Town of Jefferson
Process to Obtain Driveway Permits - Property Addresses – and Fire Signs

Applicant Steps:

1. **Contact the Town of Jefferson Clerk** at 920-674-5073 or at clerk@townofjefferson.com to receive (by mail or e-mail):
   a. Town *Driveway Permit Application.*
   b. A copy of Town *Driveway Ord. #79* as amended and *Ord. 06-1* related to installation requirements under Town ordinances.
   c. A copy of *Driveway Installation Requirements – Rules Covering the Installation of Driveways on County Trunk Highways in Jefferson County*. These installation requirements also apply to the installation of driveways that front on Town roads.
   d. A copy of the *Application to do Work within County Highway Right-Of-Ways*, if applicable. **Please contact the County Highway Department if your property fronts on a county or state highway. (920-674-7265**)
2. **Receive and complete the Town *Driveway Permit Application*** including a sketch or copy of the Certified Survey Map (CSM) as directed on the application and the required fee by check made out to: Treasurer, Town of Jefferson, and **mail to: Town of Jefferson Clerk, at W7002 County Road J, Jefferson, WI 53549.**
3. **Meet with the Jefferson Town Chair on-site to verify location of the driveway.**
4. **Apply to County Land Information for *Uniform Number Assignment*** based upon the agreed location. (920-674-7254) Note: If you have a CSM, you can obtain an address in advance of a driveway permit.
5. **After the driveway installation is completed, call the Town Chair for an inspection.** 920-650-8039

Town Response to Applicants:

1. **After the completed and paid driveway permit application is received** by the Town Clerk, it will be reviewed and sent to the Town Chair.
2. **The Town Chair will call** to discuss your application and set a time to meet on-site with you or your agent to assure the location is appropriate and/or correct under the CSM. The specific requirements for culverts and other installation guidelines will be discussed.
3. **After the driveway is installed**, the Town Chair:
   a. Will inspect the driveway and order a fire sign for installation by the Town. The fire sign will be installed within 3-4 weeks after final inspection.
   b. Complete the *Driveway Permit* authorizing the issuance of a Building Permit
   c. Forward a copy to you and to the Town Building Inspector so that a building permit may be issued.

Contacts:

Town Website:			**townofjefferson.com**
Town Clerk:	Tina Barnes	920-674-5073	clerk@townofjefferson.com
Town Chair:	Nancy J. Emons	920-650-8039	emons@att.net
Town Treasurer:	Alice Fischer	920-674-6712	treasurer@townofjefferson.com
Town Building Inspector:		920-675-9062	
County Land Information:		920-674-7254	
County Highway Department:		920-674-7265	

Updated 12/02/15