



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

DITCH & RIGHT-OF-WAY DRAINAGE IMPROVEMENT PERMIT APPLICATION

Applicant Information			
Applicant Name (Indiv., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)	Fax (include area code)	
Landowner Information (if different than Applicant)			
Name (Organization or Entity)	Contact Person	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)	Fax (include area code)	
Other Contact Information (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
Project or Site Location			
Site Name (Project):		Parcel Numbers:	
Address / Location:		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section:	Township: N	Range: E
***Permit Type & Fees (check all that apply)			
<input type="checkbox"/> ROW Excavation (Required)	<input type="checkbox"/> Ditch Liners/Drain Tile/Piping		
<input type="checkbox"/> Grading/Cleaning	<input type="checkbox"/> Other (i.e. Sump pump discharge/urbanization/rip rap, etc) : _____		
ROW EXCAVATION PERMIT FEE = \$ _____ 75.00			
Note: Actual cost of Engineer's review & inspections will be billed to applicant after final approval; plus 2% administrative cost.			
Required Forms Checklist: (Submit two (2) copies of all supporting materials, i.e., drawings, plans and written documents)			
<input type="checkbox"/> Legal Property Description <i>(all applicants)</i>	<input type="checkbox"/> Detailed Plan for Improvements & Alterations <i>(all applicants)</i>		
<input type="checkbox"/> Erosion Control Plan <i>(if required)</i>	<input type="checkbox"/> Proof of Liability Insurance or Applicable Bond <i>(all applicants)</i>		
Acknowledgement, Certification & Permission			
Acknowledgement: I ACKNOWLEDGE FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION COULD RESULT IN THE REVIEW OF THIS APPLICATION BEING DELAYED OR DENIED FOR CONSIDERATION.			
Certification: I hereby certify that I am the landowner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of Town Ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.			
Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this permit application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	
LEAVE BLANK – FOR TOWN USE ONLY			
Date Application Received:	Fee Received \$	Receipt No:	
Engineer's estimate to conduct plan review & Inspection: \$	Estimate Cost to provide Inspection: \$		
Construction Site ID / Permit No:	Date Issued:	Issued By:	