

N9691 CTY Rd H
 Elkhart Lake, WI 53020
 920-254-8738

Town of Russell

Witkowski Inspection Agency LLC
 621 6th Street
 PO B ox 98
 Kiel, WI 53042

New Home Construction Permit Application One and Two Family Residential Homes

	Permit #	For Office Use Only	
Owner	Date		
Address	City	State	Zip
Phone	Email		
Parcel #	Zoning		
Contractor			
Address	City	State	Zip
Phone	Email		
License #	Contact Person:		

Housing Type	Single Family	Two Family	Project Description:		
			Square Footage		Cost \$

NSFD - Fee Schedule		
0 to 2000 Sq. Ft.	\$400.00	
2001-5000 Sq Ft.	\$450.00	
5000 Sq. Ft Plus	\$600.00	
Electrical Service		\$55.00
Electrical Permit		\$110.00
Plumbing Permit		\$165.00
HVAC Permit		\$110.00
State Permit Seal		\$40.00
Escrow	Returnable upon occupancy	\$300.00
Culvert	\$100.00	
Town of Russell		\$200.00
Fire/ House #	Provided by Town	
Total		
Additional Permits May Be Required		
Sanitary Permit - Sheboygan County - 920-459-3060		
Zoning Permit- Sheboygan County - 920-459-3060		

Make Check Payable to: Town of Russell
Return Application and Check to: Witkowski Inspection Agency, LLc 621 Sixth St. P.O. Box 98 Kiel, WI 53042
For Inspections Call: Witkowski Inspection Agency, LLc Brian Witkowski Office: 920-286-6133 Cell: 920-912-0832

Erosion Control Application

Owner's Name _____

Address of Project _____

City/ Village _____ State _____ Zip _____

Phone # _____ Email _____

Contractor's Name _____

Address _____

City/ Village _____ State _____ Zip _____

Phone # _____ Email _____

Type of Erosion Control to be Installed _____ Separate Site Plan Included Yes _____ No _____

Silt Fence _____ Bales _____ Vegetation _____ Erosion Mat _____

I, the undersigned Owner/ Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Department of Safety & Professional Services building code viewable at dps.wi.gov/sb/SB-DIVCodesListing.html

Signature of Homeowner _____ Date _____

or

Signature of Contractor _____ Date _____

New Home Construction Required Checklist Items

Town of Russell Required Items

- _____ Copy of Sanitary Permit
- _____ Completed Wisconsin Uniform Building Permit- Online
- _____ 2 Sets of Building Plans showing all house dimensions
- _____ Completed Energy Worksheet
- _____ Completed Erosion Control Application
- _____ Completed Site Plan showing all Erosion Control
- _____ Culvert Permit if Applicable
- _____ Read and Sign the Town of Russell Permit Attachment
- _____ Read and Sign the Conditions of Approval Sheet
- _____ Site Plan for Town with all houses and garage dimensions
- _____

Driveway/ Culvert Permit Application- Town Road

Type of Driveway being applied for:

- _____ 16' - 24' New Residential Driveway
- _____ Relocation of an Existing Driveway

Location of Driveway you are applying for:

1. Name of the nearest intersection of Town, County, or State Roads: _____
2. Driveway location is approximately _____ (Miles) _____ (N, E, S, W) of said intersection
3. Looking both ways down the road, is vision clear for 600'(Feet) _____ Yes _____ No
4. This driveway will result in how many driveways serving this property? _____

**** Applicant shall place stakes in ditch line where he/she wants to place the driveway so the proposed location may be inspected and approved by the Town or Designees.**

Owner's Covenant

- A. Any grading, special ditching, alteration of slope or any other disturbance of any portion of the road right-of-way shall be restored by and at the exspence of the applicant, to the condition existant prior to such disturbance and to the satifaction of the Town Board or its designated appointee.
- B. The entire cost of the driveway construction or installation shall be the obligation of the applicant.
- C. Applicant shall keep driveway/ culvert free of debris and obstructions to provide proper drainage along the road
- D. Maintenance and upkeep of driveway on or over Town Road right-of-way shall be the responsibility of the applicant
- E. Applicant may not develop any driveway with-in the setbacks set by the Town. The setback shall be measured parallel to the pavement edge.
- F. The centerline of the driveway lying on the county right-of-way shall be at approximately right angles to the pavement except as topography may make angular placement necessary.
- G. Driveway width is measured at the ditch line and is equal to the actual driveable width.
- H. Culvert materials are restricted to: Corrugated Steel, Concrete, and/or Corrugated Polyethylene pipe meeting AASHTO M 294, Type 5 Specifications, with a minimum of 12" inches of granular cover
- I. The permittee, his/her successors or assigns, agree to hold harmless the Town of Russell and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.
- J. All new driveways are to be constructed to have permanently vegetated sloped sides, unless the road/ street has curb and gutter. Such construction shall be accomplished using only soil materials. the side slopes of the driveway shall be slpped at no more than a length to height ratio of 2.5:1 All slopes shall be seed or sodded by the owner.

I, hereby certify that I have read the Owner's Covenant and understand and agree to abide by the following special regulations and provisions of this permit and all applicable provisions and restrictions which are shown on this application.

Signature _____ Date _____

For Town Use Only			
Culvert pipe required under driveway	YES	NO	Diameter _____ Length _____
Conditions _____			
Permit Approved by _____	Date _____		

Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own or buy a custom-made one, it must meet the PMG Standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

Where to Place the Mailbox (Roadside/ Curbside)

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of entry.
- Place your mailbox 6" to 8" back from the curb/ road edge.
- Put your house number on the mailbox.
- If your mailbox is on a different street from your house, put your full address on the mailbox.

Installing the Mailbox Post

The Federal Highway Administration recommends:

- A 4 x 4 wooden support or a 2" diameter standard steel or aluminum post
- Avoid unyielding and potentially dangerous supports like heavy metal pipes, concrete posts, and farm equipment (e.g.- milk cans filled with concrete)
- Bury your post no more than 24"

Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loosen hinges on the door
- Take care of rusty or loosen parts
- Replace missing or fading house numbers
- Keep the path to your mailbox clear