

**Brown County Planning & Zoning Department  
Application for Permit to Construct an Access Approach**

The undersigned hereby makes application for permission to construct an access approach described as: \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
County Highway: \_\_\_\_\_ Approximate location: \_\_\_\_\_

For the purpose of serving: \_\_\_\_\_

The approach is to be constructed to a width of not less than 24' at the tops of the approach with a side slope of 4:1 ratio. A \_\_\_\_\_" (inch) diameter by \_\_\_\_\_' (foot) in length culvert will be required if so designated by the Brown County Highway Department Superintendent: **A culvert will be required unless the approach is located on a hill (breakpoint).** Other requirements: \_\_\_\_\_

**Special Note: All approach work must be completed within 1 year from date of application or a new application must be made.**

If two (2) similar approaches are to be constructed, they must be a minimum of five hundred feet (500') apart from center-to-center and standard ditch section maintained between approaches.

I, the undersigned, request permission to construct an access approach on public right-of-way at the above location subject to the rules and regulations set forth. It is understood that the construction of the approach be in a safe manner so as not to interfere with or endanger public travel and to perform all work in a workmanlike manner using materials acceptable to the Brown County Highway Department Superintendent and that the right-of-way will be cleaned and left in a condition equal to or better than the original condition. The construction and furnishing of the culvert needed, and any other materials that are needed, will be done by the applicant and at his own expense and also the work is to be done under the supervision and satisfaction of the Brown County Highway Department Superintendent. Applicant accepts all responsibility of damages, expenses, claims, and all liabilities of work or existence of said approach. Applicants must notify the Brown County Highway Department Superintendent when the approach is finished, so it can be inspected.

\_\_\_\_\_ **\$50.00 Fee** (please attach copy of check)  
Print Name  
\_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_  
Address  
\_\_\_\_\_ Receipt # \_\_\_\_\_  
City/State/Zip  
\_\_\_\_\_ Phone/Cell Phone  
\_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature

**Brown County Planning & Zoning Department  
Application for Permit to Construct an Access Approach**

Culvert Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Brown County Highway Superintendent Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Planning & Zoning Director

The approach permit is granted with the conditions stated herein on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

**Section 4.2208 – Approach Permit**

No approach shall be constructed upon any County Road or Highway without an approach permit issued by the Zoning Administrator. No approach permit shall be issued by the Zoning Administrator except in conformity with the following criteria, unless he/she received a written order form the Board of Adjustment in the form of a variance as provided by this Ordinance.

**The Criteria for Approaches Shall:**

- Have no two (2) approaches closer than five-hundred (500') feet apart center-to-center.
- Not to be located on the crest of a hill nor other location where sight visibility will be impaired.
- Have a side slope of four to one (4:1).
- Have a minimum driving width of twenty-four (24') feet.
- Have a culvert installed at owners expense if required by Highway Department.
- Require the final approval of the Brown County Highway Department Superintendent.

**BROWN COUNTY  
PLANNING & ZONING COMMISSION**

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**APPLICATION FOR VARIANCE**

DATE: \_\_\_\_\_ FEES: \$25.00  
RECEIPT # \_\_\_\_\_ PAID: YES NO  
TOWNSHIP: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO: BROWN COUNTY PLANNING & ZONING COMMISSION**

*The undersigned does hereby request:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNERS SIGNATURE: \_\_\_\_\_  
OWNERS ADDRESS: \_\_\_\_\_  
OWNERS CITY, STATE, ZIP: \_\_\_\_\_  
OWNERS PHONE: \_\_\_\_\_

AGENTS SIGNATURE: \_\_\_\_\_  
AGENTS ADDRESS: \_\_\_\_\_  
AGENTS CITY, STATE, ZIP: \_\_\_\_\_  
AGENTS PHONE: \_\_\_\_\_

Planning Commission Action:	Approved	or	Denied
By: _____	Date: _____		
<b>HEARING DATE:</b> _____ <b>TIME:</b> _____			
BROWN COUNTY COURTHOUSE - COMMUNITY ROOM LOCATED IN BASEMENT			