



Water Resource Engineering Division

Dane County Land & Water Resources Department

Jeremy Balousek, P.E., Division Manager

DATE: September 8, 2014

TO: Municipal Official

FROM: Jeremy Balousek, P.E.
Dane County Land & Water Resources

RE: Permit Fee Exemption for Municipal Street & Road Maintenance Projects

We have received several inquiries regarding permit applicability and the permit fee exemption criteria for municipal street and road maintenance projects described in Chapters 11 and 14 Dane County Code of Ordinances. While most street and road maintenance projects involving land disturbing activity require a permit, they may be exempt from permit fees. The intent of this memo is to clearly define the fee exemption criteria for municipal street and road maintenance projects.

The following activities are considered municipal street and road maintenance and are exempt from a permit fee:

- Re-paving, pavement stripping or grinding, sealing, crack repair and other driving surface repair;
- Shouldering and road ditch cleanout to the original width and depth;
- Culvert replacement at existing invert elevations, or upsizing/downsizing with design for capacity using an approved methodology.

Note: all work must take place within the road right-of-way and may not include an increase in impervious surfaces, expansion of the paved area or alteration of the existing drainage pattern.

Please keep in mind that projects involving land disturbing activity likely require a permit. Land disturbing activity is defined as any alteration or disturbance that may result in soil erosion, sedimentation, or change in runoff including, but not limited to, removal of ground cover, grading, excavating or filling of land. Excavation of the road base to the underlying soil layer is considered to be land disturbing activity. Emergency repairs may be completed prior to permit issuance after having notified our office of the emergency.

If you have any questions regarding this memo or permitting requirements for a specific project please contact the Water Resource Engineering Staff at (608) 244-3730, werdiv@countyofdane.com, or visit <http://lwrdiv.countyofdane.com/wred/>.