

City of Monona – Public Works/Engineering Dept.



5211 Schluter Road
Monona, Wisconsin 53716
Phone: (608) 222-2525
Fax: (608) 222-9225
Website: http://www.mymonona.com/pages/city_government/city_departments/details/67

Permit to Construct, Maintain or Repair Facilities within Street Right-Of-Way (Driveway Permit)

Project Location: _____ Permit #: _____
 Permit Fee: \$50.00

Owner Name (applicant): _____ Owner Phone: _____
Owner Address: _____ Owner Fax: _____
Contractor: _____ Contractor Phone: _____
Contractor Address: _____ Contractor Fax: _____
Contractor Cell Phone: _____

Description of Work: _____

Plans Prepared By: _____ **Enclose a sketch/plan of the project**
(* Note: 11 x 17 maximum plan size)

Proposed Method of Installation for Utility Construction*:

- | | | | |
|--|--|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Tunnel | <input type="checkbox"/> Suspend on poles | <input type="checkbox"/> Cased | <input type="checkbox"/> Open Cut |
| <input type="checkbox"/> Jack and Bore | <input type="checkbox"/> Suspend on towers | <input type="checkbox"/> Trench | <input type="checkbox"/> Plow |

*** NOTE:** For utility construction the applicant must be a pre-qualified contractor for that calendar year and have an approved set of connection plans by the City of Monona Engineer's Office prior to applying for a permit.

Estimated Starting Date: _____ Estimated Restoration Date: _____

The application is made pursuant to Section 6-1-2, Code of Ordinances, City of Monona. The applicant agrees to comply with the provisions of this ordinance and assume the obligations and liabilities prescribed therein and will keep the City of Monona, its officers, employees and successors free and harmless of any damage claims resulting from the construction undertaken by the applicant.

By: _____ Date: _____
Title: _____

Applicant must notify the City of Monona Engineering Department 48 hours prior to starting construction.

FOR OFFICE USE ONLY

Conditions of Approval: _____

Signed: _____ Date: _____

Title: _____

For more information see our website at http://www.mymonona.com/pages/city_government/city_departments/details/67 or call (608) 222-2525.

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Driveway Permit Opening Standards

Curb & Gutter Removal & Repairs

New Driveway Locations

If you are interested in installing a driveway at a new location where a driveway does not exist now, the following standards apply:

- Existing curb head shall be sawcut as shown on the attached detail (SDD DW-02). As an alternative, the existing curb and gutter may be removed and replaced in it's entirety with new concrete gutter matching the profile shown on the attached detail (SDD DW-02). Partial removal of the curb head using a jack hammer or other breaking equipment is not allowed.
- Driveway openings are limited to 30' opening width. Larger openings must be approved on a case by case basis by the Public Works Committee.
- Driveway openings must not be more than 50% of the lot frontage. Larger openings must be approved on a case by case basis by the Public Works Committee.

Existing Driveway Locations

If you are interested in replacing an existing driveway, the following standards apply:

- If you are widening the driveway, existing curb head shall be sawcut as shown on the attached detail (SDD DW-02). As an alternative, the existing curb and gutter may be removed and replaced in it's entirety with new concrete gutter matching the profile shown on the attached detail (SDD DW-02). Partial removal of the curb head using a jack hammer or other breaking equipment is not allowed.
- Driveway openings are limited to 30' opening width. Larger openings must be approved on a case by case basis by the Public Works Committee.
- Driveway openings must not be more than 50% of the lot frontage. Larger openings must be approved on a case by case basis by the Public Works Committee.

Driveway Apron

New Driveway Locations

If you are interested in installing a driveway at a new location where a driveway does not exist now, the following standards apply:

- The driveway apron within the street right-of-way shall be constructed of concrete as shown on the attached detail (SDD DW-01). Work on private property may use any stable material suitable for driveways such as concrete, asphalt or paver stones.

Existing Driveway Locations

If you are interested in replacing an existing driveway, the following standards apply:

- The driveway apron within the street right-of-way shall be constructed of concrete as shown on the attached detail (SDD DW-01). Work on private property may use any stable material suitable for driveways such as concrete, asphalt or paver stones. A variance from the concrete apron standard within the street right-of-way must be approved on a case by case basis by the Public Works Committee.

A completed street right-of-way permit and a plan of the proposed driveway opening must be submitted to the Engineering Dept. prior to construction. Such work is subject to inspection by the Engineering Dept.

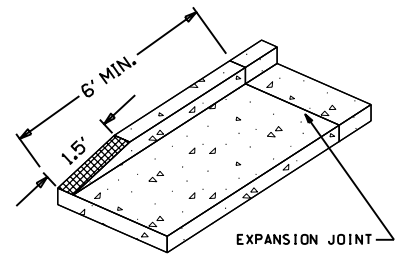
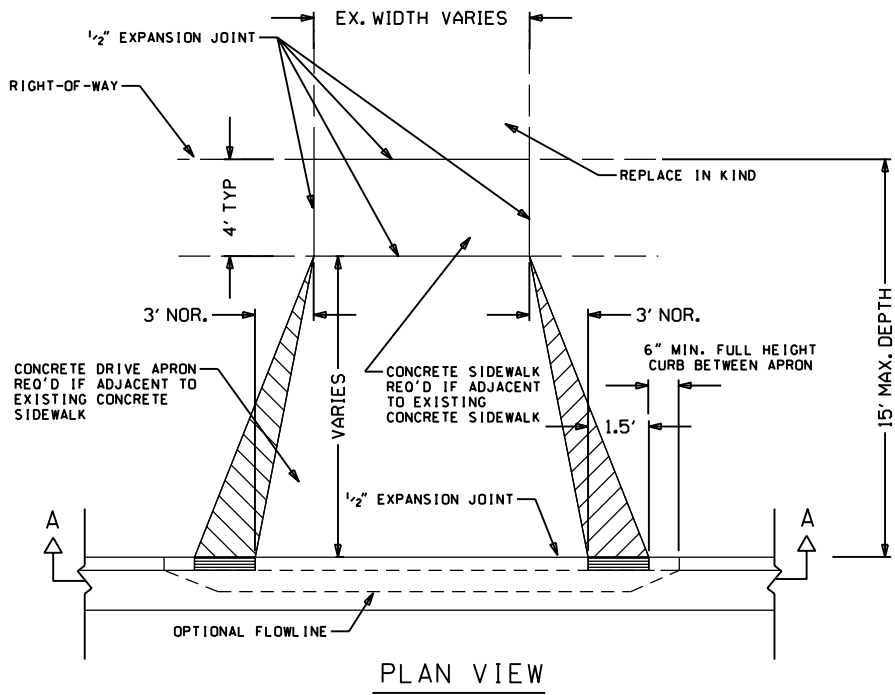
Questions concerning driveway opening standards should be directed to Jeff Greger, Assistant to City Engineer, at (608) 222-2525 or via email at jgreger@ci.monona.wi.us.

City of Monona Municipal Code

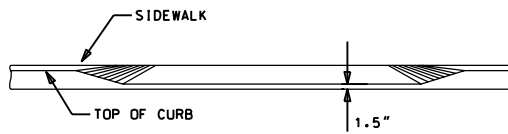


Sec. 6-1-2 Excavations in Streets

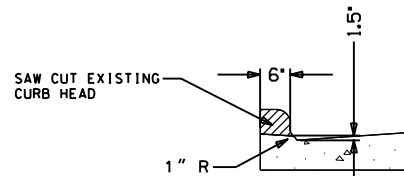
- (a) **Permit Required.** No person or utility shall make or cause to be made any excavation in or under any street, alley or sidewalk in the City without first obtaining from the City Engineer a written permit therefore.
- (b) **Excavator to Save City Harmless.** The application for the permit shall state the purpose for which the permit is desired and the location of the proposed excavation, which shall contain an agreement that the applicant will pay all damages to persons or property, public or private, caused by the applicant, the applicant's agents, employees or servants in the doing of the work for which the permit is granted, and that he will save the City free and harmless of any damages or claims against it by reason of the execution of the work for which the permit is granted. Any applicant may be required as a condition to the granting of a permit, in the discretion of the Council, to file an undertaking in such amount as the Council shall determine to leave the street, sidewalk, or alley in as good condition as the same was in when the work was commenced, to at all times keep the place where the excavation is made properly guarded by day and lighted by night and to save the City harmless from any and all damages, costs and charges that may accrue from the applicant's use of such street, alley or sidewalk by reason of such excavation.
- (c) **Permit Does Not Grant Occupancy Privilege.** No permit for an excavation granted under this Section shall convey or grant any privilege to occupy the space within or below any street, or sidewalk, or any utility, vault, pipe, drain or any other thing.
- (d) **Size and Closing of Excavations.** When excavations are made under the provision of this Section, the excavation shall not be larger and shall not be left open longer than the necessities of the work demand.
- (e) **Materials From Excavation Not to Interfere With Public.** In opening any street or other public way, all materials for paving or ballasting shall be removed with the least possible injury or loss and together with the excavated material from the trenches shall be placed where the least practicable inconvenience to the public will be caused, and admit free passage of water along the gutters.
- (f) **Openings to Have Protection.** All openings made in the public streets or alleys in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, approved lights or flashers shall be maintained upon the same at night, and all necessary precautions shall be taken to prevent accidents.
- (g) **Materials to Be Replaced.** In opening a trench on any street or lot, the sidewalk materials, sand, gravel and earth, or whatever material is removed or penetrated, shall be replaced in a manner satisfactory to the City Engineer and any remainder removed at once, leaving the street or sidewalk in perfect repair and shall be so maintained for a period of one (1) year thereafter. In addition, all gas, water and electric lines or conduits must be protected from injury or settling in a manner satisfactory to the City Engineer. In refilling the excavation all earth, stone and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation was made.
- (h) **Paved Streets.** When any excavation is made in a permanently paved road or street or in any road or street which at any time is to be permanently paved, all clay or hard pan must be removed and the excavation entirely backfilled with sand or gravel or other required material thoroughly wet and consolidated or tamped in six (6) inch layers. The general orders on tunnel, caisson and trench construction as issued by the Wisconsin Department of Industry, Labor and Human Relations are adopted by reference and shall govern such construction.
- (i) **No Excavation When Ground Frozen.** No excavation in the streets, alleys, or other public ways shall be permitted when the ground is frozen, except as approved by the City Engineer.



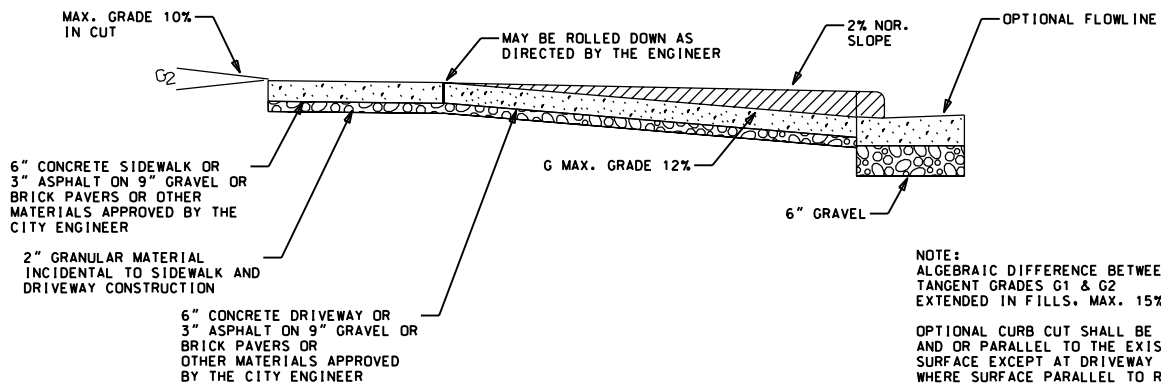
OPTIONAL CURB CUT
END SECTION



SECTION A-A



OPTIONAL CURB CUT
TYPICAL DRIVEWAY SECTION



PROFILE VIEW

NOTE:
ALGEBRAIC DIFFERENCE BETWEEN
TANGENT GRADES G1 & G2
EXTENDED IN FILLS, MAX. 15%

OPTIONAL CURB CUT SHALL BE HORIZONTAL
AND OR PARALLEL TO THE EXISTING ROAD
SURFACE EXCEPT AT DRIVEWAY SIDES
WHERE SURFACE PARALLEL TO ROADWAY
ANGLES UP TO MEET THE EXISTING CURB
HEAD.

NOT TO SCALE

RESIDENTIAL DRIVEWAY DETAIL

CITY OF MONONA
DEPARTMENT OF
PUBLIC WORKS

RESIDENTIAL
DRIVEWAY DETAIL

DRAWING NO.
SDD DW-01

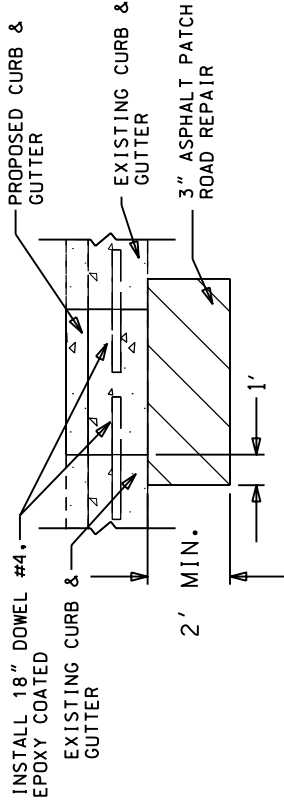
SHEET
1

DATE
9/20/05

OF
1

CURB & GUTTER DETAIL

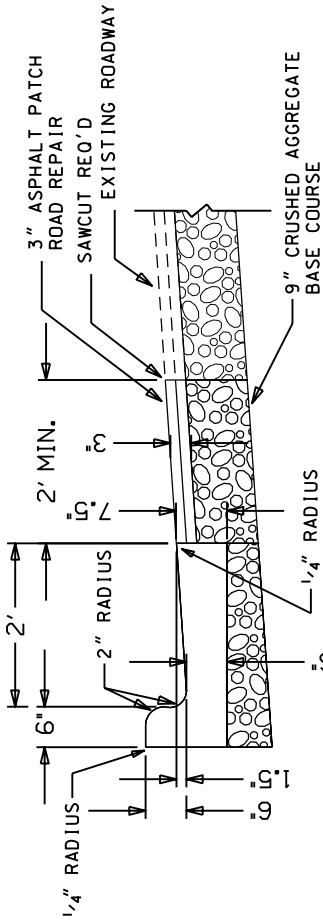
DRAWING NO. DW-02
DATE 9/20/05
SHEET 1 OF 1



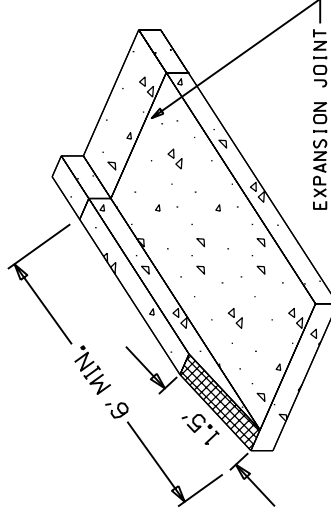
18" DOWEL FROM EXISTING
TO PROPOSED CURB & GUTTER

(NOT TO SCALE)

- NOTES:
1. CONCRETE SHALL BE CLASS A, WITH A MINIMUM OF (7) SEVEN BAGS OF CEMENT PER CUBIC YARD OF CONCRETE.
 2. CONCRETE CURB & GUTTER SHALL BE PLACED ON (2) TWO INCHES OF COMPACTED SAND OR GRAVEL OR OTHER MATERIAL APPROVED BY THE CITY ENGINEER.
 3. EACH MONOLITHIC SECTION OF CURB & GUTTER SHALL BE NOT LESS THAN (6) SIX FEET IN LENGTH.
 4. EXPANSION JOINTS ARE TO BE PLACED AT SPECIFIC INTERVALS AND AT RADIUS POINTS. EXPANSION JOINT MATERIAL IS TO HAVE A MINIMUM THICKNESS OF 1/2 INCH, AND ARE TO BE OF ONE PIECE CONSTRUCTION.
 5. TRANSVERSE CONTRACTION JOINTS SHALL BE PLACED AT INTERVALS OF NOT MORE THAN (15) FIFTEEN FEET AND ARE TO BE A MINIMUM OF (3) THREE INCHES IN DEPTH.
 6. MAXIMUM DRIVEWAY OPENING WIDTH IS LIMITED TO (50%) ONE HALF OF THE LOT STREET FRONTAGE (MMC 6-1-5(G)).
 7. WHEN REMOVING CURB & GUTTER, IF EXISTING ROADWAY EDGE IS CLEAN & STRAIGHT NO ASPHALT ROAD REPAIR IS NEEDED. IF ROADWAY EDGE IS BROKEN OR JAGGED THEN MIN. 2' WIDE ROADWAY PATCH IS REQUIRED.
 8. ASPHALT SHALL MEET THE REQUIREMENT OF WISDOT SECTION 405.

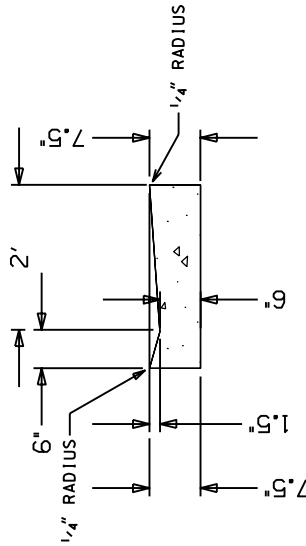


30" CURB & GUTTER
TYPICAL SECTION



END SECTION CURB & GUTTER

(NOT TO SCALE)



30" CURB & GUTTER
DRIVEWAY SECTION

CURB & GUTTER DETAIL