Buffalo County Zoning Department

407 S. Second Street ■ PO Box 492 ■ Alma, WI 54610 (608) 685-6218
Fax: (608) 685-6213 www.co.buffalo.wi.us

Driveway Permit Application

Permit Issue # - _____

The undersigned applies for a Driveway permit to do work herein described and located as shown on the plot plan. The undersigned agrees that all work will be done in accordance with the Buffalo County Zoning Ordinance and all other applicable ordinances of the County of Buffalo and all laws of the State of Wisconsin, applicable to said premises and with the information herein:

Property Owner Name:	Phone #:
Mailing Address:	
Email Address:	

Agent Name:	Phone #:
Mailing Address:	
Email Address:	

SITE INFORMATION	**Parcel Number: __ __ __ - __ __ __ __ __ - __ __ __ __**

Site Address: _____

Property Description: _____ ¼ _____ ¼ **Sec.** _____, **T** _____**N, R** _____**W, Town of** _____

Location: (if it does not apply, please indicate "NA")

State Road: _____ County Road: _____ Town Road: _____

Parcel Size in Acres: _____ Is parcel being split or subdivided: ☐ yes ☐ no

PROPOSED DEVELOPMENT / LAND USE

Proposed Project and/or use:

Dimensions (in feet): Length: _____ Width: _____

Driveway material to be used: _____ **Depth of Gravel Base:** _____

Estimated date of driveway construction: _____ **Estimated completion date:** _____

Distance to nearest driveway to:

North _____ South _____ East _____ West _____

Driveway Type:

☐ Residential ☐ Agricultural ☐ Recreational ☐ Commercial ☐ Industrial ☐ Shared Driveway

Reconstruction of Driveway? ☐ yes ☐ no Change in use of driveway? ☐ yes ☐ no

Applicant: _____ Section _____ Town of _____

SITE PLAN
Sketch below the location of the proposed driveway in relation to lot lines and nearby driveways on the road.
☐ Roads Including Driveways ☐ All Existing and Proposed New Structures ☐ Easements
☐ Distances from Property Lines and Road Centerline ☐ Septic Tank and Drain Field
☐ Well Location ☐ Water Features and Potential Wetlands

DRIVEWAY LOCATION MUST BE STAKED OUT FOR FIELD EVALUATION

EROSION CONTROL AND STORMWATER MANAGEMENT

Sediment and erosion control and stormwater management are an important aspect of all land disturbing activities. Additional review and permitting may be required if your site is within 300 feet of a stream or if your site is on steep slopes of 12% or greater. If your development activity will disturb one acre of land or more you are required to apply for a Conditional Use Permit and a Wisconsin Pollution Discharge Elimination System (WPDES) permit from the Wisconsin Department of Natural Resources.

WETLAND NOTICE

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources Wetlands Identification Web Page or contact a Department of Natural Resources Service Center.

APPLICANT SIGNATURE

I certify by my signature that all information presented herein is true to the best of my knowledge. I understand that I am subject to all applicable codes, statutes and ordinances of Buffalo County and the State of Wisconsin. Providing incorrect information may cause a delay in permit processing or denial. I give permission for the staff of the Buffalo County Zoning Department to enter upon my property for the purpose of verifying that the standards and requirements of the Zoning Ordinance are met.

If you have any questions, please contact the Buffalo County Highway Department at 608-685-6226 or the Zoning Department at 608-685-6218.

Owner / Agent Signature _____ Date: _____

FEES: **$130** New Driveway

Make checks payable to: **Buffalo County Treasurer**
Return Completed application to: **Buffalo County Zoning Department, P.O. Box 492, Alma, WI 54610**

NOTICE: An after-the-fact fee of five times the applicable permit fee shall be charged if work is started before a permit is issued. Permit application fees are non-refundable.

HIGHWAY AND ZONING DEPARTMENT USE ONLY			
Date Application Accepted:	_____	Permit Issue #:	_____
Accepted By:	_____	Receipt #:	_____
APPLICABLE FEES			
Driveway Permit Application:	_____		
Total Fees:	_____		
Check #:	_____ or Cash ☐		
Shoreland: yes ☐ no ☐	Wetlands: yes ☐ no ☐	Floodplain: yes ☐ no ☐	
Zoning District: _____	Variance Required: ☐ yes ☐ no	Permitted Use: ☐ yes ☐ no	

Date Received by Highway Department: _____	Date Returned: _____
Approved: yes ☐ no ☐	If denied, state reason: _____
Signed by: (Zoning staff)_____	
Signed by: (Highway Department staff) _____	

Inspection Date Inspector

_____ _____ _____

Comments

Updated: December 2024