Village of North Bay
Right-of-Way & Driveway Permit Application

3615 Hennepin Pl, Racine, WI 53402

PERMIT #:

The Village of North Bay requires a permit for a driveway, new or change in public street opening (driveway, sidewalk or other), installing a sprinkler system in the public right-of-way, doing other work or construction within the public right-of-way, or driving any vehicle or construction equipment across any drainage ditch or public land. To request the permit, submit this form with the fees and deposit to the Village Clerk. Please allow 10 business days for the VNB Public Works Trustee to review the application. **Questions? Email: publicworks@vnbwi.gov**

Applicant Information

Contractor Name: _____

Contractor Mailing Address: _____

Contractor's Phone: (_____)_____ Email: _____

Property Owner Name & Site Address:: _____

Phone: (_____)_____ Email: _____

Application Checklist:

- ❏ Permit fee and deposit (see table).
- ❏ **Certificate of Insurance issued to the Village of North Bay**

PROJECT or USE	FEE	DEPOSIT
Driveway (New or Replace)	$ 65.00	$ 1,500
Use Ditch/Right of Way	$ 65.00	$ 100 - $ 1,000
Street Opening	$ 250.00	$ 400 - $ 3,000
NOTE: A permit is not required to resurface or seal a driveway. For deposit amount, contact publicworks@vnbwi.gov		

Project or Use Information:

Project cost $ _____

Describe the project or type of use. *Attach plans or additional description if necessary.*

Approximate area of project or use: _____ Sq. Ft. Length/Width of Road Opening *(if applicable)* _____x_____

ABBREVIATED REGULATIONS (Chapter 7): Please refer to Chapter 7 Public Works of the North Bay Code of Ordinances for complete and specific definitions, regulations, restrictions and allowances and Bond requirements.

Section 7.02(2) Driveways: (1) Approval required. (2)(a) Width. No driveway shall exceed twenty-four feet in width at the outer or street edge unless special permission is obtained from the Village Board. (2)(b) Interference with street openings is prohibited.

Section 7.03 Street Excavations and Openings: (1) Permit required. (3) Bond | Before a permit for excavating or opening any street or public way may be issued, the applicant must execute and deposit with the Village Clerk an indemnity bond.

Applicant Agreement | *The undersigned Applicant, as Owner or Agent of the Owner:*

1) Understand and agree that the permitted work shall comply with all Village ordinances and permit provisions and conditions listed herein, any special profession listed below or attached hereto, and any and all plans, details, notes, or agreements attached hereto, and made part thereof. I understand that utilities may be encountered and it is my responsibility to call Diggers Hotline before digging. I understand that any utilities damaged will be repaired or replaced at my expense.
2) Understand that all finished landscaping, plantings, paving and drainage restoration within the right-of-way shall be inspected and approved by the Village of North Bay. I will contact the Public Works Trustee for inspection within 48 hours of completion. I understand that any additional work required to restore the right-of-way shall be identified at the sole discretion of the Village of North Bay.
3) I agree to indemnify and hold harmless the Village of North Bay, its elected officials and its agents, from any cost, claim, permit, or because of any adverse effect upon any person or property which is attributed to my partial or entirely completed works. Accomplishment of the permitted work or any part thereof by or on behalf of me shall bind me to abide by the permit and all its conditions.
4) Penalties may be assessed for failure to apply before work begins.

Signature: _____ **Title:**_____ **Date:** _____

(Applicant or Authorized Agent) *(Title of signer. If owner, enter Owner).*

For Office Use Only *Rev 2.26.2026*

Date Filed:	Amount Paid: $	Check #	Receipted by:	Receipt #
Permit Approved by *(Print & Sign)*:				**Date:**
Approval Conditions:				
Authorization to Return Deposit:			**Final Inspection**	**Date**

Related Excerpts from the Village of North Bay Municipal Code

Section 7.01 STREETS AND PUBLIC LANDS
(1) Alteration Prohibited | No person shall effect access, block or barricade, work in, or undertake any act to the effect the existing street, alley, alleyway, public ground or any part thereof in the Village of North Bay by any means whatsoever unless authorized by permit issued by the Director of Public Works. ‘
(2) Private Streets and Roadways | No Person shall effect access, block or barricade, work in, or undertake any act to effect any private street or roadway.

Section 7.02 DRIVEWAYS
(1) Approval Required | No person shall construct or maintain any driveway which intersects any public or private road or roadway, without first obtaining a permit from the Director of Public Works.
(2)(e) Permittee Liable for Damage or Injury | The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during construction or repair of driveway approaches or entrances. When a road or roadway is intersected, the new connection shall be constructed in a manner acceptable as determined by the Director of Public Works. The Director of Public Works shall consider the quality of workmanship and materials, effect on drainage, and all issues relating to health and safety in reviewing and approving such construction.

Section 7.03 STREET EXCAVATIONS & OPENINGS
(1)(b) Damage | Any damage or maintenance due to settlement of any other causes occurring within the street right-of-way, as a result of the issuing or exercising of this permit, must be corrected by the Permittee, or his agent, successors or assigns, in the time and manner designated by the Village Director of Public Works or an authorized representative, for a period of two (2) years from the date of the issuance of this permit.(Added by Ord. 2013-05 on 10/15/13)
(4) Insurance | Prior to commencement of excavation work, a permittee must furnish the Director of Public Works satisfactory written evidence that he has in force and will maintain during the life of the permit and the period of excavation, public liability insurance of not less than that required by the Village Board of Trustees.

Section 7.04 ENCROACHMENTS
(11) Street Privilege
(a) When Required. Permits for the use of the streets, alleys or other public ways or places of the Village may be granted to applicants by the Director of Public Works for the purpose of building or remodeling any structure or of encumbering the street, alley or way with materials necessary in and about the construction or demolition of any building or structure, provided such applicant has complied with the other requirements of this subsection and has obtained a building permit if required by Section 10.01 of this Code.
(b) Bond. No street privilege permit shall be issued until the applicant shall execute and file with the Village Clerk a bond in an amount determined by the Director of Public Works, conditioned that the applicant will indemnify and save harmless the Village of North Bay from all liability for accidents or damage caused by reason of operations under said permit and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys or public property of the Village resulting from such building or remodeling or demolition.
(d) Conditions of Occupancy. The permission to occupy or obstruct the streets, alleys or public grounds is intended only for use in connection with the actual erection, alteration, repair or removal of buildings or structures and shall be given upon the following terms and conditions and subject to revocation without notice by the Director of Public Works for violation thereof;

- Such temporary obstruction shall cover not more than one-third in width of any street or alley;
- Obstructions shall be sufficiently lighted at night…
- No building or structure shall be allowed to remain over night on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant;
- Upon termination of the work necessitating such obstruction, all parts of the streets, alleys or public grounds occupied under the permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

(e) Termination. All street privilege permits shall automatically terminate at the end of three months from the date of issuance unless an earlier termination date is specified thereon at the direction of the Director of Public Works.

For matters related to Non-Standard Driveway Access Apron in Right of Way or the Installation of Sprinkler System in a Right of Way, please contact the Public Works Trustee