



City of Menasha Grade Request

(920) 967-3610

STIPULATIONS

- * Contractor shall have property irons located/exposed prior to grade being set
- * Grades and driveway permits shall be requested at least three working days in advance of need
- * An Excavation Permit shall be obtained if work is performed within the street right of way
- * Grades are set to conform to established street grades. Work done that does not conform to these grades shall be corrected by the owner
- * House Grades shall be within +/- 4", Detached Garage within +/- 2"
- * Rough grading for lot shall be 0" to - 3" of final finished grade at the property lines and drainageways
- * Finished lawn grade shall be +/- 1.25" of final finished grade at the property lines and drainageways
- * There will be a \$25.00 charge for re-staking
- * Contractor shall call City for Grade compliance verification or required inspection

Contractor Has Read Stipulations _____
 Call In - Has Been Read Stipulations _____

Date of Request: _____

Site Address: _____

Subdiv. & Lot No.: _____

Property Owner: _____

Address: _____

Contractor: _____

Address: _____

Contact Person: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Requested By: _____

<u>Grade Requested</u>	<u>Pass</u>	<u>Fail</u>
<input type="checkbox"/> House Grade		
Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Detached Garage Grade		
Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Landscape Grade		
Rough grade compliance	<input type="checkbox"/>	<input type="checkbox"/>
Finished grade compliance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driveway Grade & Permit		
Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sidewalk Section (6"conc.)		
Pre-pour Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Temporary Apron (2"asph./3"conc.)		
<input type="checkbox"/> Permanent Apron (3"asph./6"conc.)		
Pre-pour/pave Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection	<input type="checkbox"/>	<input type="checkbox"/>

Driveway Permit No.: _____ -See Page 2

Excavation Permit No.: _____

COMMENTS: _____

BENCHMARK: _____

Staked By: _____ Date: _____

<000.00> Proposed Finished Elevation
 (000.00) Grade Stake Elevation

City Compliance Verified By: _____ Date: _____ Faxed By: _____ Mailed By: _____ Emailed By: _____



Application for Residential Driveway ***(Applies to homes zoned R-1, R-1A, R-2, & R-2A)***

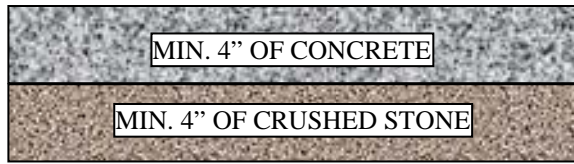
This Application only applies to the portion of the driveway that is on private property

Site Address: _____

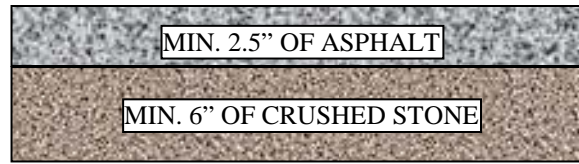
True False

- Minimum width of paved area of the driveway will be at least nine (9) feet wide
- Driveway will not be located in front of living area of dwelling
- Walkways will not be built/used for parking or driving vehicles
- Upon completion, driveway will be a paved surface from garage to Right of Way
- Driveway will not be relocated from a different part of the property

(CHECK CROSS SECTION THAT APPLIES)



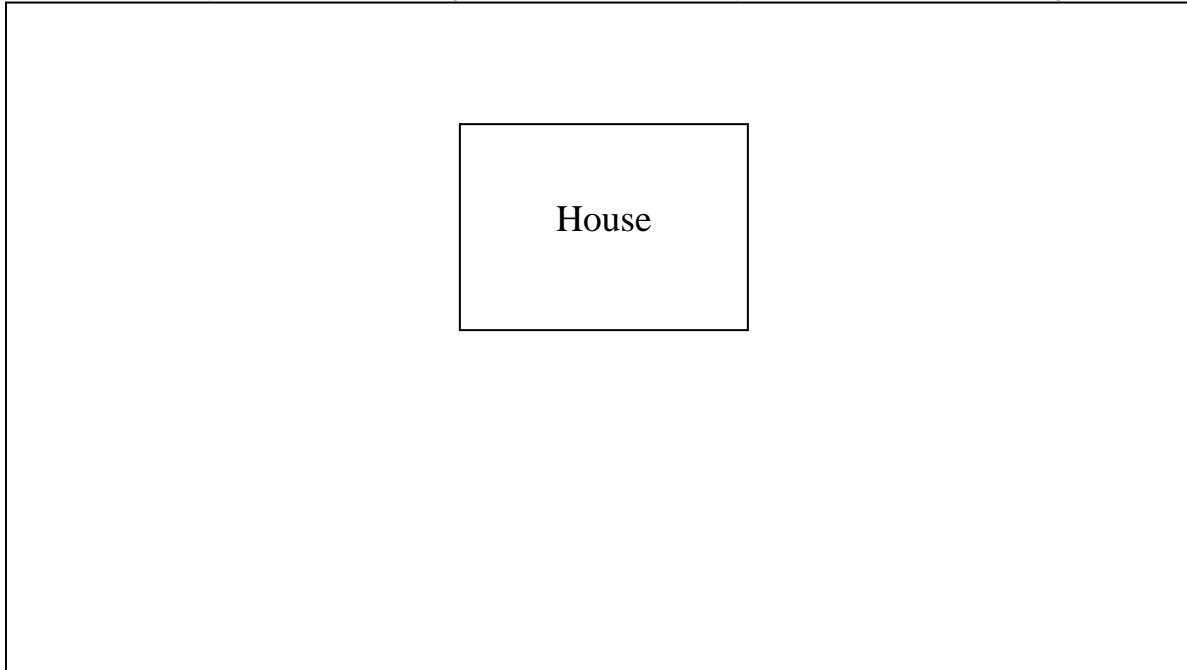
CONCRETE



ASPHALT

OTHER: _____
(Durable dust-free material as approved by the Director of Public Works)

Draw in garage and proposed driveway in relationship to house, property lines, street right of way, sidewalks, structures, easements, existing driveway(s) and parking areas, service walkways, and other paved areas. Label driveway dimensions in drawing. A separate site plan may be attached in lieu of drawing below.



Name of street driveway accesses: _____

The undersigned hereby agrees to install the driveway in accordance with applicable ordinances and holds the City of Menasha harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of installation, use continuances, or maintenance of said driveway.

Signature: _____

Date: _____

Zoning approved by: _____

Date: _____