

HELP GUIDE FOR WOOD COUNTY HIGHWAY

APPLICATION TO ALTER ACCESS

1. **Name & Mailing Address of Landowner:** Fill in Complete address and phone number for the land owner.
2. **Property information:** Fill in the Parcel ID which can be found at on the [Wood County GIS](#). If the access has a fire number list that. A certified Survey Map is required for all new driveways.
3. **Name & Mailing Address of Authorized Representative:** Fill in the complete address for an authorized representative. An authorized representative could be a contractor or others who are authorized to represent the landowner for the installation of the driveway access. Leave this section blank if there is not an authorized representative.
4. **Access Location:** Access location can be determined by using the measure tool on the [Wood County GIS](#). Use the drop down to select the side of the road the access is on, enter the CTH name, the number of miles and direction from the nearest intersection and then enter the nearest road name.
5. **Description of Work to be Completed at Access Point:** Type in the anticipated start and completion dates. On the lines provided type in a short description of what you are planning to do at the access point. Examples: New residential driveway, replace existing field driveway, pave existing access, etc. Also choose who is going to work.
6. **Permit Conditions:** Read through all permit conditions and the [Wood County Highway Access Control Ordinance](#). D. Check yes or no. F. Check the box if you agree to the permit conditions and the terms outlined in the above ordinance.
7. **Applicant:** Check the box that applies to the application you are applying for.
8. **Payment Options:** Payment may be made by check and mailed to Wood County Highway Department, 555 17th Ave., Wisconsin Rapids, WI 54495, paid by check or cash in person at the above office, or [online](#).
9. **Landowner or Authorized Representative's signature:** Type the name and e-mail address of the person filling out the form and date with today's date
10. **Printing and Submitting:** If you would like a printed copy of the application, click the print button. To submit your application electronically click the SAVE button and e-mail your application to highwayreception@woodcountywi.gov.