



**Driveway Permit Application**  
**\$50.00 Processing Fee Required**

NOTE: PINK COPY FROM COUNTY **“PERMIT FOR DRIVEWAY ACCESS TO TOWN ROAD”**  
CAN BE SUBSTITUED FOR THIS PAGE

Name: \_\_\_\_\_

Property Owners Current Address: \_\_\_\_\_

Phone Numbers:(H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Address of Proposed Driveway: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Name of Roadway Driveway will Access: \_\_\_\_\_

Proposed use of Property: \_\_\_\_\_

Required attachments:

1. Sketch Map – A rough sketch showing the conceptual idea of the project and approximate location and dimensions. The sketch map may be submitted to the Town Board prior to the preparation or submission of the other supporting documents in order for the Town Board to provide initial comments and review of the proposal. However, formal approval for a Town Driveway Permit will not be granted without the submission of complete supporting documents. The sketch need not be prepared by a surveyor but shall be approximately to scale and shall show dimensions and locations of improvements (if any).
2. Plat Map – a plat map indicating the location and dimensions of the desired driveway location as well as the parcels immediately adjacent to the applicant’s property.
3. Other supporting documents which may be requested by the Town Board /Chair after initial review.

All road approaches must meet the requirements provided in this application. Final approval of said location of the road approach shall be determined by the Town Chairman, Board, and/or Highway Foreman.

I (we) certify that all information on this application is true and correct and that all attachments are complete, true and correct. I (we) agree to follow all construction specifications of proposed driveway as listed on attached sheet. I (we) further agree to submit all additional information as may be required by the Town Board.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Road Approach Specifications

To meet the various needs of the property owners desiring access to town, county and state roads, the general design requirements for these road approaches are described as follows:

(1) The location of road approaches must be consistent with the regulations in these rules and must not infringe on the frontage of adjoining property. Each road approach must be located so that it does not cause undue interference or hazard to the free movement of road traffic, as determined by the town;

(2) Final approval of said location of the road approach shall be determined by the Town Chair or Town Highway Foreman.

(3) The culvert under fill areas and in roadway ditches must be at least fifteen inches in diameter, at least twenty-four feet in length, and constructed of materials approved by the Town. The Town Chair or Highway Foreman may specify other dimensions. It will be the owners responsibility to procure and install the culvert his/her own expense;

(4) The length of culvert placed in roadway ditches shall be limited to one hundred feet unless cleanouts are provided for at distances not to exceed one hundred feet. Cleanouts shall consist of manhole type structures which will meet existing conditions, as approved by the Town Chairman or Highway Foreman.

(5)The minimum specifications for visibility and sight lines are as follows:

Residential subdivision driveway apron or field road access: an object three and one-half feet (3.5ft) high and 200 feet away in each direction must be visible from the edge of the traveled portion of the highway when viewed from a height of three and one-half feet (3.5ft).

Non-subdivision driveway apron: an object three and one-half feet (3.5ft) high and 300 feet away in each direction must be visible from the edge of the traveled portion of the highway when viewed from a height of three and one-half feet (3.5ft).

(6)The driveway shall be at least one hundred feet (100') from the paved or traveled portion of an intersecting public highway.

(7) No person shall place any object or structure within the Road Right-of-Way (typically 33 feet from the center of the road) except a mailbox with a wooden support no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, and a newspaper receptacle within four feet of said mailbox.

# Road Approach Construction Requirements

Construction requirements for all road approaches shall be as follows:

- (1) Construction of any driveway apron or field road access shall be completed, except for paving, within 30 days of the date of the permit, unless the time is extended in writing by the Town Chair.
- (2) Approaches and related area must be constructed so that they do not impair drainage within the right-of-way, nor alter the stability of the roadway sub grade, nor materially alter the drainage of adjoining lands. Culverts, catch basins, ditches, etc. are to be constructed and maintained in accordance with the specifications and standards of the town.
- (3) Erosion control must be provided with required mulching, matting or other erosion controls.
- (4) The maximum allowable grade of the entire driveway or any segment is thirteen percent (13%) upward grade.
- (5) The town has the right to specify the type, depth and area for surfacing and pavement for all road approaches.
- (6) All material needed to construct road approaches must be supplied by the land owner. Materials must be satisfactory quality and in general conform to town road construction specifications for that type of work. Construction materials are subject to approval by the town.
- (7) Driveways shall slope down and away from the road at a minimum of 2% grade and a maximum of 5% grade from the first 10 feet from the edge of the shoulder to minimize water flowing onto the public road and to provide a more level starting platform for vehicles starting out onto the road. For a distance of 25 feet from the edge of the highway pavement, the driveway shall be perpendicular to the road or on a radius of the curve out to the right of way line. Note: See Cross Section Design Drawing on back of application form.
- (8) The driveway, including the culvert, shall be installed before any building supply trucks haul materials onto the lot. The driveway shall have a base course with a non-tracking surface of aggregate or blacktop on it, to prevent dirt from being tracked onto the town road. Cement trucks and all building supply truck will use the driveway to enter/exit the property and will not drive through the road ditches. All washing of trucks and deposition of excess concrete will be done on the property, not on the road right of way. Damage to the Town road or failure to otherwise comply will be the responsibility of the applicant for this permit. The road ditches shall not be filled without prior approval by the town.

## Owner Acquires Responsibility

The owner of any property which has an access to a highway within the Town which does not comply with all provisions of this ordinance, or who fails to maintain said access in a condition which impedes travel, does waive any right to damages from the Town or any emergency service provider which result difficulty or impossibility of emergency vehicles to gain access to the property because of such failure or such conditions.

## Penalties

Any person, partnership, corporation or other legal entity that fails to comply with any of the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$50 nor more than \$400, plus the applicable court costs for each violation. Each day a violation exists or continues shall be considered a separate offense under this Ordinance. In addition, the Town Board may seek injunctive relief from a court of record to enjoin further violations. If after a reasonable time, the party fails to abide by the provisions of this ordinance, the Town may perform the work necessary to make the road approach comply with the ordinance and assess the land owner the costs of said work on the land owners' next tax roll statement.

### OFFICE USE ONLY

Date Application Received \_\_\_\_\_  
Attachments Included: Sketch \_\_\_\_\_ plat \_\_\_\_\_ Required fee \_\_\_\_\_ Check No: \_\_\_\_\_  
Driveway Permit: (circle one) approved denied Date: \_\_\_\_\_