



City of Menasha Grade Request

(920) 967-3610

STIPULATIONS

- * Contractor shall have all property irons located/exposed prior to any grade being set.
- * Contractor shall submit to the city a Site Plan for all new home construction. The Site Plan shall have a Grade at Foundation elevation at all building corners and any egress window and/or walk out locations. A House Grade will not be set until the Site Plan is reviewed and approved by the City.
- * Grades and Driveway Permits shall be requested at least three working days in advance of need.
- * An Excavation Permit shall be obtained for any work 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" of proposed grade; Detached Garage Grades shall be within +/- 2" of proposed grade.
- * Rough grading for a lot shall be within 0" to -3" of final finished grade at the property lines and drainage ways.
- * Finished lawn Grade shall be within +/- 1.25" of final finished grade at property lines and drainage ways.
- * There will be a \$25.00 charge for re-staking
- * Contractor shall call the City for Grade Compliance verification and/or required inspections.
- * Contractor has read Stipulations _____
- * Call in - Contractor read Stipulations _____

Date of Request: _____

Site Address: _____

Subdiv. & Lot No.: _____

Property Owner: _____

Address: _____

Contractor: _____

Address: _____

Contact Person: _____

Phone No.: _____ Cell No.: _____

Email Address: _____

Requested By: _____

FOR OFFICE USE ONLY

Staked By: _____ Date: _____
 < 000.00 > Proposed Finished Elevation
 (000.00) Grade Stake Elevation

<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: _____

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)**

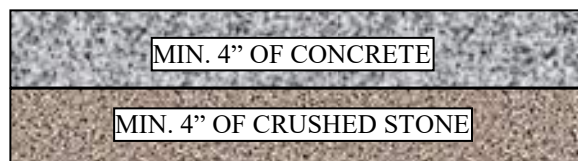
This Application only applies to the portion of the driveway that is on private property

Site Address: _____

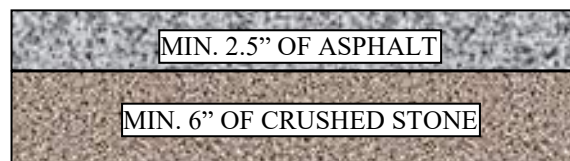
True **False**

- 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
- Grade of the driveway will not be drastically changed from existing grade

(CHECK CROSS SECTION THAT APPLIES)



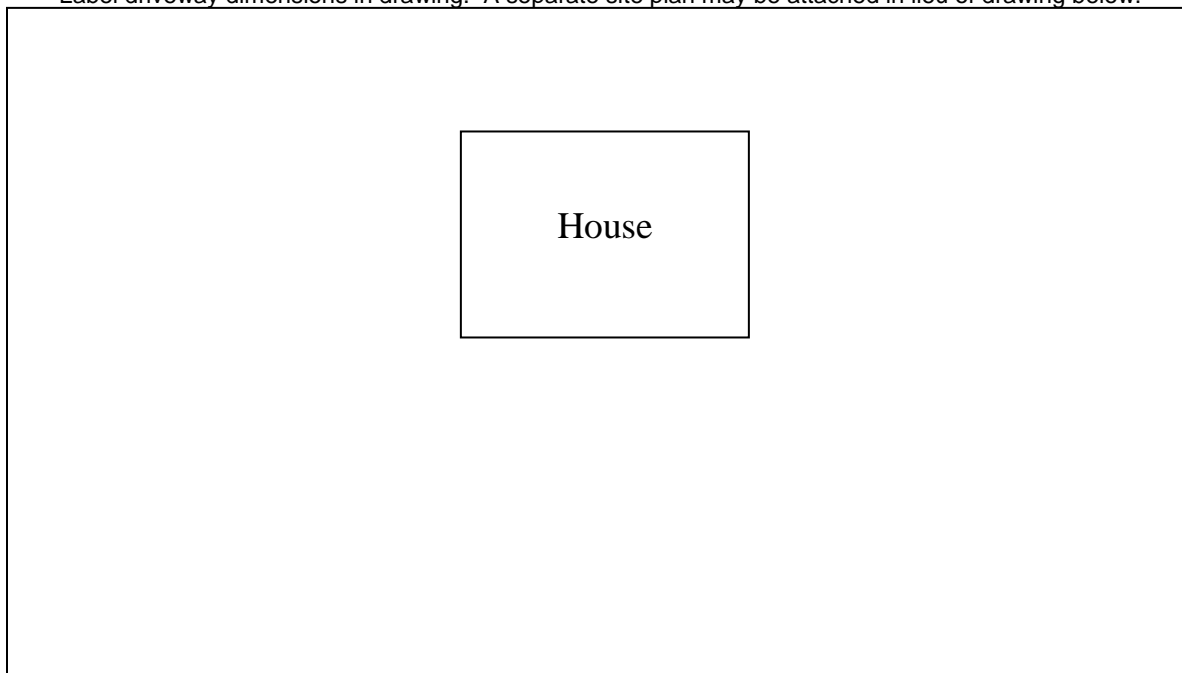
CONCRETE



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: _____