

TOWN OF TROY
DRIVEWAY AND RESIDENCE SITE REQUEST
FLOW CHART & OTHER PERMIT PROCEDURES

UPDATED SEPTEMBER, 2014

Commission Chairman – Brian Hanson, Phone: (608) 544-5000

Town of Troy Driveway and Uniform Dwelling Code Inspector (UDC): General Engineering Company, Inc., (GEC) Portage, Peter Giese, Building Inspector, (608) 697-7778 (cell phone) or Daniel Huebner, Supervisor of Building Inspections, (608) 697-7770.

1. The issuer of the permit (GEC) will give the applicant copies of: a. this **Flow Chart & Other Permit Procedures**; b. the **Development Ordinance**; c. the **Driveway Ordinance**. Building permit or driveway permit is obtained from the Building Inspector.
2. The applicant shall then contact the Plan Commission Chairman to request attendance at a monthly Plan Commission meeting at the Town Hall bringing five copies of the most recent *aerial map* or a *sketch map* indicating the a. **driveway entrance**; b. **driveway location**; c. **building site**; d. **approximate distance to all adjoining property lines**.
3. If the driveway entrance is from a county or state road, the written approval must be given from that respective agency and also brought to the **first** Plan Commission meeting. Note – The driveway length shall be measured from the edge of the pavement to the attached garage and / or dwelling door.
4. If approved at that first meeting—
 - (a) The Plan Commission secretary will inform the applicant by mail with copies of the letter sent to the Town Uniform Dwelling Code Inspector and the Plan Commission Chairman.
 - (b) **The Applicant** shall then contact the Town of Troy UDC Inspector, **within six months** of the Plan Commission approval to arrange an initial site visit. (The approval will be void after six months). A determination will be made by the Town of Troy UDC Inspector if a driveway location plan by them or an engineer plan is needed. If an engineered plan is required the applicant is responsible for hiring another engineering firm for that process.
 - (c) 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).
 - (d) The applicant will be asked by the UDC Inspector to contact the County Planning and Zoning 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.)
5. The Application for Town Road Access / Driveway Permit – (Town of Troy) form will be provided at the initial visit by the Town of Troy UDC Inspector and UDC Inspector will collect the appropriate fees from the Applicant as outlined in the Troy Driveway Ordinance. Checks are to written payable to The Town of Troy. The Town of Troy UDC Inspector will forward the checks and also the town road access/driveway permit to the Town Clerk.

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6. For a new dwelling construction only, the Applicant will then contact the Plan Commission Chairman to attend a **second** Plan Commission meeting with five (5) copies of the following:
 - (a) Town of Troy UDC Inspector Approved Application for Town Road Access / Driveway Permit– Town of Troy.
 - (b) Certified Survey Map (if needed) including any driveway or building revisions.
 - (c) Driveway Location Plan and Engineered Construction Plan (if needed)
 - (d) Erosion Control Plan. (if needed for driveway and excavation).
 - (e) Copy of Sauk County or WI DOT Access permit if access is on a County or State Highway.
 - (f) Deed Restricted Acres (if applicable) sketched on aerial land photo may.
 - (g) A legal description of the easement, upkeep and grading agreement of a shared driveway (if applicable).
 - (h) Verification of a Lot of Record (if applicable).
7. The Plan Commission considers the request and may recommend approval to the Town Board, with or without contingencies, to be placed on the Board’s **next meeting Agenda**. The Applicant will be sent a copy of that Town Board meeting agenda and should be in attendance.
8. The UDC Inspector will at the time of any extra site visits (if required) collect any extra fees. The check will be forwarded to the Town Clerk.
9. The Town Board addresses the request and may: a. approve the Plan Commission recommendation; b. approve with conditions; c. ask for more information; or d. deny the request. If approved by the Town Board, the information will be sent on to Sauk County Planning and Zoning.
10. Construction work shall commence within six (6) months and exterior construction be completed within two (2) years.
11. **The applicant can be assessed double fees plus any other expenses incurred by the UDC Inspector for failure to obtain the needed permits.**