# Town of Lincoln– Forest County, Wisconsin

**5376 County Road W, Crandon, WI 54520**

# Driveway Permit Application

This application is required for any new driveway, reconstruction, relocation, or alteration of an existing driveway accessing a town road within the Town of Lincoln, Forest County.

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## 1. Property Owner Information

- **Property Owner Name:** _____
- **Mailing Address:** _____
- **City / State / ZIP:** _____
- **Phone Number:** _____
- **Email (optional):** _____

- **Contractor Name:** _____
- **Phone Number:** _____

## 2. Property Information

- **Fire Number (if assigned):** _____
- **Parcel Number (if known):** _____
- **Property Address / Location Description:** _____
- _____

## 3. Driveway Construction Details

- **Type of Work (check one):**
  - ☐ New Driveway
  - ☐ Reconstruction
  - ☐ Widening / Alteration
  - ☐ Relocation

- **Surface Type:**
  - ☐ Gravel
  - ☐ Asphalt
  - ☐ Concrete
  - ☐ Other: _____

- **Proposed Driveway Width at Roadway:** _____ **feet**
- **Driveway Grade / Slope:** _____

## 4. Site Plan (Required)

Attach a drawing showing:

- Driveway location relative to property lines
- Distance from driveway to nearest structures
- Width at roadway and at property line
- Culvert placement (if applicable)
- Adjacent ditches, drainage features, and roadways

A hand-drawn sketch is acceptable if clear and legible.

## 5. Conditions & Requirements

- **The applicant must place a flag or marker in the ditch, visible from the road, at the location of the proposed work. An investigation and field inspection may be made by a Town of Lincoln Representative.**
- The applicant is responsible for all construction costs.
- Driveways must not obstruct drainage or create hazards.
- Culverts, if required, must meet Town of Lincoln specifications.
- The Town may require adjustments to ensure safety and proper drainage.
- The driveway must be completed within **12 months** of permit approval.
- The applicant is responsible for maintaining the driveway approach.
- **A $25 permit application fee in the form of a check or money order (no cash), payable to the Town of Lincoln, must be submitted with the application and mailed to Lynne Black, 8531 Duff Rd., Crandon, WI 54520**

## 6. Applicant Certification

I hereby certify that the information provided is accurate and that I agree to comply with all Town of Lincoln driveway requirements.

**Property Owner's Signature:** _____ **Date:** _____

**Print Name:** _____

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**Town Use Only**

- **Approved:** ☐ Yes ☐ No
- **Conditions of Approval:**
  _____
  _____
- **Culvert Required:** ☐ Yes ☐ No **Culvert Size:** _____
- **Assigned Fire Number:** _____
- **Town Representative:** _____
- **Date of Approval:** _____

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**For questions or submission instructions, contact Lynne Black, Town Supervisor at 715-478-3103**