



11333 N. Cedarburg Road  
Mequon, Wisconsin 53092  
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www.ci.mequon.wi.us

PUBLIC WORKS

### DRIVEWAY CULVERT PERMIT

- NO CULVERT REQUIRED
- PRIVATE ROAD

Date: \_\_\_\_\_

Per Section 10-29(a)(1) of the City of Mequon Code of Ordinances: All culverts required for driveway installations within roadways under city's maintenance jurisdiction shall be installed by the Mequon Highway Division. Culvert permits are required for both permanent and temporary driveway culverts.

Prior to issuing any building permit for a new residence, remodeling project requiring a temporary driveway culvert or commercial property in the City of Mequon, the builder/owner/contractor for said property must complete this application and pay any applicable fees associated with the installation of a culvert(s) for the property. The City makes the determination of whether a culvert is needed, the size and any other decisions relative to the installation. Only the City of Mequon Highway Division is authorized to install driveway culverts.

Arrangements for the driveway culvert must be made at the Department of Public Works Combined Facility office at 10800 North Industrial Drive, between 7:30am and 3:00pm Monday – Friday. Summer hours May – October DPW closes at 10:30 am on Fridays.

1. Submit application form and fee to DPW at 10800 North Industrial Drive. Staff will provide culvert stakes for property owner/contractor to mark preferred location of driveway culvert.
2. After installing the culvert stakes, please call 262-236-2913.
3. Staff will verify the size and location of the culvert and schedule installation.

**A COPY OF THIS SIGNED FORM MUST BE PRESENTED TO THE BUILDING INSPECTION DEPARTMENT BEFORE A BUILDING PERMIT IS ISSUED.**

To be completed by applicant:

Location of Structure: \_\_\_\_\_  
(ADDRESS, LOT, BLOCK, SUBDIVISION)

Name of Builder/Owner: \_\_\_\_\_

Contact Information: Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### HIGHWAY DIVISION AUTHORIZATION

Permit Number: _____	Fee: _____
Length: _____	<input type="checkbox"/> New Culvert _____
Diameter: _____	<input type="checkbox"/> Extra Culvert Length _____
Temp Culvert Removal Date: _____	<input type="checkbox"/> Culvert Replacement _____
	<input type="checkbox"/> Temporary Culvert _____
	<input type="checkbox"/> Credit Upon Removal _____
	<input type="checkbox"/> Culvert Relay _____