Application for Driveway Approach, Sidewalk, or Paved Lawn Park Permit

Form #PWE003 (rev. 05/2019)

Date: ________________

☐ Driveway Approach*  ☐ Sidewalk  ☐ Paved Lawn Park

*For a Driveway Approach Permit, the supplementary questions on the next page are required. If curb and gutter needs to be removed/replaced forms PWE002 & PWE010 are also required.

Project Address: _______________________________________ Project Name: ________________________

Contractor: _________________________________ Home/Business Owner: ___________________________

Contact Person: _____________________________ Phone Number: _________________________________

☐ New  ☐ Repair  ☐ Widening  ☐ Residential  ☐ Commercial

Will the lawn park be paved?  ☐ Yes (If yes, Public Works Committee approval required)  ☐ No

Number of sidewalk squares: ______________  Line and Grade:  ☐ Yes  ☐ No

(1 square est. 25 S.F.) (Needed when there is no existing sidewalk to line up to.)

Approach width: at curb ______  at front of walk _____

Is the Owner’s Sidewalk/Driveway Performance Bond (Form PWE004) Attached?  ☐ Yes  ☐ No

(Bond required only if resident is performing work on >100 S.F. of sidewalk or >20 S.F. of driveway approach.)

Permit Pricing Information:

- Sidewalks [Repair or Mudjacking - 100 S.F. or less] $20.00
- Sidewalks [Repair or Mudjacking - More than 100 S.F.] $30.00
- Sidewalks [New/Per Lot/Not Requiring Line or Grade] $30.00
- Sidewalks [New Requiring Line or Grade per Lot] $45.00
- Sidewalk Grade [For Building Construction] $50.00
- Driveway Approach [Repair/Widening] $30.00
- Driveway Approach [New, Includes Curb Head Cut Only] $35.00
- Lawn Park Walks [100 S.F. or less] $15.00
- Lawn Park Walks [Over 100 S.F.] $20.00

City of Kenosha Code of General Ordinances 5.05 B.

No person, party, firm or corporation shall construct, modify, destroy, remove or repair any sidewalk or driveway approach in a public right-of-way without first obtaining a license to do so from the Director of Public Works... An owner of property improved by a one-family home who resides therein or intends to reside therein in the future for a period of not less than one year, may in his/her own person, construct, modify, destroy, remove or repair a sidewalk or driveway approach in the public right-of-way abutting their property without such license... Any person constructing, modifying, destroying, removing or repairing a sidewalk or driveway approach abutting their one-family home shall furnish a surety bond... except that the bond shall be only in the penal sum of Two Thousand ($2,000) Dollars. No bond is required when sidewalk work involves less than one hundred (100) square feet of area and when driveway approach work involves less than twenty (20) square feet of area.

Note: No work shall commence until approval is obtained.

I HEREBY ATTEST AND AGREE TO THE ABOVE.

Print Name: ________________________________________________

Signature: __________________________________________________  Date: ________________________

Return this form along with payment to:

City of Kenosha,
Public Works Department
625 52nd St – Room 305
Kenosha, WI 53140

Public Works | 625 52nd St. Room 305, Kenosha, WI 53140 | T: 262.653.4050 | Email: publicworks@kenosha.org | kenosha.org
Driveway Approach Permit – Supplementary Information

Project Address: ____________________________________________________________

Definitions: See Section 5.085 Code of General Ordinances for complete definitions.
Curb Cut – section of curb to be removed
Curb Opening – lowered curb to allow ingress and egress of vehicles
Driveway Approach – paved area in right-of-way between sidewalk and back of curb, to allow vehicle ingress and egress

Please answer the following questions:

A. Are there any existing curb openings at this property?
   □ Yes (If yes, questions B & C must be answered)          □ No (If no, proceed to question D)

B. Will the existing curb opening be part of an existing approach that will remain active?
   □ Yes □ No
   If yes, will the existing approach be modified?
   □ Widened □ Narrowed □ N/A
   If no, or if the curb opening is to be narrowed, the section(s) of unused curb, gutter and/or approach(s) must be removed and replaced with full-height curb sections, formed to match the adjacent curbs and the lawn park must be restored with grass. This will require the contractor to fill out PWE002 & PWE010 forms.
   Were forms PWE002 & PWE010 obtained □ Yes □ No

C. Will the existing curb opening be part of the proposed driveway approach?
   □ Yes □ No
   If yes, will the existing curb opening be modified?
   □ Widened □ Narrowed □ N/A
   If no, or if the curb opening is to be narrowed, the section(s) of unused curb and gutter must be removed and replaced with full-height curb sections, formed to match the adjacent curbs. This will require the contractor to fill out PWE002 & PWE010 forms.
   Were forms PWE002 & PWE010 obtained □ Yes □ No

D. Will the proposed approach and curb opening and/or curb cut be directly in-line with the garage door or driveway area?
   □ Yes □ No
   If no, you MUST get the approval of the City Engineer before you proceed.

E. Is the curb and gutter overlaid with asphalt?
   □ Yes □ No
   If yes, an inspection by the Sidewalk Inspector is required before pouring concrete.
   Was the Sidewalk Inspector contacted □ Yes □ No

F. Please indicate which method the curb opening will be modified by:
   Curb Head Cut □ This cut must be performed by machine cutting, not by hand. If hand cut, the contractor will be required to remove and replace the entire section of Curb and gutter.
   New Curb and Gutter □ This will require the contractor to fill out PWE002 & PWE010 forms.
   Were forms PWE002 & PWE010 obtained □ Yes □ No

I HEREBY ATTEST AND AGREE TO THE ABOVE.

Print Name: ____________________________________________________________

Signature: ___________________________ Date: _________________________

Public Works | 625 52nd St. Room 305, Kenosha, WI 53140 | T: 262.653.4050 | Email: publicworks@kenosha.org | kenosha.org