

TOWN OF BRIGHAM
DRIVEWAY AND/OR BUILDING SITE APPLICATION

Property Owner _____

Mailing Address _____

Email _____

Telephone Numbers _____

Applicants/Agent _____

Mailing Address _____

Email _____

Telephone Numbers _____

This is an application seeking approval for the following: Check all that apply.

_____ Driveway

Intended use _____

_____ Field Access Only

Intended use _____

_____ Building Site Approval. Type(s) of Building(s) _____

Parcel Size (Acres) _____ Township Section _____ Tax Parcel _____

I understand that I will be charged per Ordinance 1.01 Fee Schedule. Fees apply to site visits for driveways, building sites, field road accesses, Plan Commission meetings, County Zoning meetings, driveway inspections, special meetings, engineer fees, lawyer fees, soil scientists and any other costs incurred as a result of this request. Fees are due following decision at the Town Board and before application will be transferred to Iowa County. I understand that fees left unpaid will be assessed to the Property Owner on the following year's tax bill.

Property Owner

Signed: _____ Date: _____

Applicant/Agent

Signed: _____ Date: _____

The Brigham Plan Commission requires the following items (unless exempted) be provided to the Brigham Town Clerk at least fourteen (14) days before the scheduled meeting. Some items are to be shown at the site during the site visit. All items must be supplied or marked as N/A if they are not applicable. Incomplete applications may not be accepted.

Items required for Plan Commission:

- _____ County preliminary development review response (From County Development Office)
- _____ Preliminary map showing house, driveway and septic locations
- _____ Proposed driveway site staked near highway and marked on soils map
- _____ Proposed house site staked and marked on soils map
- _____ Driveway on or near property line
- _____ Number of users if multi-user driveway
- _____ Soils map highlighting prime agricultural soils (available from Iowa County)
- _____ Easement (if required)

Items required for Town Board

- _____ Certified soil test (for septic system)
- _____ Adjacent property owner agreement (required if driveway on or near property line)
- _____ Multi-user driveway maintenance agreement
- _____ Preliminary survey map showing house, driveway and septic locations
- _____ Driveway construction plan and driveway and building erosion control plans

DRIVEWAY LOCATED OFF HIGHWAY _____ OR TOWN ROAD _____

If multi-user road, list other property owners _____

If on or near (within 200 feet) of property line, name other property owner(s) _____

Driveways must comply with Town of Brigham Ordinance specifications. Driveway permits expire 1 year after issuance and must be “stubbed in” before the expiration date.

The Brigham Plan Commission will do a site visit to observe the parcel, driveway location and stakes at significant locations. They may photograph the parcel. They will then return to the Barneveld-Brigham Municipal Building to discuss the proposal. The Town or their representative will revisit the site as necessary.

First Site Visit _____ Signed _____
Second Site Visit _____ Signed _____
Approved/Denied (circle one) by Plan Commission _____ Date _____
Request for additional information _____ Date _____
Comments regarding action _____

Action Taken By Town Board:

Approved/Denied (circle one) by Town Board _____ Date _____
Sent back to Plan Commission _____ Date _____
Request for Additional Information _____ Date _____

INSPECTION OF COMPLETED DRIVEWAY:

_____ Driveway was constructed in accordance with approved plan and is in compliance with Town Ordinances

_____ Driveway is not in compliance and is denied OR:

Owner has been asked to make the following changes: _____

Signature of Town of Brigham Chair: _____ Date _____

Signatures of Town of Brigham Board Members:

_____ Date _____
_____ Date _____

(Use this section for additional descriptions, explanations or maps)