

FIELD ROAD APPLICANT PACKET

TOWN of BROOKLYN, GREEN COUNTY

FIELD ROAD PERMIT APPLICATION PROCESS

= IMPORTANT NOTICE =

The Town of Brooklyn, Green County Driveway/Field Road Ordinance (#1.3) applies to **ALL**

1. New field roads to be built in the Town and
2. Existing field roads to be substantially changed, including ones accessing a State of Wisconsin or Green County highway.

This packet is designed to guide an applicant (or duly authorized agent) through the process so that the final approval and return of deposit can occur with minimum delay. Please read through the process and governing ordinance and follow the steps in order. Be aware we require complete and thorough documentation. There are no shortcuts! Variances are rarely granted so adherence to specifications in both design and construction are critical to your securing timely approvals.

= OVERVIEW =

The Town's process is intertwined with those of the State of Wisconsin and Green County, creating some interdependencies and pre-conditions. These are noted at the steps in the process where they apply. The extent of inter-jurisdictional activity will be dictated by the location, nature, and scope of your project. The length of time required will be determined by the completeness of your documents, and the timing Town Board meetings.

= CONTENTS OF THIS PACKET =

This packet contains:

- An overview of the process
- The Town of Brooklyn two-page application you are responsible for completing (You may also need to obtain public road access forms from the State of Wisconsin or Green County. These forms are not included in this packet. You must get these forms from the State of Wisconsin and Green County to ensure that you have the current versions of the forms.)
- Contact and resource information

Note: the Driveway Ordinance is available on the Town of Brooklyn website <http://townofbrooklyn.org>. A paper copy may be obtained by contacting the Town Clerk at 6608-455-6411.

PROCESS FLOW

Phase I: Owner or agent obtains and completes the Field Road application and secures all required supporting documents.

Applicant meets with the Town inspector at the site to review the application, supporting documents, and the field road location. The Town assigns an application number.

You may contact the Inspector by calling the Town Hall at 608-455-6411.

The Inspector forwards all documents and a recommendation to the Town Board by 4:00PM on the Friday before a Town Board meeting having field roads as an agenda item.

At the Town Board meeting, the Board approves, approves with conditions/variance(s), or denies the application. The applicant also pays a permit fee and deposit at this meeting, unless the application is denied.

If the Town Board approves the application, the applicant constructs the field road according to the conditions of the approval.

Phase II: Point at which the field road is fully completed

When the field road is fully complete, applicant contacts Town inspector for final on-site review.

Be aware that approval as “complete” may be delayed if frozen ground or accumulated snow or ice make it impossible for the inspector to properly evaluate compliance with ordinance requirements. This could result in a delay receiving a refund of your deposit.

After completing the inspection, Inspector forwards inspection documents and a recommendation to the Town Board. The recommendation must be submitted by 4:00PM on the Friday before a Town Board meeting having field roads as an agenda item.

If the Town Board finds that the applicant has met all conditions, it will authorize the refund of the applicant’s deposit.

Field Road Application Attachments Checklist *

**This document is provided for applicant's convenience and does not need to be submitted.*

ALL FIELD ROAD APPLICATIONS MUST HAVE THESE DOCUMENTS ATTACHED

1. Attachment 1: Complete, accurate legal description [] YES
 2. Attachment 2: Proof of ownership [] YES
 3. Attachment 3: Authority to represent owner, if acting as the owner's agent [] YES [] N/A
 4. Attachment 4: County or State access permit, if needed [] YES
 5. Attachment 5: Adequate location sketch (including description of road access point) [] YES
-

Field Road Applicant's Checklist (use for both Step A and Step B)*

** This document is provided for applicant's convenience and does not need to be submitted.*

STEP A - for Plan review and initial site inspection This is needed in order begin construction of a field road.

STEP B - for "Fully completed" approval This is needed in order for your to receive return of your deposit.

Does the point of access onto public road meet all requirements? YES

Is the grade at public road access point acceptable? YES

Is the required culvert properly installed? YES

Does the base course conform to requirements? YES

Do width and side clearances conform to requirements at all points? YES

Does the overhead clearance conform to requirements at all points? YES

Are all grades less than the maximum allowed along route? YES

Is there major erosion potential? NO POTENTIAL

Does the sketch include the following information with measurements YES

1. Depth of base and finish materials
2. Finished width
3. Width of side clearances
4. Height of overhead clearance
5. Distance from the driveway access to the closest intersecting road and permanent landmark.

IMPORTANT CONTACT INFORMATION

Brooklyn Town Hall	608-455-6411	400 W. Main St. Brooklyn WI 53521
Brooklyn Town Clerk	608-455-6411	clerk@brooklynwisconsin.org
Town Road Inspector	608-455-6411	
Town Board Chair	608-455-6411	
Town Planning Commission	608-225-1802	

Permit to connect a driveway to a Green County highway

Green County Highway Department
2813 6th St.
Monroe, WI 53566
608-328-9411

Permit to connect a driveway to a State highway

WI Dept. of Transportation
2101 Wright St.
Madison, WI 53704-2583
608-246-5334

Application # _____

Town of Brooklyn, Green County
APPLICATION for FIELD ROAD PERMIT

Name of owner: _____

Mailing address: _____

Daytime phone: _____

Name of agent (if applicable):

Agent's Mailing address: _____

Agent's Daytime Phone: _____

Project location:

By my signature below I acknowledge and agree to the following:

1. I have familiarized myself regarding the contents of the Town of Brooklyn, Green County Driveway / Field Road Ordinance (#1.3) and requirements related to obtaining a permit.
2. The project, as applied for, will meet or exceed all specifications and requirements as set forth in the Ordinance and I agree to comply with any additional conditions or requirements the Town Board may have as a condition of approval of this permit application.

3. I, and my successors with interest in this property, shall permit representatives of the Town to enter upon and inspect the project without prior notice to determine that the original construction and subsequent maintenance comply with the specifications and requirements of applicable Ordinances in effect at the time of issuance of this permit.

4. That all required documents are attached to this application and are complete and accurate.

Owner signature: _____

Owner name/title printed: _____

Date ___ / ___ /20___

***Note:** All inspector documents & recommendations and Town Board decisions are recorded on documents generated by the inspector. Copies will be provided to you throughout the process.