



**Town of Buchanan**

N178 County Road N  
 Appleton, WI 54915  
 Phone: 920.734-8599

**RIGHT-OF-WAY  
 PERMIT APPLICATION**

<b>Applicant Information</b>			
Applicant Name (Indiv., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)		
<b>Landowner Information</b> (if different than Applicant and/or if applicable)			
Name (Organization or Entity)	Contact Person	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)		
<b>Other Contact Information</b> (check one): <input type="checkbox"/> Engineer / Consultant <input type="checkbox"/> Contractor / Builder <input type="checkbox"/> Agent / Other			
Name (Organization or Entity)	Contact Person	Telephone (include area code)	
Mailing Address	City	State	Postal Code
E-mail Address			
<b>Project or Site Location</b>			
Site Name (Project):	Parcel Numbers:		
Address / Location:	Plat / CSM / Lot No.:		
<b>Permit Type &amp; Fees</b> (check all that apply)			
<b>CULVERTS</b>		Permit Number 2026-_____D	
<input type="checkbox"/> Culvert (\$250) <b>NOTE:</b> Grade elevations shall not impede the flow of water and only CMP is allowed Size of Culvert being installed (Min 15") _____ Length of Culvert being installed (Min 24") _____			
<b>DRIVEWAYS</b>		Permit Number 2026-_____D	
<input type="checkbox"/> Driveway Approach/Apron Residential: Width in Feet _____ (\$75)			
<input type="checkbox"/> Driveway Approach/Apron Non-Residential & Width in Feet _____ (\$75)			
<b>NOTE:</b> Any water stops box(es) located in the driveway need to be fitted with a valve box collar/cover or a 6" PVC pipe for maintenance purposes. Contact the Water Department (920)788-6048 for valve box.			
<b>CURB &amp; GUTTER</b>		Permit Number 2026-_____EX	
<input type="checkbox"/> Curb Cut (\$250)			
<input type="checkbox"/> Curb & Gutter (\$250)			
<b>DRAINAGE</b>		Permit Number 2026-_____EX	
<input type="checkbox"/> Drainage: ROW Excavation (\$75 + Financial Guarantee TBD by Town)			
<input type="checkbox"/> Drainage: Grading/Cleaning (\$75 + Financial Guarantee TBD by Town)			
<input type="checkbox"/> Drainage: Ditch Liners/Drain Tile/Piping (\$75 + Financial Guarantee TBD by Town)			
<input type="checkbox"/> Drainage Other (i.e. Sump pump discharge/urbanization/rip rap, etc) : _____(\$75 + Financial Guarantee TBD by Town)			
<b>UTILITY EXCAVATION IN THE ROW</b>		Permit Number 2026-_____EX	
<input type="checkbox"/> Street Opening (\$75 + Financial Guarantee TBD by Town)			
<input type="checkbox"/> Boring (\$125 per Boring + Financial Guarantee TBD by Town. Every 500 lineal feet equals 1 Bore)			
<input type="checkbox"/> Linear Footage _____ (\$0.10 per foot + Financial Guarantee TBD by Town)			
<input type="checkbox"/> Road Closure # of Days _____ (\$100 per day)			
<input type="checkbox"/> Other (\$75 + Financial Guarantee TBD by Town)			

<b>Required Forms Checklist:</b> (Submit 1 copy of all supporting materials, i.e., drawings, plans and written documents)		
<input type="checkbox"/> Detailed Plan for Improvements & Alterations <input type="checkbox"/> Erosion Control Plan <i>(If Applicable)</i> <input type="checkbox"/> Proof of Liability Insurance <i>(ROW/Street/Sidewalk Openings and Excavations only)</i> <input type="checkbox"/> Traffic Control Plan <i>(If Applicable)</i>		
<b>Acknowledgement, Certification &amp; Permission</b>		
<b>Acknowledgement:</b> I ACKNOWLEDGE FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION COULD RESULT IN THE REVIEW OF THIS APPLICATION BEING DELAYED FOR CONSIDERATION. <b>Certification:</b> The applicant has received and agrees that the permitted work shall comply with all permit provisions and conditions of the Town of Buchanan Municipal Code and with any special provisions listed below or attached hereto, and any all plans, details, or notes attached hereto and made a part thereof.		
Applicant Signature		Date Signed
<b>LEAVE BLANK – FOR TOWN USE ONLY</b>		
Date Application Received:	Fee Received \$	Receipt No:
Financial Guarantee: Engineer's estimate to conduct plan review & Inspection (if applicable): \$	Financial Guarantee: Estimate Cost to provide Inspection (if applicable):	\$
INSPECTION: Call 920-257-5844 for final inspection	Date Issued:	Issued By:

**Permit Expires 12 months from issue date. If an extension is required another permit shall be submitted.**