

# CITY OF PORTAGE

115 West Pleasant Street  
Portage, Wisconsin 53901  
Telephone: (608) 742-2176 • Fax: (608) 742-8623



*'Where the North Begins'*

**Fee:** \$100 Driveway Permit plus  
Right of Way Fee (\$150) and  
Deposit (\$1000)

**Date:**

**Receipt #:**

**Receipting Code:** 1205

## Driveway Permit Application

### **APPLICANT INFORMATION**

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

### **PROPERTY OWNER INFORMATION (if different)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Location and summary of work to be done:

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*Please attach a site plan or map of property to show location of proposed driveway(s). Plan must clearly show all existing and proposed driveway(s), measurements (width), location, all street frontages and the location of all structures on the premises. All completed work must comply with the City's Code of Ordinances (90-113 and 66-87). If proposed driveway is installed for a building or structure for which a building permit application is being sought, no additional fee will be assessed for a driveway permit (Sec. 10-303).*

**APPLICATION WILL NOT BE CONSIDERED COMPLETE  
UNTIL THIS PAGE IS SIGNED**

By signing and dating below, I/We:

1. Reviewed and understand the applicable City of Portage ordinances and its standards of approval related to this application;
2. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
3. Acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
4. If this application is approved, agree to abide by all terms listed in this application, approved plans, and required conditions associated with plan approval in the development/improvement of the subject property, and;
5. Understand that the City's ordinances and/or conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

I/we certify that all the above statements and plans submitted with this application are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Portage for the purposes of inspection as may be required by law.

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Signature of Applicant

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Date

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Signature of Property Owner (if different)

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Date