

# PLANNING & DEVELOPMENT DEPT. INFORMATIONAL PUBLICATION



At the edge of the city  
and the heart of  
everything

## Required Permits:

- Building Permit
- Alter the Public Way Permit (if applicable)

Planning & Development  
Department  
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Shorewood, Wisconsin

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Applications available at:  
[villageofshorewood.org](http://villageofshorewood.org)

## Driveway and Approach Installation

### DRIVEWAY INSTALLATION

A Building permit is required for the installation of a new driveway or the replacement of an existing driveway. Before a building permit can be issued the following must be included:

- A scaled drawing showing all property lines, dimensions and the location of the proposed driveway
- CURRENT CERTIFIED SURVEY\*\*\*
- A forms inspection is required before any concrete may be poured
- A minimum of 4 inches compacted base is required
- Concrete must be 4 inches thick minimum
- Reinforcement of the concrete with 6x6 mesh or fibers
- A curb or swale may be required based on the location and elevations of adjacent properties

### APPROACH INSTALLATION

The replacement or installation of an approach requires an Alter permit due to the approach existing in the Village owned right of way. Before an Alter permit can be issued the following must be included:

- Certificate of Liability Insurance indemnifying the Village
- Permit Bond or Cash Bond of \$1,000
- Flashing barricades on each end of the job site
- Approaches must be constructed of 7 inch deep concrete. Approaches constructed of any other material require a Special Privilege Permit approved by the Village Board.
- Colored concrete is not allowed unless approved by the Design Review Board.
- Where the street has an asphalt surface, the approach must meet the grade of the asphalt surface at the curb face in the case of integral curb and gutter or at the joint in the case of combination curb and gutter.
- A 2 inch PVC raceway may be required to be installed at the direction of the building inspector.

\*\*\*A Current survey is one which is no more than ten years old.

NOTE: This informational sheet is NOT intended to answer all questions relative to driveways and approaches. Further information is available regarding concrete specifications. Please call with any additional questions.