

**TOWN OF WATERFORD**  
**OFFICE OF THE CLERK**  
**415 N. MILWAUKEE ST.**  
**WATERFORD, WI 53185**  
534-2350

**DITCH & CULVERT PERMIT**

APPLICATION FOR TOWN OF WATERFORD \$1500.00 DITCH AND CULVERT PERMIT

PER ORDINANCE # 96-15 & SECTION 8.04 OF LOCAL ORDINANCE. **APPLICATION MUST BE FILLED OUT COMPLETELY!!**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

NEW CONSTRUCTION:

SITE ADDRESS: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

PLEASE INDICATE TO WHOM THE MONEY IS TO BE RETURNED:

Owner: \_\_\_\_\_ Full address where check is to be sent:

\_\_\_\_\_

Builder: \_\_\_\_\_

THE SEPARATE PERMIT FEE IS PAYABLE PRIOR TO OR AT THE TIME THE BUILDING PERMIT IS ISSUED.

**NOTE: DUE TO BILLS BEING PROCESSED ONCE A MONTH, CHECKS MAY TAKE UP TO 40 DAYS FROM DATE RECEIVED BY CLERK/TREASURER'S OFFICE ONCE FINAL INSPECTION IS COMPLETED. NO EXCEPTIONS PLEASE!**

**TOWN OF WATERFORD**  
**DEPARTMENT OF PUBLIC WORKS**

415 N. MILWAUKEE ST.  
WATERFORD, WI 53185

534-5705

**DITCH AND CULVERT WAIVER**

IF THE SITUATION SHOULD ARISE WHERE A CULVERT AND OR DITCH MUST BE INSTALLED OR MODIFIED DUE TO BUT NOT LIMITED TO SEWER TRENCH SETTling, LANDSCAPING SETTling AND SILTING FROM YARDS AT THE DRIVEWAY ENTRANCE OF YOUR PROPERTY, YOU WILL BE RESPONSIBLE FOR THE COST AND INSTALLATION OF THE CORRECT SIZED CULVERT.

PLEASE SIGN & RETURN TO THE CLERKS OFFICE WITHIN 5 DAYS OF RECEIPT.

THIS WAIVER WILL BE ON PERMANENT FILE AT THE TOWN HALL.

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

NOTE: It is hereby expressly understood that this memorandum statement is issued subject to errors and omissions and shall not be binding upon the Town of Waterford. In accordance with Sec. 19.21(2), WI Statutes, you are entitled to examine the public records and verify information obtained therefrom to your own satisfaction.

**TOWN OF WATERFORD  
DEPARTMENT OF PUBLIC WORKS**

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**DITCH & CULVERT GUIDELINES**

1. PRIOR TO ISSUANCE OF BUILDING PERMIT, THE OWNER OF THE SITE MUST FILE AN APPLICATION FOR A DITCH & CULVERT PERMIT. THIS PERMIT WILL BE ISSUED BY A MEMBER OF THE DEPT. OF PUBLIC WORKS.
2. A PERMIT FEE, WHICH MAY BE REFUNDABLE PER ORDINANCE 8.04, IN THE AMOUNT \$1500.00 SHALL ACCOMPANY SAID APPLICATION.
3. OWNER SHALL CONSTRUCT AND IMPROVE SAID DITCH/CULVERT TO THE STANDARDS DEEMED NECESSARY BY THE DEPT. OF PUBLIC WORKS AND/OR THE TOWN ENGINEER. STANDARDS MAY INCLUDE THE FOLLOWING:
  - A. PLACEMENT & CONSTRUCTION OF DITCH & CULVERT AND END-WALLS
  - B. PROPER GRADING
  - C. POTENTIAL PLACEMENT OF STONE
  - D. ELIMINATION OF POTENTIAL OBSTRUCTIONS
  - E. A PE-APPROVED GRADING PLAN & PRE-APPROVED BUILDING ELEVATION PLAN
  - F. ANY AND ALL OTHER STANDARDS DEEMED NECESSARY FOR PROPER PLACEMENT AND MAINTENANCE OF THE SAME
4. GRASS MUST BE A LEAST 1 ½" IN HEIGHT OR SOD MUST BE PLACED AND HAVE TAKEN ROOT IN DITCH/CULVERT.
5. OWNER MUST CALL THE ABOVE NUMBER FOR AN INSPECTION WITHIN 12 MONTHS OR ALL MONEYS WILL BE FORFEITED TO THE TOWN OF WATERFORD.
6. IN ANY CIRCUMSTANCES, THE TOWN SHALL DEDUCT \$100.00 FOR TOWN ADMINISTRATIVE REVIEW AND INSPECTION COSTS. IN THE EVENT THE DEPT. OF PUBLIC WORKS DEEMS IT NECESSARY TO ENLIST THE SERVICES OF THE TOWN ENGINEER OR TOWN ATTORNEY, THE CHARGES INCURRED WILL BE DEDUCTED FROM THE \$1500.00 DEPOSIT. SHOULD THE OWNER OR HIS/HER AGENTS HAVE CAUSED DAMAGE TO THE SURROUNDING TOWN PROPERTY, ANY AND ALL COSTS NECESSARY TO RECTIFY SAID DAMAGE SHALL BE DEDUCTED FROM THE \$1500.00 DEPOSIT. SHOULD NO MONEYS BE LEFT, IT WILL BE THE OWNERS RESPONSIBILITY TO MAKE RESTITUTION TO THE TOWN OF WATERFORD.
7. ALL REMAINING FUNDS SHALL BE RETURNED TO THE OWNER UPON ISSUANCE OF THE CERTIFICATE OF COMPLIANCE BY THE DEPT. OF PUBLIC WORKS, WITHOUT INTEREST, BY THE TOWN CLERK/DEPUTY CLERK.

I HAVE RECEIVED A COPY OF ORDINANCE 8.04 AND I HAVE READ AND UNDERSTAND THE DITCH AND CULVERT GUIDELINES.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

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534-5705

**8.04 DITCHES AND CULVERTS**

- (1) Prior to the issuance of a Building Permit, the owner of a building site must file an application with the Town Building Inspector, on a form provided by the Township, for a Culvert and Ditch Permit, to be issued by a member of the Town Department of Public Works. At the time of application, a permit fee, which may be refundable, in the amount of \$1,500 shall accompany said application and said moneys shall be deposited, by the Town Building Inspector, into an earmarked Town account, labeled "Ditch and Culvert Account".
- (2) The \$1,500 shall be used to guarantee the following:

(A) The owner shall construct and improve said ditch/culvert to the standards deemed necessary by the Department of Public Works and/or the Town Engineer. Said standards may include placement and construction of the culvert and ditch to the satisfaction of the Township; seeding and/or sodding; proper grading; the potential placement of stone; elimination of potential obstructions; a pre-approved grading plan and pre-approved building elevation plan; and any and all other standards deemed necessary for proper placement and maintenance of the same.

(B) Upon satisfactory installation of said culvert and ditch and surrounding area, the Department of Public Works shall issue a Certificate of Compliance.

(C) In any circumstances, the Town shall deduct the sum of \$100.00 for Town administrative review and inspection costs. In the event the Department of Public Works deems it necessary to enlist the services of the Town Engineer or Town Attorney, the charges incurred by the Township for the same shall be deducted from the \$1,500 deposit. Further, in the event the owner or its agents have caused damage to the surrounding Town property, any and all costs necessary to rectify said damage shall be made by the owner as directed by either the Department of Public or the Town Engineer and any funds on deposit can be used for that purpose. All remaining funds shall be returned to the owner upon issuance of the Certificate of Compliance, without interest, by the Town Clerk.

(D) In the event the Certificate of Compliance is not issued, though the fault and/or delay of the owner, within one year from the date of the application, all moneys on deposit shall be forfeited to the Town of Waterford.

(E) Prior to final restoration/installation of the driveway surface and prior to final seeding or sodding of the ditch area, approval of the elevation and size of the driveway culvert must be performed by the Town Engineer at a fee of \$250.00 which may, if funds permit, be deducted from the ditch bond. The engineer may allow other verifications and lesser costs.

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**YOU MUST CONTACT KEN HINZ, DPW, FOR AN  
INSPECTION, AT 262-534-5705.**