

PERMIT FOR DRIVEWAY ACCESS TO TOWN ROAD

Property Owner Name:		Phone#
Mailing Address:		
City:	State:	Zip Code:
Email Address:		

DRIVEWAY LOCATION

Road Name:		
Location: _____ side of the road _____ miles/feet _____ of _____		
Property Description: _____ ¼ _____ ¼ Sec. _____, T _____ N, R _____ W, Town of _____		
Subdivision:	Block:	Lot:
Drainage Structure Required: <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, Diameter:	Length:
Material:	Other:	

NOTES AND CAUTIONS

The driveway, including the culvert, is to be installed before any building supply trucks haul materials onto the lot. The driveway shall have the 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 trucks will use the driveway to enter 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.

Comments: Any restrictions to access? yes no

Attach site plan showing parcel size & proposed driveway with cross section of the road and driveway.

Signature of Applicant

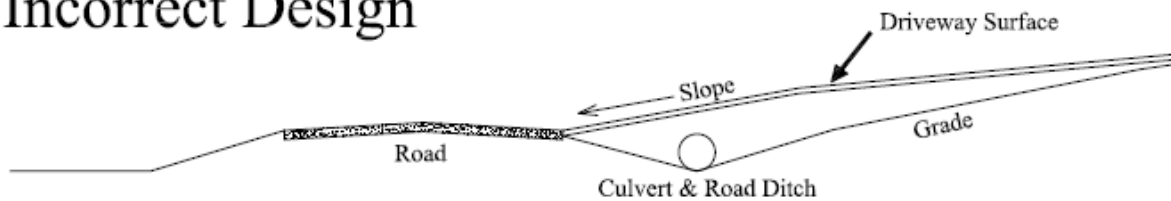
Date

Approved By:

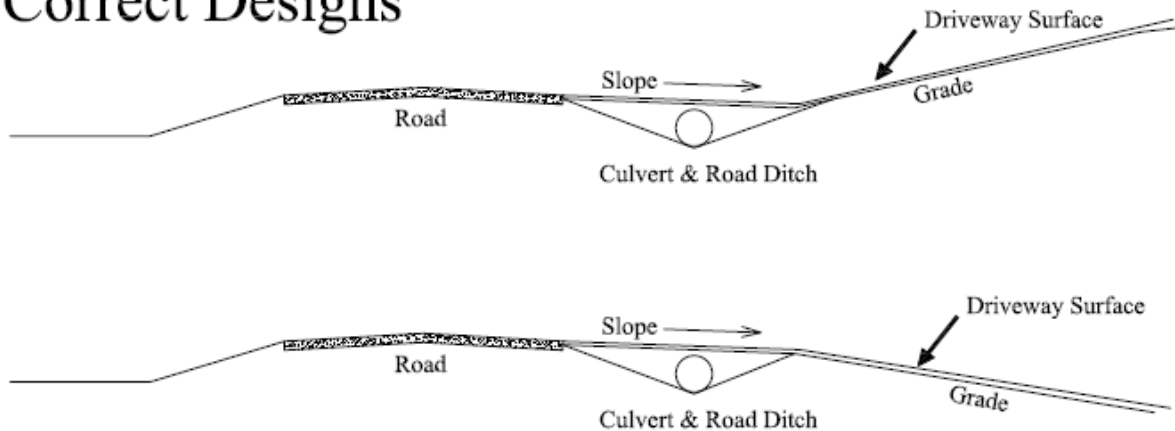
Town Chair/Administrator

Date

Incorrect Design



Correct Designs



Access (Driveway) Standards

1. Driveway permits are granted by the agency with jurisdiction over the road (Wisconsin Department of Transportation for State and Federal Highways, Eau Claire County for County Roads or Townships for all other roads). This form is intended for use in applying for a township access approval or driveway permit.
2. Location requirements, such as the distance between driveways, are established in the zoning code, and they vary by the type of highway.
3. Culvert sizing is determined by the Jurisdiction at the time of access permit approval.
4. Driveways shall slope down and away from the road at a minimum of 2% grade and a maximum of 5% grade for 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. The driveway shall be perpendicular to the road or on a radius of the curve out to the right of way line.
5. The following driveway standards are recommendations by the Department of Planning and Development and the Towns, but are not mandatory:
 - a. A minimum driveway open space width of 24 feet.
 - b. A minimum driveway surface width of 12 feet which shall have a minimum of 6 inches of compacted base course.
 - c. A minimum height clearance of 18 feet. This includes trees, wires and other obstructions.
 - d. Maximum grade of 10%.
 - e. Side slopes on the driveway should not exceed a 3:1 grade.
 - f. Minimum radius on curves should be 50 feet.
 - g. Long driveways should have at least one section of the driveway that is 25 feet in length and 18 feet in width for each 300 feet of length, to provide for a second lane for vehicle passage.
 - h. At the end of the driveway, a turnaround or cul-de-sac 50 feet in radius should be provided and should be adequate to support the weight of a fire truck or school bus in all seasons.