

( ) Permanent  
( ) Temporary 18 months

APPLICATION FOR PERMIT  
TO MAKE EXCAVATION OR FILL OR TO INSTALL CULVERT  
ON A COUNTY TRUNK HIGHWAY

Inasmuch as Chapter 86.07 (2) of the Statutes states that "No person shall make any excavation or fill or install any culvert...in any highway...without a permit therefor from the highway authority maintaining the highway...", the undersigned request a permit for

the purpose of \_\_\_\_\_

on County Highway \_\_\_\_\_ located \_\_\_\_\_ miles (north - south - east - west) of \_\_\_\_\_ junction with \_\_\_\_\_ in the (Town - City - Village) of \_\_\_\_\_ in Section \_\_\_\_\_ Town \_\_\_\_\_ North, Range \_\_\_\_\_ West, in Bayfield County.

Approximate starting date \_\_\_\_\_.

Approximate completion date \_\_\_\_\_.

APPLICANT SHALL PLACE FLAG OR MARKER IN THE HIGHWAY DITCH VISIBLE FROM THE HIGHWAY AT THE LOCATION OF THE PROPOSED WORK.

A representative of the Bayfield County Highway Department in company with the applicant will make an investigation and field inspection.



**TO BE COMPLETED BY  
HIGHWAY REPRESENTATIVE**

Type of driveway - COM IND RES AGR  
Add'l Driveway \_\_\_\_\_. If so explain why \_\_\_\_\_

Number of driveway \_\_\_\_\_  
Proposed land use \_\_\_\_\_

Side of road \_\_\_\_\_ Quadrant \_\_\_\_\_  
Size of culvert \_\_\_\_\_  
If no culvert, state why \_\_\_\_\_

Date checked \_\_\_\_\_ By \_\_\_\_\_  
Additional clauses \_\_\_\_\_

\_\_\_\_\_  
Signed - Highway Representative

Signed \_\_\_\_\_  
(Applicant, owner of property)

\_\_\_\_\_  
(Print name clearly)

Date \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

MAIL THIS APPLICATION TO:

**Bayfield County Highway Department  
P.O. Box 428  
Washburn WI 54891**

OFFICE OF

**COUNTY HIGHWAY COMMISSIONER**

BAYFIELD COUNTY, WISCONSIN  
THOMAS TOEPFER, COMMISSIONER  
WASHBURN, WISCONSIN 54891  
P.O. BOX 428

OFFICE PHONE: 715-373-6115

SHOP PHONE: 715-373-6116

FAX NO: 715-373-6140

DRIVEWAY APPLICATIONS – COUNTY TRUCK HIGHWAYS

WISCONSIN STATUTES 86.05 provides that “Whenever it is necessary, in making any highway improvement to cut or fill or otherwise grade the highway in front of any entrance to abutting premises, a suitable entrance to the premises shall be constructed as a part of the improvement, and if the premises are divided by the highway, then one such entrance shall be constructed on each side of the highway. Thereafter, each entrance shall be maintained by the owner of the premises.”

In summary, the County Highway Department is obligated to provide a driveway to private property only when making major grading improvements past said property. At all other times, the property owner must (1) obtain the required permit from this office, (2) install his/her own driveway, supplying the required culvert where necessary, and (3) maintain the driveway henceforth.

WISCONSIN STATUTES 86.07 (2) provides that “No person shall make any excavation or fill or install any culvert or make any other alteration in any highway or in any manner disturb any highway or bridge without a permit therefor from the highway authority maintaining the highway. Such permit shall contain the statement and be subject to the condition that the work shall be constructed subject to such rules and regulations as may be prescribed by said authority and be performed and completed to its satisfaction.”

This department uses a simple permit form, as attached herewith. Using a ballpoint pen, fill in the application, and return to this office. A representative of this office, as soon as our workload permits, will inspect the site, and we will return the permit. If you are unable to be present during said site inspection; it will help greatly if you will mark the exact sites with stakes on the back-slope. Please add your telephone number on your application. Culverts, if needed do not have to be new, but must be in good condition, with a minimum of 18” diameter. If you have further questions, as to depth to lay the culvert, etc., please do not hesitate to contact this office. No end or retaining walls are permitted on driveways.

Thomas Toepfer, Highway Commissioner  
Bayfield County Highway Department