

**TOWN OF POTOSI**  
**APPLICATION FOR DRIVEWAY PERMIT**

Date: \_\_\_\_\_  Resubmitted \_\_\_\_\_ (date) Application Fee: \$50.00

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (C) (H)

Address of Proposed road or driveway: \_\_\_\_\_

The undersigned hereby applies for a permit to construct a (check one):

- Private Drive
- Highway Access - Loading Pad or Field Road (circle one)

The road or drive applied for is (check one)::

- A new road or driveway
- Improvements to an existing road or driveway
- Relocation of an existing road or driveway

The road or drive will serve (check all that apply):

- Residential Building(s)
- Commercial Building(s)
- Agricultural Building(s)
- No Building

Will the road or drive provide new or altered access to a Town road:

- No
- Yes Road Name: \_\_\_\_\_

Surface Material (check all that apply):

- Asphalt Depth: \_\_\_\_\_
- Gravel Depth: \_\_\_\_\_
- Concrete Depth: \_\_\_\_\_
- Other: \_\_\_\_\_

Specify erosion control to be utilized:

Applicant must provide a sketch of the proposed driveway showing location on property, grade, slope, width and length of driveway. Attach to application form along with application fee check (made out to Town of Potosi).

The following minimum specifications shall apply to the part of all new or improvement on existing driveways that are in Town Road right-of-way's installed after October 14<sup>th</sup>, 2024.

Minimum Surfaced Road Width

.....1  
6 ft.

Minimum Width Clearance

.....24 ft.

Minimum Height Clearance, free of trees, wires, etc.

.....14.6 ft.

Minimum Culvert Length

.....30 ft.

Minimum Culvert Diameter

.....18 in.

End walls are required on all culverts. Steel culverts are recommended. An adequate roadbed base of suitable material to support the projected traffic (include fire or rescue vehicles) shall be constructed. Notify a Board member on completion of driveway; a final inspection needs to be performed by the Town of Potosi Board.

The application fee will be refunded if the location for a driveway is denied. All driveways shall be constructed in accordance with the above requirements. Failure to submit an application and/or follow construction requirements will result in a \$100.00 fine and reconstruction of the driveway. Maintenance of the driveway shall be the responsibility of the applicant and/or property owner.

Signature of Applicant: \_\_\_\_\_

.....(This Section to be completed by the Town  
Board).....

Fee Paid

Culvert:  Will  Will Not be required

Additional requirements:

Driveway application:  APPROVED  DENIED If denied, reason for denial:

Inspection:  PASSED

FAILED If failed, reason for failure:

The Town of Potosi has inspected the above driveway and determined the driveway meets the minimum standards.

TOWN of POTOSI BOARD APPROVAL: \_\_\_\_\_ (date) CHAIRMAN: \_\_\_\_\_

SUPERVISOR I \_\_\_\_\_ SUPERVISOR II \_\_\_\_\_