



## 1.0 General Policy

WisDOT provides official forms to document STH connections and related information. The Bureau of Highway Maintenance is responsible for form development and revisions with input from WisDOT staff. The Division of Business Management, Bureau of Business Services, Forms Management section, approves revisions to these forms. All forms are available on DOTNET at: <http://dotnet/forms/authorized.htm>. Most of the forms are also available on WisDOT's internet site so customers may download them. Those website links are provided in sections 2.1-2.7.

Only the approved and most recent version of a form shall be used. Customers or WisDOT staff may fill out the forms electronically. WisDOT staff shall not modify forms after Forms Management approval. In addition, the alteration of any form by an applicant is prohibited and may be grounds for permit denial. A STH connection permit that has been approved on a form that has been altered by an applicant may be grounds for permit revocation.

## 2.0 Forms Description and Use

WisDOT's standard form, DT1504 *Application/Permit for Connection to State Trunk Highway*, documents the scope of work in conjunction with a STH connection. Customers may also reference it as a driveway permit form. Other official forms listed in this section may be used in addition to or in lieu of DT1504. The use of WisDOT's forms depends on the circumstances of each connection. Each form is described in this section along with its particular use.

### 2.1 DT1504 Application/Permit for Connection to State Trunk Highway

Use the [DT1504](#) form when a customer<sup>1</sup> needs a permit to:

1. Construct a new:
  - a. Driveway whether or not the property has existing STH or local access
  - b. Driveway that includes the removal of an existing driveway *without* a valid WisDOT permit<sup>2</sup>
  - c. Driveway that includes the removal of an existing driveway *with* a valid WisDOT permit. This involves the issuance of *two permits*:<sup>3</sup>
    - (1) Removal of the existing connection, and
    - (2) Construction of the new connection
  - d. Public road that connects to a STH
  - e. Recreational trail that will parallel or cross a STH
  - f. Road or driveway for police, fire, or EMS use only

All of the above may be either permanent or temporary in nature.

2. Alter (e.g., widen, pave, increase culvert size) an existing WisDOT-permitted connection. This includes a change of use.
3. Remove an existing legal connection.
4. Permit an existing unpermitted connection. An unpermitted-illegal connection may also be able to be permitted. [09-10-30, 5.3](#)

For *each* connection on the STH system, *one* permit application form shall be used. The exception to this is for shared connections. When shared connections are approved, each property owner is issued a permit<sup>o</sup> with its own number.

<sup>1</sup> Customer must own, have an interest in, or have a permanent easement across property abutting a STH.

<sup>2</sup> In (b) and (c), the previous DT1504 form labeled this type of driveway activity as "relocate existing".

<sup>3</sup> Used to track connection locations and permits in the Highway Access Management System (HAMS). Customer will only need to fill out one permit application form for "construct new". HAMS will generate the other form with "remove existing".

## **2.2 DT1812 Application/Permit for Work on Highway Right-of-Way**

There are three situations when the DT1504 form should not be used. Instead, use the [DT1812](#) form when a customer needs a permit to:

1. Remove an unpermitted–illegal STH connection to a property that will not be replaced by a new connection. [4.0](#)
2. Make minor alterations to an existing unpermitted–nonconforming STH connection when WisDOT determines that the connection should retain its nonconforming status. [09-10-30, 4.3](#)
3. Perform work in the right-of-way for an access point (STH connection) that WisDOT had authorized under a previous §84.25 project. [4.0](#)

## **2.3 DT2231 Record of Unpermitted-Nonconforming Connection to State Trunk Highway**

A description of the [DT2231](#) form is in [09-10-30, 4.2](#). A guide for when to use the form is in [09-10-30, 4.1](#).

## **2.4 DT2234 Documentation of Authorized Connection to State Trunk Highway**

The [DT2234](#) form shall be used when a customer wants to (1) construct a new STH connection, (2) alter or relocate an existing STH connection, or (3) officially document an existing connection for a property in which WisDOT authorized an access point under a previous §84.25 project. Since the connection has already been authorized, a DT1504 permit is *not* needed. However, the type, configuration, drainage, etc., of the STH connection must still be approved by WisDOT and documented for the Highway Access Management System.

The DT2234 form essentially captures the same data as the DT1504, except that the DT2234 is *not* a permit. In addition, the DT2234 must be used together with the DT1812 form when any work on highway ROW is needed. In this situation, the *Work on Highway Right-of-Way* permit has nothing to do with authorization of the access point.

Since these cases will be rare, the DT2234 form will not be on WisDOT's website for public use. This eliminates possible confusion with the DT1504 form and its corresponding instructions. WisDOT staff shall fill out this form on behalf of a customer. [6.0](#)

## **2.5 DT1246 Field Evaluation Checklist**

The [DT1246](#) form<sup>4</sup> may be used to document inspections of STH connection construction or completed work.

## **2.6 DT 1247 STH Connection Design Checklist**

The [DT1247](#) form<sup>4</sup> may be used to document all design details for a STH connection permit application. In lieu of this form, engineered plan sheets may be submitted. If used, WisDOT typically fills out this form. The following must be provided:

1. Configuration: throat width and length, radii, turn or bypass lane dimensions, medians, foreslopes, gradients, etc.
2. Stopping sight distance and intersection sight distance in each direction
3. Culverts (if necessary): size, length, material, end treatment
4. Other items: materials, signals, locked gate needed, etc.

## **2.7 DT1248 STH Connection Location Sketch**

The [DT1248](#) form<sup>4</sup> may be used to document the location of a STH connection in relation to other connections on a STH. In lieu of this form, engineered plan sheets may be submitted or a hand-drawn sketch.

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<sup>4</sup> The DT1246, DT1247 and DT1248 forms are intended to be used with the DT1504 form, but may be used as needed with the DT1812, DT2231 and DT2234 forms.

### 3.0 DT1504 Application/Permit Form Instructions

Use **one** DT1504 form for **each** connection activity [#12 (3.7)] to ensure proper database tracking. If submitting by mail, the applicant should complete two copies of the form and sign/date both. One copy is sent to the region office, and the applicant keeps one for his/her records. If submitting electronically, the applicant may sign using the form's brush script font and include the supporting documentation. Do not accept a form filled-out in pencil. Ask the customer to resubmit the form in ink or allow WisDOT to transfer the information to a new form.

A copy of the property deed must be included in a customer's application as well as a copy of a certified survey map, if applicable. If a customer has an existing WisDOT permit for a connection in which s/he is planning to alter, relocate, or remove, the customer must provide a copy of that permit with his/her application.

Include copies of Wis. Stat. s. 86.07(2) and Administrative Rule Trans 231 when sending a DT1504 form to a customer. Remind customers to contact their local government official(s) for statutes, ordinances, and other permit requirements that may also apply to their access.

The following items refer to the numbered boxes or questions on the DT1504 form.

#### 3.1 1: Applicant Name and Mailing Address

Typically, this is the property owner. If it is not, consult items 2/3. For a public road, this must be a unit of government. The address information is used to return the application/permit to the applicant. When an attorney, consultant, etc. represents an owner, the owner must still be the applicant. The representative may sign the form if WisDOT has authorization from the owner in the form of an email or letter.

#### 3.2 2/3: Property Owner Is Not Applicant/ Reason for Application

Trans 231 allows for a person other than a property owner to apply for a connection permit. When this occurs, the person must prove that s/he has a *bona fide interest* in the property. Listed are some acceptable items of proof (not an all-inclusive list):

1. An **accepted** offer to purchase as a potential buyer
2. An easement across property abutting a STH, which is owned by a person for obtaining access to his/her property that is separated from the STH by the abutting property.
3. Proof of ownership of a property's development rights
4. A legal document granting power of attorney, trustee, estate executor, etc.
5. Court order resulting from a lawsuit or other type of legal action
6. Utility company hardship (for example, no other access available). Utility must prove hardship and document that it has an easement or other property interest.

#### 3.3 4: Highway Number(s)

List all STH numbers if two or more routes run concurrently.

#### 3.4 7-8-9: Location Information

(7) Use the actual direction for the side of the STH where the connection is located if the STH is running true or mostly true north/south (N/S) or east/west (E/W). If a N/S or E/W STH is running SW/NE or NW/SE, then use the cardinal direction as a reference to determine the side of the STH the connection is located.

(8) Requires the quarter, quarter corner of a specific town, range, and section. This information is very critical for input HAMS. Parameters for these boxes are:

- Quarter: NE (northeast), NW (northwest), SE (southeast), SW (southwest)
- Section: 1-36
- Town: 1-51
- Range: 1-20 W (west) 1-29 E (east)

(9) The fire or street number needs to be recorded if one has been assigned to the property, or it may be left blank and provided to WisDOT when it is assigned. A Government Lot number may be inserted if there is no fire or street number.

### 3.5 10: Name of Nearest Side Road; Distance and Direction

This information pinpoints where a connection is located along a STH. The side road must be a public road. Private roads are treated as driveways, which are non-side road connections.

### 3.6 11: Nearest Non-Side Road Connection

This information helps WisDOT determine if the connection is properly spaced from other existing connections or a permitted connection that has not been constructed yet.

(10/11) The applicant or WisDOT should properly sketch this information on a [DT1248](#) form or the applicant must provide some other drawing(s).

### 3.7 12: Proposed Activity

An activity is an action done in association with a connection. There are four types of activities as listed below, and **only one box** shall be checked on the form:

- **Construct New:** to construct a new connection. This may include the removal of existing connections if required. When relocating a connection with a valid WisDOT permit, the applicant shall submit one form with *construct new* checked. HAMS will generate a corresponding form with *remove existing* checked (**two** permits issued). When relocating an unpermitted connection to a permissible location, use *construct new* and show the removal of the other connection in a location sketch (**one** permit issued).
- **Alter Existing:** to physically modify, or change the use of, a connection with a valid WisDOT permit whose location will not change. This includes work such as paving, widening, replacing a culvert, etc., and improvements to a highway (for example, adding a turn lane).
- **Remove Existing:** to remove a legal connection.
- **Permit Existing:** to obtain a valid WisDOT permit for an existing unpermitted connection whether it is altered or not.

When applicable, WisDOT must verify the status of an existing connection before issuing a permit. [09-10-30.3.1](#) The table below specifies when to use the STH connection permit application form depending upon the type of activity proposed and the existing connection status.

When To Use The STH Connection Permit Application Form							
Y = Yes N = No <input type="checkbox"/> = Situation is not applicable							
Proposed Connection Activity	Existing Connection Status						
	None <sup>1</sup>	Permitted			Unpermitted		
		Conforming	Nonconforming	Illegal	Conforming	Nonconforming	Illegal
Construct New	Y <sup>2</sup>						Y <sup>3*</sup>
Alter Existing		Y	Y <sup>4</sup>	Y <sup>3</sup>	N <sup>5</sup>	N <sup>5</sup> , N <sup>6**</sup>	Y <sup>3*</sup>
Remove Existing		Y <sup>7</sup>	Y <sup>7</sup>	Y	Y <sup>8</sup> , N <sup>9</sup>	Y <sup>8</sup> , N <sup>9</sup>	N <sup>6</sup> , N <sup>9</sup>
Permit Existing					Y <sup>10</sup>	Y <sup>11</sup>	Y <sup>3*</sup>

- 1) No existing STH connection to property, or an additional STH connection is requested
- 2) May include the removal of unpermitted connections. See note 7.
- 3) Use only when the reason(s) for the illegal connection can be eliminated or resolved. [09-10-30.5.3](#)  
\* Use *Construct New* with evidence of recent construction, and use *Permit Existing* when no such evidence exists.
- 4) Attempt to permit as conforming first, but may retain nonconforming status if necessary. [09-10-30.4.3](#)
- 5) Use *Permit Existing* when the proposed alteration(s) can be permitted.
- 6) If the connection *will not* be replaced by a new, legal connection, use DT1812 *Application/Permit to Work on Highway Right-of-Way. 2.2* and *4.0* \*\* If the connection will remain as is, issue a "Record of Unpermitted-Nonconforming Connection to STH". [09-10-30.4.2](#)
- 7) When relocating a permitted connection, issue two permits: one using *Remove Existing* for the old connection, and the other using *Construct New* for the new connection.
- 8) Use when the connection *will not* be replaced by a new, legal connection.
- 9) When the connection *will* be replaced by a new, legal connection, use DT1504 and select *Construct New*. Document the removal of the unpermitted connection in the location sketch.
- 10) Check to see that permit meets §84.09 or §84.25 restrictions if applicable.
- 11) Use only when the proposed work brings the connection into compliance with current law, standards, and policy, or a waiver of standards or exception to policy is granted.

### 3.8 13: Proposed Use / Change of the Existing Use

Select the box that most accurately represents how the connection is being or will be used. There are seven types listed below based upon Trans 231 and §86.07(2). [09-10-20, 2.0](#) It is critical to document the specific use for a connection since a change in use by a property owner may be grounds for permit revocation. WisDOT must compare how this question is checked with the answers provided for questions 17 and 18, and resolve any discrepancies before a permit can be issued.

- **Rural – Commercial/Industrial:** a retail, wholesale, industrial or non-profit business next to a rural-type highway
- **Rural – Residential:** a private home next to a rural-type highway
- **Rural – Agricultural:** a field for planting, maintaining, and/ or harvesting crops or tending livestock, or land for recreational and hunting us, next to a rural-type highway. This use may serve farm building but not residential buildings.
- **Urban – Commercial/ Industrial:** a retail, wholesale, industrial business or non-profit business next to an urban-type highway
- **Urban – Residential:** a private home next to a urban type highway
- **Public Road:** a road, street, highway, etc. that connects to a STH for public travel and use and is maintained by a local unit of government
- **Trail Access or Crossing:** a bicycle, pedestrian, equestrian, ATV, or snowmobile trail that crosses and/or parallels to a STH

*Urban* means an urban-type highway cross-section, which typically has curb and gutter. *Rural* means a rural-type highway cross-section, which typically has ditches. Details for determining rural or urban are in [09-10-20, 2.6](#).

### 3.9 14: Proposed Width

The widths of some connection types are specified in Trans 231 as shown in *italics* below. Widths that exceed maximum requirements may be allowed, but shall only be allowed in rare cases and approved by the region director or his/her designee.

- **Rural - Commercial/Industrial:** 35' maximum
- **Rural - Residential:** 16' minimum - 24' maximum
- **Rural - Agricultural:** 16' minimum - 24' maximum<sup>5</sup>
- **Urban - Commercial/Industrial:** 35' maximum
- **Urban - Residential:** 24' maximum. There is no minimum, but 12' is typical.
- **Public Road:** There is no maximum width since that will vary with the amount and types of traffic designed for the connecting road. The minimum width of a public road should meet at least town road standards.
- **Trail Access or Crossing:** There are no requirements for these crossings, but the width should be the smallest necessary to safely accommodate the type of pedestrian, equestrian, or vehicle crossing or located parallel to the STH.

Depending on the traffic type and volume to use a commercial/industrial connection that is not a public road, sufficient width, bypass lanes and/or turn lanes may be warranted. When it is necessary to maintain STH safety or capacity, consider requiring a connection to use a type A, B, C or D intersection configuration as found in standard detail drawings [FDM SDD's, 9A1-a](#) and [9A1-b](#). Design criteria for these intersection types are in [FDM 11-25-1.3, attachment 1.1](#). Additional design information for STH connections is in [09-10-10](#).

### 3.10 15: Proposed Surface

Choose from grass, gravel, asphalt, or concrete. For a connection that serves as an emergency access built with a grass paver system, select grass as the surface and also document the type of paver system used.

<sup>5</sup> For field entrances, up to 35' may be used when needed to accommodate farm machinery for STH safety.

### 3.11 16: Trips per Day / Peak Hour Traffic Count

“Trips per day” is the vehicle count or average daily traffic using the connection. One vehicle going in and out of the connection equals two trips. “Seasonal” means a connection that is only used a few times during a year, for example, a driveway for hunting lands. Use a traffic impact analysis to obtain a peak hour traffic count.

### 3.12 17: Zoning

Whether a property is zoned or unzoned, the applicant must supply the proper documentation, which may be obtained from the local zoning administrator or clerk of the appropriate township, village, city, or county where the property is located. Typically, a simple statement from the authority on their letterhead is sufficient for documentation, or WisDOT can provide a form if needed. WisDOT currently uses the form in [Figure 3.1](#) to document property zoning for outdoor advertising sign applications, and therefore is familiar to most zoning authorities. WisDOT must compare this information with questions 13 and 18 and resolve any discrepancies, for example, a person applies for a commercial/industrial connection for land that is zoned agricultural and is being used as agricultural/residential.

### 3.13 18: Property Use

This question is used to confirm that the existing property use if unzoned is similar to the connection use, or if the property is zoned, that the connection use matches the zoning. WisDOT must compare this information with questions 13 and 17 and resolve any discrepancies, for example, a person applies for a commercial/industrial connection for land that is unzoned and used as residential.

### 3.14 19: Any Proposed Plan to Change Zoning or Land Use

This question alerts WisDOT about possible changes to a property, which may lead to a change in use for the connection. If the box is checked “yes”, the applicant must provide a reasonable explanation such as, “construct new house” or “proposed development.” Failure to provide this information is grounds for permit revocation. WisDOT’s goal is to work with the applicant to determine the ultimate access needs for a property and develop the right connection type(s) that will balance the applicant’s needs and STH operation and safety.

### 3.15 20: Access for Property ... Land Division or Assemblage

This question alerts WisDOT that a review may be needed under Trans 233<sup>6</sup>, which is the administrative code WisDOT uses to evaluate potential land division impacts on the STH system. If the question is marked “yes”, then route the application to the regional office staff person responsible for Trans 233 reviews to check for existing access restrictions on the property. Make sure to use the controlling document such as the subdivision plat, certified survey map (CSM), or deed.<sup>7</sup> Even if the question is marked “no”, WisDOT should do a field review to confirm that the proposed STH connection is not for a potential subdivision. **Do not issue any permit that would be contrary to the restrictions in place.**

### 3.16 21: Own Other Property Abutting Highway...Next to Property...

This question also relates to a possible Trans 233 review, but focuses more on the properties adjoining the property under application if they also abut a STH and are under the same ownership. In this situation, there is a possibility for development to occur with multiple STH connections since there is lengthy frontage. In order to safeguard STH safety and operability through the corridor, access restrictions may be needed on all properties using access covenants. [09-10-25, 3.0](#) In addition, WisDOT must consider access restrictions that may exist on the other properties, which may impact the property under application. This is covered in questions 24 and 25. **Again, use the controlling document when reviewing access restrictions on adjoining properties.**

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<sup>6</sup> Trans 233 has always given the WisDOT the authority access restrictions on properties that are subdivided. Between 2/1/99 and 1/28/04, that authority extended to lands divided by CSMs, deeds or condo plats. A 2004 court ruling determined that WisDOT did not have the statutory authority to place access restrictions on land divisions other than subdivisions. However, WisDOT recognizes that property owners have been duly informed of the access restrictions imposed by WisDOT, and this notice is sufficient to continue to enforce those restrictions. However, owners may now appeal WisDOT’s decision through the permit process.

<sup>7</sup> If a deed or CSM occurred on or after 2/1/99, start with the Region’s Trans 233 files. The HAMS database will eventually contain this information. But until it is fully populated, it is important to check the Region’s files.

**3.17 22: Property Abuts or Borders Another Public Road**

This question is used to alert WisDOT that alternative access may be available on a side road rather than directly onto a STH. The name of the bordering public road shall be provided if applicable.

**3.18 23: Existing Connections Serving the Property**

If the question is marked “yes”, the total number of connections currently serving the property shall be included. Even if the connection is no longer in use or has a valid permit but has not been constructed yet, it still must be included in the total count.

If a property already has existing access, WisDOT has the right to deny additional connections under Trans 231.03(2), which states, “The number of [connections] permitted serving a single property frontage along a state trunk highway shall be the minimum deemed necessary by [WisDOT] for reasonable service to the property without undue impairment of safety, convenience, and utility of the highway.”

**3.19 24/25: Restrictions on Number, Use or Location of Connections/ Access Easements on Property**

If a property has any existing access restrictions, WisDOT may not be able to approve a proposed connection, or may only approve a certain type of connection. An access easement usually consists of a vehicular access right across a property. Access restrictions and/or access easements may be documented on a:

- Subdivision Plat
- Certified Survey Map
- Deed
- Access covenant (recorded or unrecorded)
- Agreement
- Plat
- Map
- Existing permit (WisDOT or non-WisDOT issued)

If either question is marked “yes”, WisDOT must thoroughly review all applicable information. If vehicles from adjoining properties may be able to use the proposed connection, its design and the operation/safety of the STH at the proposed location must be properly analyzed. By contrast, an access easement may allow vehicles from the property under application to use an adjoining property for access, which may allow WisDOT to deny a permit (if appropriate) since reasonable access may already be available. Also, if the adjacent property is fully restricted from STH access, a shared connection straddling the property line or forcing cross access to that property is *not* possible. Restrictions on the number, use or location of a connection must be adhered to unless there are *compelling reasons*<sup>8</sup> for change.

**3.20 26: Property Tax Identification Number**

This information may be found on the property tax bill or a county (or city) land records web site.

**3.21 27: Completion Date**

The completion date represents the date that the applicant has finished construction of the connection and the right-of-way has been restored, which means that any disturbed ground has been seeded or sodded, mulched, and erosion control devices (if needed) are still operational until sustained growth has been achieved.

The applicant shall provide a completion date on the application form, and WisDOT shall check the date to ensure that it is reasonable. The date should not be more than **one year** from the permit issuance date unless special circumstances are present; for example, construction of a connection is being done in conjunction with a major commercial development that will take more than a year to finish.

**3.22 Additional DT1504 Instructions**

The following sections provide additional details on other areas of the DT1504 permit application form. They are not labeled with a number since there is no specific box or question number on the form.

<sup>8</sup> Example: Local government approves a change in zoning, an existing land-use plan or redevelopment plan.

### 3.22.1 *WisDOT Office Information*

In the upper right-hand corner of the form's first page, there is a blank space labeled *WisDOT Office Information*. This section may be used in one of two ways for a:

- (1) regional office address, phone number, e-mail address, and staff contact name
- (2) routing stamp to circulate the permit application within the regional office. If the routing stamp is used, the information listed in (1) should be included to the customer in a transmittal letter.

### 3.22.2 *Log Mile or Reference Point (Filled in by WisDOT)*

Although a log mile may be used to document the location of a STH connection, WisDOT staff should use RP system numbering since it be useful for future sorting tools under the Highway Access Management System.

### 3.22.3 *Applicant Signature Block*

Every permit application form submitted to WisDOT by a customer must have a signature. The signature shall be in ink, or may be in a brush script font format, which is set-up in the electronic version of the form on WisDOT's website. When accepting a brush script font signature, WisDOT must have sufficient knowledge that the applicant and the signature represent the same person. If WisDOT re-enters the information on a submitted permit application form, the applicant should be sent the new form for a signature. However, the applicant's signature is not needed for a permit to be approved. If the applicant wishes to have a signed copy on file with WisDOT, then WisDOT shall afford the applicant the opportunity to do so.

For STH connection permits that WisDOT initiates, for example, with a highway improvement project, WisDOT may issue a permit and send it to a property owner without his/her signature. WisDOT shall give the owner an opportunity to sign the document before issuance. If the owner (permittee) refuses but later requests that a signed copy be on file with WisDOT, WisDOT shall accommodate the request.

Underneath the applicant's signature line, there is a line for the applicant's telephone number and e-mail address. One of the two should be filled out in order for WisDOT to contact a customer about his/her application. If a person does not want to give out an unlisted telephone number, it is acceptable to leave the space blank.

### 3.22.4 *Permit Approval / Denial, Number, and WisDOT Signature Block*

If a customer is applying for a STH connection permit for a property that has legal restrictions that prohibit STH access, **do not** check the **Denied** box. Instead, the box should remain empty, and the entire permit application returned to the customer.

Check the **Approved** box if the permit application meets current law, policy, and standards, or if a waiver of standards or exception to policy is approved.

Check the **Denied** box if the permit application does not meet current law, policy, or standards, and a waiver of standards or exception to policy cannot be approved. Whenever the **Denied** box is checked, the applicant has a right to appeal WisDOT's decision under s. 86.073 – even if a property's legal restrictions prohibit STH access.

Sample transmittal letters for the previous situations are under development in 09-10-35.

Insert the appropriate number for the permit with format: **CC-NNNN-YY** where

**CC** = County number (01-72)

**NNNN** = Sequential number starting at 0001. This number goes back to 0001 at the beginning of each year.

**YY** = Last two digits of the calendar year

The region director or his/her representative may sign and date the permit. A permit may be signed electronically using the brush script font provided.



### **3.22.5 Supplemental Permit Provisions**

Use of supplemental permit provisions is critical when placing reasonable conditions on a connection and/or the construction of the connection, and is WisDOT's legal right under Wis. Stat. s. 86.07(2). A provision may be written to cover any conceivable aspect of a permit – even for something that may occur in the future. A list of standard supplemental provisions is in [09-10-25, 4.0](#).

If provisions are included, check the box on the front of the form and place them in the space provided. If there are many provisions, place them on a separate sheet and type "See attached sheet" in the space. The first supplemental provision should start with number 10 since there are nine conditions of issuance.

### **3.22.6 Temporary permit. Expiration Date:**

If the permit is temporary, check the box and insert the expiration date. Select a date that is reasonable for both the customer and WisDOT. For example, the date may coincide with the end of a special event, construction stage, harvest, etc. When there is no specific item, the maximum timeframe should be **six** months.

### **3.22.7 This permit voids / replaces permit #**

If the permit voids or replaces a previously issued WisDOT permit, check the box and insert that number. If more than one permit number has been voided or replaced, create a special provision on the **front** of the form to include all numbers.

### **3.22.8 Shared connection; Co-user name, Related permit #**

If the permit is part of a shared connection with another property owner, check the box and include the name of the owner and related permit number. If more than two property owners share a connection, create a special provision on the **front** of the form to include all owners and related permit numbers. When shared connections are approved, each property owner is issued a permit with its own number.

### **3.22.9 File:**

Each permit shall be assigned a specific name for HAMS reference [HMM 09-10-30, 2.1](#)

### **3.22.10 Additional Requirements for Road and Trail Connections**

If the connection is a public road, the applicant must be the appropriate unit of government (UOG). With its permit application, it must also provide a copy of the:

- Resolution from the appropriate UOG Board or Council documenting the approval of the proposed road.
- Executed deed showing the transfer of property from the landowner to the appropriate UOG.

A STH connection permit for a proposed public road shall not be issued to a developer, landowner, etc. (private entity). While a UOG is responsible for all permitted work, a private entity may be doing the actual work. At times, a UOG may wait to "accept" the road from the private entity until construction is finished and subsequently inspected to ensure that it meets the UOG's requirements. If a UOG does not "accept" the road, then the permit may be revoked and the connection removed. The permit may also be suspended until all interested parties can meet and agree on corrective actions. A public road connection shall not become eligible for local transportation aids until WisDOT is satisfied that the connection was constructed according to its permit.

For all public and private roads:

- The proposed road must conform to local road standards as found in Wisconsin Statutes and WisDOT's Facilities Development Manual.
- The applicant must provide a copy of the:
  - General location map. An existing plat book map may be used for this.
  - Plat, if applicable
  - Traffic Impact Analysis, if required by WisDOT or local UOG
  - Pictures of the proposed intersection from all four directions

- Provide highway plans for the STH and connecting road showing the:
  - Designated right-of-way widths (Town Road Standards are in [Wis. Stat. s. 82.50](#))
  - Land ties and/or reference points
  - Proposed geometrics including surface type(s), lane width(s), approach grades (in all directions), turn lanes, bypass lanes, return radii, etc.
  - Drainage patterns and drainage structures including culvert size, endwalls, and extensions, if needed
  - Closest connections (other roads, driveways, trail crossings) in both directions along the STH from the proposed road, and along the proposed road from the STH
  - Cross-sections of all road improvements every 50' showing the original ground, proposed finished pavement elevations, ditches, and right-of-way line. Cross-sections along the local road should be provided at least 100' from the STH right-of-way line.
  - Pavement marking plan including new or restored markings, if needed
  - Erosion control and restoration plans
  - Traffic control plans during construction

For all private roads, the applicant must provide a copy of:

- Proof of insurance, if requested by WisDOT
- A road maintenance agreement, if such an agreement has been developed and implemented by a group of property owners, businesses, etc. or association

If the connection is a trail access or crossing:

- The applicant may be a property owner, recreational group (e.g., snowmobile club), or unit of government
- For a trail crossing, one permit may be issued. If the applicant is not a property owner, written permission from the property owners on each side of the highway must be provided with the application to prove that the trail can be located there. Separate permits may be issued if each property owner requests one. If only one permit is issued, ensure each property owner receives a copy if s/he is not the applicant.
- Provide a copy of the resolution or agreement that details the maintenance of the trail

### **3.22.11 Time Extensions and Subsequent Permits**

The sentences in italics are part of the Conditions of Issuance #9 on the back page of the DT1504 form. Further guidance is provided for clarification.

*If the permitted work has not been **started** by the construction completion date, the permit is **null and void**.*

→ The permittee shall re-apply to the WisDOT regional office before another permit can be issued.

*If the work has been started but is not finished by the construction completion date, no additional work shall be done unless authorized through an approved written time extension or a subsequent permit from WisDOT.*

→ The permittee shall provide WisDOT with a reasonable explanation for needing the extension. If an extension is granted, a letter or e-mail note with the explanation and new completion date shall be sent to the permittee as confirmation, and said correspondence filed with the permit.

*WisDOT does not guarantee the approval of a time extension or subsequent permit since the conditions WisDOT based its permit approval upon may have changed between the permit approval date and time extension request date.*


→ A field review may be necessary to determine if said conditions have changed. If the conditions have changed significantly, issue a new permit to document the changes instead of extending the old permit.

### **3.22.12 Permittee Responsibilities after Construction is Completed**

The construction completion date means that any disturbed ground has been seeded or sodded, mulched, and erosion control devices (if needed) are still operational until sustained growth has been achieved. The permittee shall be responsible for the sustained growth of the right-of-way disturbed by the construction until it returns to the condition (as near as practical) prior to construction. In addition, all erosion control devices shall be removed. Straw or hay bales, if not causing drainage or mowing problems, may be left to decompose in place.

The permittee shall also be responsible for any maintenance needed on the connection, including, but not limited to: surface repair, snow/ice/sleet removal, culvert clean-out and/or repair (to prevent the blockage or impairment of right-of-way drainage), culvert apron endwall repair, and preventing aboveground obstacles to occur that could cause serious injury or death to a motorist in an errant vehicle.

**Figure 3.1: Documentation of Zoning Form**

<p><b>DOCUMENTATION OF ZONING</b>                  for a  <b>State Trunk Highway Connection Permit</b>                  for the  <b>Wisconsin Department of Transportation</b></p>		
<b>Property Owner Name(s):</b>	<b>Highway(s):</b>	
<b>City / Village / Town:</b>	<b>County:</b>	
<p><b>Legal Description of Property:</b></p>		
<b>Zoning Classification:</b>	<b>Date Zoned:</b>	
<p>Please attach a copy of the zoning ordinance in effect in your jurisdiction. Before a STH connection permit may be issued, a review is required of the primary permitted uses in the zoning classification listed above to ensure agreement between the zoning and the connection's type of use.</p> <p>Is a STH connection permit required prior to receiving a local building permit?    <input type="checkbox"/> No    <input type="checkbox"/> Yes</p>		

**Being the duly authorized zoning administrator or their agent, I do hereby verify the zoning information indicated.**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Printed Name of Person Signing)

\_\_\_\_\_  
 (Telephone Number)

\_\_\_\_\_  
 (Title: County Zoning Administrator/Town Clerk/etc.)

\_\_\_\_\_  
 (Email Address)

Revised: 9/1/2015

#### 4.0 DT1812 Application/Permit Form Instructions

Instead of the DT1504, the [DT1812](#) form shall be used in three situations to permit:

1. The removal of an *unpermitted–illegal* connection to a property that will not be replaced by a new connection.

Under development

2. Minor alterations made to an *unpermitted–nonconforming* connection when WisDOT decides to allow the connection to remain as nonconforming.

Under development

3. Work in the right-of-way for an access point (STH connection) that WisDOT had authorized under a previous §84.25 project.

In the “Work Description Area”, the following shall be written:

**“{Installation of a new} {Alteration or relocation of an existing} STH connection for a property in which WisDOT authorized an access point under a previous §84.25 project. The proposed work shall be performed according to the provisions in this permit and the details as documented in the corresponding DT2234 form with HAMS number (insert #)”**

Condition of Issuance #9 from the DT1504 shall be included as a provision to the DT1812 to ensure compliance with the construction completion date. Additional provisions for work zone traffic control, erosion control, etc. may be needed as necessary.

Under development

#### 5.0 DT2231 Form Instructions

The [DT2231](#) form, *Record of Unpermitted–Nonconforming Connection to State Trunk Highway*, is not a permit form. Use only one form for each connection to ensure proper database tracking.

Under development

#### 6.0 DT2234 Form Instructions

The [DT2234](#) form, *Documentation of Authorized Connection to State Trunk Highway*, is not a permit form. Use only one form for each connection to ensure proper database tracking. A copy of the property deed must be included. Remind property owners to contact their local government official(s) for statutes, ordinances, and other permit requirements that may also apply to their access.

The following items refer to the numbered boxes or questions on the DT2234 form.

##### 6.1 1-2-3: Property Owner Name and Mailing Address, Area Code + Telephone Number, Email Address

There is no applicant with this situation, so all documentation refers to the property owner. Insert the property owner’s address, home telephone number and any other numbers (work, cell, etc.) that are necessary, and the email address if available.

##### 6.2 4-11: Highway Number(s)... Nearest Non-Side Road Connection

Same as the DT1504 form.

### 6.3 12: Proposed Activity

An activity is an action done in association with a connection. There are four types of activities as listed below, and **only one box** shall be checked on the form:

- **Construct New:** to construct a new connection. This may include the removal of an existing connection. When relocating an unpermitted connection to another allowable location, use *construct new* and show the removal of the other connection in a location sketch.
- **Alter Existing:** to physically modify, or change the use of, a connection whose location will not change. This includes work such as paving, widening, replacing a culvert, etc., and improvements to a highway (for example, adding a turn lane).
- **Remove Existing:** to remove a legal connection.
- **Document Existing:** to obtain a valid WisDOT authorization for an existing unpermitted connection whether it is altered or not.

### 6.4 13-16: Proposed Use...Proposed Trips Per Day

Same as the DT1504 form.

### 6.5 17-26: Is the property zoned?...Provide the property tax identification number:

These questions are essentially the same as the DT1504. Questions 20 and 21 have been omitted since a Trans 233 review is not needed. But for data tracking purposes and to maintain familiarity, questions 22-26 retained their numbering. Question 27 from the DT1504 was not needed since it will be on the DT1812 form when used together with the DT2234

### 6.6 Conditions of Issuance

These are also essentially the same as the DT1504. References to “permit” have been taken out as necessary and replaced with “authorization”. Item #9 is the same language that is located to the left of the signature block on form DT1504. Any supplemental provisions may be added under these conditions. Start by numbering the first additional provision as #10.

### 6.7 Supplemental Provisions

Use of supplemental provisions is critical when placing reasonable conditions on a connection and/or the construction of the connection. A provision may be written to cover any conceivable aspect of the connection – even for something that may occur in the future. A list of standard supplemental provisions is in [09-10-25, 4.0](#).

If provisions are included, check the box on the back of the form and place them in the space provided. If there are many provisions, place them on a separate sheet and type “See attached sheet” in the space. The first supplemental provision should start with number 10 since there are nine conditions of issuance.

**Note:** Any conditions limiting the connection should be noted by revising the authorization ([DT2048](#)) for that property to allow those conditions to become part of the public record. Contact the region access management coordinator for more information.

### 6.8 Additional DT2234 Form Instructions

The following sections provide additional details on other areas of the DT2234 form. They are not labeled with a number since there is no specific box or question number on the form.

#### 6.8.1 WisDOT Office Information

A blank space labeled *WisDOT Office Information* is in the upper right-hand corner of the form's first page. Use this section for a (1) regional office address, phone number, e-mail address, and staff contact name, or (2) a routing stamp to circulate the form within the regional office. If the routing stamp is used, the information listed in (1) should be included to the customer in a transmittal letter.

### **6.8.2 Log Mile or Reference Point (Filled in by WisDOT)**

Although a log mile may be used to document the location of a STH connection, WisDOT staff should use RP system numbering since it be useful for future sorting tools under the Highway Access Management System.

### **6.8.3 WisDOT Identification Number, Prepared By, Date**

Insert the appropriate number for the authorization with format: **CC-NNNN-YY** where

**CC** = County number (01-72)

**NNNN** = Sequential number starting at 0001. This number goes back to 0001 at the beginning of each year.

**YY** = Last two digits of the calendar year

The regional staff person who prepares the form should sign and date it to complete the documentation process. The form may be signed electronically using the brush script font provided

### **6.8.4 Temporary. Expiration Date:**

If the authorization is temporary, check the box and insert the expiration date. Select a date that is reasonable for both the customer and WisDOT. For example, the date may coincide with the end of a special event, construction stage, harvest, etc. When there is no specific item, the maximum timeframe should be **six** months.

### **6.8.5 This voids / replaces permit #**

If the authorization voids or replaces a previously issued WisDOT permit, check the box and insert that number. If more than one permit number has been voided or replaced, create a special provision on the back of the form to include all numbers

### **6.8.6 Shared connection; Co-user name, Related ID number**

If the authorization is part of a shared connection with another property owner, check the box and include the name of the owner and related identification number, which may be another permit or an authorization. If more than two property owners share a connection, create a special provision on the back of the form to include all owners and related numbers.

### **6.8.7 File:**

Each authorization shall be assigned a specific name for HAMS reference. [09-10-30, 2.1](#)

## **7.0 DT1246 Form Instructions**

Under development

## **8.0 DT1247 Form Instructions**

Under development

## **9.0 DT1248 Form Instructions**

Under development

End notes:

• The advantages to this are: (1) Allows better data management by being able to sort on all owner's names, addresses, etc., rather than just one permittee. (2) Allows one permit to be revoked and the other to still be valid. For example, if it was a joint residential driveway and one owner tries to use it as a commercial driveway, the appropriate action could be taken against that owner. It would be cumbersome to revoke a permit that has both owners on it, and then have to issue a new permit for the owner whose driveway is still legal. (3) Allows the issuance of permits with different uses. For example, one driveway could be for a small business (welding shop, taxidermy, etc.) and the other could be residential. (4) Reduces paperwork for ownership changes. Instead of issuing new permits to both owners, issue a new permit for the new owner, and send a brief note to the other indicating the new owner's name and associated permit number.