permit Conditions: **Work may not begin until signed by a WCHD representative.**

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| <p>A. Applicant shall place a flag or marker in the highway ditch visible from the highway at the location of the proposed work.</p> <p>B. Any permit issued is superseded by the local zoning authority. Installation without their approval is illegal and cancels any permit resulting from this application.</p> <p>C. If the driveway described is not completed by the "Anticipated Completion Date", the permit can be renewed one time.</p> | <p>D. For any permit application for private driveway, field entrances, town roads, and street connections, do access restrictions or covenants presently exist in the area of proposed work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E. Appropriate fees will be determined by the highway authority reviewing the permit.</p> <p>F. <input type="checkbox"/> I agree to these permit conditions and the terms outlined in the Wood County Highway Access Control Ordinance.</p> |
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PERMIT APPROVAL (To be completed by Highway Department)

Recommended by Highway Superintendent	Date	Permit Number	<input type="checkbox"/> Paid Check # _____
Wood County Highway Commissioner	Date	Fee	<input type="checkbox"/> Paid Online # _____
			<input type="checkbox"/> Paid Cash

**APPLICATION TO ALTER ACCESS ON A WOOD COUNTY HIGHWAY
Fee Schedule**

7. Applicant: Please check off the appropriate box below and pay the appropriate fees.		TO BE COMPLETED BY HIGHWAY DEPARTMENT				
		Construction Inspection	Post-Construction Inspection	Deductions for Subsequent Re-Inspections		
				# of Visits	6 Month Extension	Total Deduct
<input type="checkbox"/>	Private Residential and Field Driveway Access \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Remove/Relocate Existing Driveway Access \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Replace Existing Culvert \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Install/Replace Apron End Wall \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Extend Existing Driveway Access \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Temporary Driveway Access \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Change Use of Existing Access Driveway \$50 fee*	Not Applicable		Not Applicable		
<input type="checkbox"/>	Pave Existing Driveway Access \$50 fee*	Not Applicable		Not Applicable		
<input type="checkbox"/>	Commercial/Industrial Access \$350 (\$50 fee*, \$300 deposit**)	Not Applicable				
<input type="checkbox"/>	Public Road Intersection-Subdivision \$400 (\$100 fee*, \$300 deposit**)					
<input type="checkbox"/>	After the Fact Fee \$400 (non-refundable)	Not Applicable		Not Applicable		

• Failure to comply with Wood County’s access control ordinances can result in a penalty of not less the \$50 and not more than \$500 per Wisconsin Statute 86.07(2)(a)

*Installation fees: \$50 Fee includes one post-installation inspection. \$100 Fee includes one construction and one post-construction inspection.

**\$300 installation deposit will be returned to owner upon acceptance of completed work. The following exceptions will apply:

- \$50 will be deducted from the deposit for each re-inspection if installation is unacceptable. The remainder will be returned to owner.
- If installation is unacceptable and Wood County has to correct the faulty installation, the deposit will be forfeited by the owner and actual costs for corrections shall be borne by the applicant.
- \$50 will be deducted for one six-month permit extension.

8. **Make checks payable to Wood County Highway Commission and mail to address below or [click here](#) to pay online by selecting County Invoices (use “permit” for invoice number):**

Wood County Highway Department
555 17th Avenue North
Wisconsin Rapids, WI 54495

9. **Landowner or Authorized Representative’s signature:** _____ (Signature) _____ (Date)

E-Mail _____

Either print and mail your application with payment to the address above or save the application and attach it to an email and send to highwayreception@woodcountywi.gov and make your payment online with the link above.