

APPLICATION/PERMIT FOR CONNECTION TO STATE TRUNK HIGHWAY

Wisconsin Department of Transportation (WisDOT)
DT1504 9/2009 s. 86.07(2) Wis. Stats. & Ch. Trans 231 Wis. Adm. Code

- This form is an application for permission for a STH Connection. If approved, the permit does **not** create a **right of access** or **access easement** for the property.
- If the property has any legal restrictions that prohibit access to a state trunk highway (STH), WisDOT cannot approve a STH connection permit for the property.
- **Please type or print neatly in ink.** Fill out the required information on **both sides** of this form per the instructions. One form is required per connection. For more information, visit: <http://wisconsindot.gov/Pages/doing-bus/real-estate/permits/default.aspx>
- **Please provide a copy of the property deed with all applications.**

WISDOT OFFICE INFORMATION	Document Identification Number: _____
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APPLICANT INFORMATION	1. Applicant Name and Mailing Address – Street/PO Box, City, State, ZIP Code	2. Property Owner Name / Address (If not applicant)
		3. If Not Property Owner, Reason for Application

CONNECTION LOCATION INFORMATION	4. Highway Number(s)	5. County	6. <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of:	7. Side of the Highway <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
	8. Located within the Quarter, of the Quarter, Section, Town North, Range			9. Fire or Street Number (If applicable)
	10. Name of Nearest Side Road from Location		Distance and Direction from Side Road <small>(Feet or Miles) (N, S, E, W)</small>	11. How far is the location from the nearest non-side road connection on the same highway? <small>(Feet or Miles)</small>
	Log Mile or Reference Point (Filled in by WisDOT):			

CONNECTION TYPE INFORMATION	12. Proposed Activity (Check one) <input type="checkbox"/> Construct New <input type="checkbox"/> Alter Existing <input type="checkbox"/> Remove Existing <input type="checkbox"/> Permit Existing	13. Proposed Use (Check one – See instructions for category description) <input type="checkbox"/> Urban – Commercial/Industrial <input type="checkbox"/> Rural – Agricultural <input type="checkbox"/> Urban – Residential <input type="checkbox"/> Public Road <input type="checkbox"/> Rural – Commercial/Industrial <input type="checkbox"/> Trail or Trail Crossing <input type="checkbox"/> Rural – Residential Is this a change of the existing use (If applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Proposed Trips Per Day (Check one) <input type="checkbox"/> Seasonal <input type="checkbox"/> 101-1000 <input type="checkbox"/> 1-50 <input type="checkbox"/> Over 1000 <input type="checkbox"/> 51-100 Peak hour traffic count: _____
	14. Proposed Width:	15. Proposed Surface:	QUESTIONS 17-27 on BACK PAGE

All connections have restrictions, which include the information preprinted and filled-in on this application along with any conditions, covenants, supplemental provisions, superimposed notes, and detail drawings added by WisDOT. The applicant shall be responsible for complying with these restrictions along with the construction and maintenance of the connection. It is further understood that WisDOT's approval is subject to applicant's full compliance with relevant state statutes and administrative rules, plus any laws, codes, rules, regulations, ordinances and permit requirements of other jurisdictional agencies. The alteration of this form by the applicant is prohibited. Under s. 86.073 Wisconsin Statutes, WisDOT's permit denial or revocation may be appealed.

The applicant affirms that all information provided on and submitted with this form is correct and complete. Providing incorrect or incomplete information may result in permit denial or revocation as well as criminal prosecution under s. 946.32 Wisconsin Statutes.

X

(Property Owner or Authorized Representative) (Date)

(Area Code and Telephone #) (E-mail address if available)

FOR OFFICIAL WISDOT USE ONLY – DO NOT WRITE BELOW THIS LINE

<input type="checkbox"/> THE FOLLOWING SUPPLEMENTAL PROVISIONS APPLY	<input type="checkbox"/> Permit APPROVED (THIS PERMIT IS REVOCABLE) <input type="checkbox"/> Permit DENIED <input type="checkbox"/> Application DISMISSED
	X
	_____ (WisDOT Authorized Representative) (Date) (If Computer-filled, Brush Script Font)
	<input type="checkbox"/> Temporary permit. Expiration date:
	<input type="checkbox"/> This permit voids / replaces permit #
<input type="checkbox"/> Shared connection	Co-user name: Related permit #

17. Yes No Is the property zoned? Provide documentation from the jurisdictional zoning authority.

18. Explain how the land is currently being used: _____

19. Yes No Are you aware of any plan to change the zoning or land use for the property? If yes, explain. _____

20. Yes No Is this connection for property that was part of a land division or assemblage created on or after 2/1/99? If yes, explain. _____

21. Yes No Do you own other property abutting the highway that is next to the property that this connection will serve? If yes, describe. _____

Note 1: Answering "yes" to #20 or 21 may result in a Wis. Administrative Code Trans 233 review by WisDOT. If this is needed, the processing of your application may be delayed.

22. Yes No Does the property abut or border another public road? If yes, provide the road's name. _____

23. Yes No Are there any existing connections to any road serving the property? If yes, how many? _____

24. Yes No Are there any restrictions on the number, use, or location of connections to the property?

25. Yes No Are there any access easements across the property (recorded or unrecorded)?

Note 2: If you answered "yes" to #24 or 25, provide a copy of all documents relevant to the restrictions and/or easements

26. Provide the property tax identification number: _____

27. What is the proposed construction completion date for the connection? See Conditions of Issuance #9. _____

FOR ANY NEW CONNECTION OR CONNECTION TO BE MOVED, APPLICANT SHALL PLACE A FLAG OR MARKER IN THE HIGHWAY DITCH OR FORESLOPE (VISIBLE FROM THE HIGHWAY) AT THE PROPOSED LOCATION.

CONDITIONS OF ISSUANCE

1. WisDOT reserves the right to make such changes, additions, repairs, relocations and removals within statutory limits to the connection or its appurtenances on the right-of-way as may at any time be considered necessary to facilitate relocation, reconstruction, widening, and maintenance of the highway, or to provide proper protection to life and property on or adjacent to the highway, or if alternative access to the property becomes available.

2. Except in cases where the indicated connection may be constructed by forces acting on behalf of WisDOT due to a highway improvement or maintenance project, the permittee shall do all of the following: (a) Furnish all materials, do all work, and pay all costs for the construction and maintenance of the connection and its appurtenances on the right-of-way. Materials used and the type and quality of the work shall be appropriate for the connection type specified in this permit; (b) Do all work without jeopardy to, or interference with, traffic using the highway; (c) Promptly restore to WisDOT's satisfaction and at least pre-existing conditions, highway surfaces, shoulders, ditches, vegetation, drainage appurtenances, guardrail, signs, electric conduits/cables, etc. disturbed by any work; (d) Maintain the connection and its appurtenances within the right-of-way limits, which includes keeping them in a proper state of repair, preventing the blockage or impairment of right-of-way drainage, and preventing aboveground obstacles to occur that could cause serious injury or death to a motorist in an errant vehicle; (e) Not disturb or cause the disturbance of any survey marker without the **prior written approval** of WisDOT.

3. The permittee, indicated on the reverse side, represents all parties in interest, and agrees that any connection or approach constructed by or for the permittee is for the purpose of obtaining access to the property (listed in #26) and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the right-of-way.

4. The permittee shall not make any changes to the connection, its appurtenances, or adjacent right-of-way, including, without limitation, changes to the location (#4-11), use (#13), width (#14), surface (#15), or increase the number of trips per day (#16) approved by this permit without obtaining **prior written approval** from WisDOT. WisDOT will evaluate all potential highway impacts that may arise from the proposed change(s) and therefore, does not guarantee approval.

5. The permittee, successors or assigns agree to hold harmless the State of Wisconsin and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

6. WisDOT does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material upon any portion of any connection along any state trunk highway even though snow, ice or sleet is deposited or windrowed on said connection by its authorized representative engaged in normal winter maintenance operations.

7. Under Wisconsin Administrative Rule Trans 401, the permittee shall implement proper erosion control and storm water management measures at all times during work operations and upon completion of the connection to protect all restored areas until the replacement vegetation achieves sustained growth.

8. Rock, asphalt, concrete, timber or other embankment retention or marking treatments for the connection **are prohibited**.

9. If the permitted work has not been started by the construction completion date, this permit is **null and void**. If the work has been started but is not finished by the construction completion date, no additional work shall be done unless authorized through an approved written time extension or a subsequent permit from WisDOT. Accomplishment of any part of the work shall verify agreement by the permittee to conform to this permit and to be bound by all of its requirements, restrictions, and obligations, all of which shall continue to be in full force and effect. WisDOT does not guarantee the approval of a time extension or subsequent permit since the conditions WisDOT based its permit approval upon may have changed between the permit approval date and time extension request date.

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Wisconsin Department of Transportation (WisDOT) form DT1504 (9/2009)

GENERAL INSTRUCTIONS

- Use one form for each state trunk highway (STH) connection. A connection can be a driveway, public or private road, or a trail or trail crossing. The form initially serves as an **application** for a connection between a property and a STH. Then if approved, the completed form becomes a **permit** for the STH connection. If the property has any legal restrictions that prohibit access to a STH, WisDOT cannot approve a STH connection permit for the property, and therefore, you should not apply for this permit.
- Two copies of this application must be completed, signed and dated by the applicant. Send one copy with an original signature to the appropriate Regional Transportation Office, and **keep** the other for your records. Go to: <http://wisconsindot.gov/Pages/doing-bus/real-estate/permits/default.aspx> for a list of office addresses, staff contacts, and a regional boundary map.
- Just below the signature line, provide an area code and telephone number where you can be called between the hours of 8 a.m. and 4:30 p.m. Monday through Friday. Note at the top of the form if there are particular times of the day and/or days of the week that are more convenient to call you. If you have an e-mail address, provide that too. WisDOT may send you correspondence and/or your approved permit via e-mail in order to speed up the processing of your application.
- Fill out all required information. Processing may be delayed or a form returned if information is missing.
- With your application, provide a copy of the property deed.** Also provide a copy of a certified survey map, if applicable.
- If you have an existing WisDOT permit for a connection that you are planning to alter, relocate, or remove, provide a copy of that permit.
- Copies of Wisconsin Statute 86.07(2) and Administrative Code Trans 231, which regulate a STH connection, are either enclosed (if this form was mailed to you) or available on the website listed above. Contact your local government officials for other statutes, ordinances, and permit requirements that may also apply to connections.

SPECIFIC INSTRUCTIONS FOR EACH QUESTION

1. **Applicant Name and Mailing Address:** Provide the full name of the property owner or person requesting the permit. For a public road, this must be a unit of government. Also provide the street name and number and/or PO box number, city, state, and ZIP code. The address information is used to return the application/permit to the applicant.
2. **Property Owner Name / Address (if not applicant):** Provide the full name and address.
3. **If Not Property Owner, Reason for Application?** Permits are typically issued to property owner(s), but may be issued to prospective buyers. For example, if you are not the current property owner but plan on purchasing the property, then provide a copy of the **accepted** "Offer to Purchase" document with your application.
4. **Highway Number(s):** Provide the STH route number that the connection will attach to. Provide all route numbers if two or more STHs run concurrently.
5. **County:** Provide the county name.
6. **City - Village - Town:** Check the appropriate box and provide the name.
7. **Side of the Highway:** Check the appropriate box for the side of the highway of the connection location.
8. **Located Within the:** This information may be obtained from the property tax bill or by contacting the appropriate town, village, city, or county clerk. If you cannot obtain this information, leave the section blank and WisDOT will complete it. Choices for quarter are: NE, NW, SE, or SW; for Section: 1-36; for Town: 1-51; for Range: 1-20 W or 1-29 E.

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9. **Fire or Street Number (if applicable):** Provide the fire or street number if one has been assigned to the property, or provide it to WisDOT as soon as it is assigned. A Government Lot number may be inserted if there is no fire or street number.

10. **Name of Nearest Side Road from Location:** Provide the full name of the nearest intersecting road to the connection.

Distance and Direction from Side Road: Estimate the approximate distance (in feet or miles) by starting at the nearest side road and going along the STH until you reach the center of the connection location. Select north, south, east or west (or N, S, E, W) for the direction.

11. **How far is the location from the nearest non-side road connection on the same highway?** A non-side road connection will either be a driveway or a trail crossing, and may be on either side of the highway. For questions 10 and 11, the distance may be estimated by driving (0.1 mile equals 528 feet).

12. **Proposed activity:** Check only **one** of the four activity boxes:

Construct New: to construct a new connection. This may include removal of existing connections if required. If you are relocating a connection with a valid WisDOT permit, submit **one** form with "construct new" checked, and WisDOT will generate a corresponding form with "remove existing."

Alter Existing: to physically modify, or change the use* of, a connection with a valid WisDOT permit whose location will not change. This includes work beyond routine maintenance such as paving a connection, widening a connection, replacing a culvert, and improvements to the highway.

Remove Existing: to remove a legal connection.

Permit Existing: to obtain a valid WisDOT permit for an existing unpermitted connection.

*Note: "Change the use", means any modification to a property that results in a change in the number and/or types of vehicles using a property's connection. Examples include changing from residential to commercial use, changing from single to multiple residential use, subdividing to accommodate additional residences or businesses, and changing the type of business.

13. **Proposed use:** Each connection serves a specific use. Check the **one** box that **best** defines the use. A rural-type highway typically has a ditch. An urban-type highway typically has curb and gutter.

Rural - Commercial/Industrial: a retail, wholesale, industrial or non-profit business next to a rural-type highway. *35' maximum*

Rural - Residential: a private home next to a rural-type highway. *16' minimum - 24' maximum*

Rural - Agricultural: a field for planting, maintaining, and/or harvesting crops or tending livestock, or land for recreational and hunting use, next to a rural-type highway. This use may serve farm buildings, but may not serve residential buildings. *16' minimum - 24' maximum*

Urban - Commercial/Industrial: a retail, wholesale, industrial or non-profit business next to an urban-type highway. *35' maximum*

Urban - Residential: a private home next to an urban-type highway. *24' maximum*

Public Road: a road, street, highway, etc. that connects to a STH for public travel and use and is maintained by a local unit of government.

Trail or Trail Crossing: a bike, snowmobile, etc. trail that is parallel to and/or crosses a STH.

Is this a change of the existing use (if applicable)? Check yes or no. See the note in #12 for the definition of "Change the Use".

14. **Proposed Width:** Provide the proposed width of the connection as measured at the right of way line. Minimum and maximum widths are regulated in Trans 231 and are listed in *italics* in #13.

15. **Proposed Surface:** Choose from grass, gravel, asphalt, or concrete.

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16. **Proposed Trips Per Day:** Estimate how many trips will be made daily by vehicles going in and out of the connection. One vehicle going in and out of the connection equals two trips. "Seasonal" means a connection that is only used a few times during a year, for example, a field entrance or entrance to hunting lands.

Peak hour traffic count: For any connection that will generate 100 or more trips in any hour, 50 or more trips exiting in one hour, or 750 trips in an average day, provide the number of vehicles using the connection during the peak hour.
17. **Is the property zoned?** Check yes or no. **In either case, provide the appropriate documentation**, which may be obtained from the local zoning administrator or clerk of the appropriate township, village, city, or county where the property is located. Typically, a simple statement from the authority on its letterhead is sufficient for documentation, or WisDOT can provide a form if needed.
18. **Explain how the land is currently being used:** If the land use and zoning are the same, then write "same as zoning". If not, please explain the use. You may use the descriptions listed in #13 as a guide.
19. **Are you aware of any plan to change the zoning or land use for the property?** Check yes or no. **If yes, briefly explain** the circumstances regarding the change. For example, "construct new house" or "proposed development."
20. **Is this connection for a property that was part of a land division or assemblage created on or after 2/1/99?** Check yes or no. **If yes, provide a brief explanation.** For example, if the connection is for property that is being created from a larger piece of property, check yes. A land division can be splitting one property into two or more properties, or it can be an assemblage, which is the joining of properties or portions of properties to make a different property.
21. **Do you own other property abutting the highway that is next to the property that this connection will serve?** Check yes or no. **If yes, briefly describe.** The land may abut either side of the highway.
22. **Does the property abut or border another public road?** Check yes or no. **If yes, provide the road's name.**
23. **Are there any existing connections to any road serving this property?** Check yes or no. The road may be public or private. **If yes, how many?** Provide the total number including any field. Field entrances should be included in this amount.
24. **Are there any restrictions limiting the number, use, or location of connections to the property?** Check yes or no. See #25.
25. **Are there any access easements across the property?** Check yes or no. Access easements and/or access restrictions may be documented on a: subdivision plat, certified survey map, deed, access covenant (recorded or unrecorded), agreement, plat, map, or existing permit (WisDOT or non-WisDOT issued). Carefully review these documents when applying for a STH connection permit. An access easement is typically defined as granting another party the right of vehicular access across a property.
26. **Provide the property tax identification number:** This information may be found on the property tax bill or a county (or city) land records web site.
27. **What is the proposed construction completion date for the connection?** Provide the date. The date should not be longer than **one year** from the permit issuance date. If the permitted work has not been started by the date, the permit is **null and void**. If the permitted work has started but is not finished by the date, no additional work can be done unless an approved written time extension or a subsequent permit is obtained from WisDOT. To request either one, contact the WisDOT office that issued the current permit. Time extensions and subsequent permits are not automatically approved. A field review may be required to determine if conditions have changed since the current permit was approved. WisDOT strongly recommends completing construction of an approved connection as quickly

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as possible. Once construction has started, it should be completed within 30 days to minimize traffic disruption.

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If the connection is a public road:

- The applicant must be the appropriate unit of government.
- Provide a copy of the:
 - Resolution from the appropriate government Board or Council documenting the approval of the proposed road.
 - Executed deed showing the transfer of property from the landowner to the appropriate unit of government.

For all public and private roads:

- The proposed road must conform to local road standards as found in Wisconsin Statutes and WisDOT's Facilities Development Manual.
- Provide a copy of the:
 - General location map. An existing plat book map may be used for this.
 - Plat, if applicable
 - Traffic Impact Analysis (TIA), if required by WisDOT or local unit of government
 - Pictures of the proposed intersection from all four directions
- Provide highway plans for the STH and proposed road showing the:
 - Designated right-of-way widths (See [s. 82.50 Wisconsin Statutes](#) for Town Road Standards)
 - Land ties and/or reference points
 - Proposed geometrics including surface type(s), lane width(s), approach grades (in all directions), turn lanes, bypass lanes, return radii, etc.
 - Drainage patterns and drainage structures including culvert size, endwalls, and extensions, if needed
 - Closest connections (other roads, driveways, trail crossings) in both directions along the STH from the proposed road, and along the proposed road from the STH
 - Cross-sections of all road improvements every 50' showing the original ground, proposed finished pavement elevations, ditches, and right-of-way line. Cross-sections along the local road should be provided at least 100' from the STH right-of-way line.
 - Pavement marking plan including new or restored markings, if needed
 - Erosion control and restoration plans
 - Traffic control plans during construction

For all private roads:

- Provide a copy of:
 - Proof of insurance, if requested by WisDOT.
 - A road maintenance agreement, if such an agreement has been developed and implemented by a group of property owners, businesses, etc., or association.

If the connection is a trail or trail crossing:

- The applicant may be a property owner, recreational group (for example, a snowmobile club), or unit of government.
- For a trail crossing in which you are not the property owner, provide written permission from the property owners on each side of the highway that the connection can be attached to their property.
- Provide a copy of the resolution or agreement that details the maintenance of the trail.