

DRIVEWAY PERMITS

A. PURPOSE

For the safety of the general public, the Town of Glenmore shall determine the location, size, and construction of driveways within the Town limits and the minimum requirements and technical standards for culverts and drainage structures within the Town.

B. PERMIT REQUIRED

Prior to the time the use of a property served by a driveway changes, the owner and/or other necessary parties shall apply for and obtain a driveway permit from the Town of Glenmore. No person or business entity shall construct or enlarge any private driveway or install, re-install, replace, or move a culvert within the Town without first obtaining a driveway permit as required in this chapter. Where a new driveway is to be constructed in conjunction with the construction of a new principal structure, this driveway permit shall be issued along with the building permit. No person shall commence work on any driveway or culvert before the driveway permit has been issued. Payment of any applicable fees is a requisite of permit issuance. Said driveway permit shall remain in full force and effect for a period of two (2) years from the date of issuance. After said two (2) year period has expired, no further construction of driveway can take place without the re-issuance of a driveway permit.

C. APPLICATION

Application for a driveway permit shall be made in writing by the owner or his agent upon forms issued by the Town Zoning Administrator and shall be accompanied by a drawing accurately depicting the proposed driveway to be constructed, reconstructed, altered, or enlarged and a description of the culvert construction. The drawing shall include the following:

1. The location of existing and proposed improvements, including driveway width, shall be identified on the drawing.
2. All numbers and writing shall be legible.
3. The drawing must show building setbacks from all lot lines and must show the nearest building corner.
4. The property, roadway right-of-way widths, road names, and name of person for whom work is being done shall be identified.
5. All driveway permit applications shall contain the applicant's statement that:
 - a. The applicant represents all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the Town road or street, or for any other purpose.
 - b. The Town, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Town

road or street at any time, including relocation, reconstruction, widening and maintaining the street and compensation will be determined on an individual basis prior to construction.

c. The permittee, his successors or assigns, agree to indemnify and hold harmless the Town of Glenmore, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of such permit.

d. The Town does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the Town road or street.

6. The Town Board shall review all applications at a regular meeting.

D. DRIVEWAY CONSTRUCTION STANDARDS

1. All driveways shall, wherever possible, follow the Glenmore Comprehensive Plan of conserving farmland.

2. Driveway widths at the property line shall be as follows:

a. Residential - minimum twelve (12) feet at the property line and minimum twenty (20) feet at the curb line or pavement edge, with a minimum twelve (12) feet thereafter for single-type driveway. Minimum twenty (20) feet wide at the property line and minimum twenty-eight (28) feet at the curb line or pavement edge for double-type driveway, with minimum twenty (20) feet thereafter.

b. Business/Industrial - minimum twenty-four (24) feet at the property line, thirty-two (32) feet at the curb line, minimum twenty (20) feet thereafter.

c. Agricultural field entrance - minimum thirty (30) feet wide.

3. Driveways with a length greater than two hundred (200) feet that end in a dead end are required to have a turn around or cul-de-sac sufficient for a turn around for the safety and ease of all emergency vehicles.

4. Residential driveways shall intersect the public road at right angles from the property line.

5. Business/ Industrial driveways shall intersect the public road at angles not less than seventy (70) degrees from the property line.

6. No improvements shall be constructed within the road right-of-way in the proximity of the driveway that would block driver vision (from driveway or roadway) or impair drainage.

7. The number of driveways to serve an individual residential or commercial property fronting on a street shall be one (1), except where deemed necessary and feasible by the Town Board for reasonable and adequate service to the property, considering the safety, convenience and utility of the street, and driveways may be approved for commercial and other use areas where deemed reasonable.

8. Filling of ditches and/or culverts located within a public right-of-way is prohibited without written approval from the Town Board.

9. The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only when the following requirements are complied with:

a. The filling or draining shall be to grades approved by the Town Board and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.

b. Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate catch basins are required where the total culvert length is greater than three hundred (300) feet and/or where a bend or curve in the pipe is required.

c. Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the Town Board.

10. All driveway entrances and approaches shall be constructed that they shall not interfere with the drainage of streets, side ditches, or roadside areas or with any existing structure on the right-of-way.

11. Any changes in existing elevations should be verified with utilities. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Town Board necessary before any utility may be relocated and the driveway installed.

12. No driveway shall be closer than twenty-five (25) feet to the extended street line at an intersection.

13. Any of the above requirements may be varied by the Town Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.

E. APPEAL FROM PERMIT REFUSAL

Any person feeling himself aggrieved by the refusal of the Town Board to issue a permit for a private driveway may appeal such refusal to the Board of Appeals within twenty (20) days after such refusal to issue such permit is made.

F. CULVERT CONSTRUCTION STANDARDS

1. **Size:** Culverts shall be installed prior to construction work being commenced on the property served. No pipe smaller than eighteen (18) inches in diameter (or equivalent elliptical or arch pipe) will be allowed. Culverts shall be constructed of galvanized steel or plastic and shall be of new manufacture. Driveways serving business, industrial, or commercial properties having regular heavy vehicles shall be evaluated case by case for special considerations. Stronger materials and installation

requirements may be required. Bridges and culverts must be able to carry a weight load of at least twenty-five (25) ton and be able to withstand water from a twenty-five (25) year flood.

2. **Gauge:** The minimum wall thickness for the galvanized steel shall be in accordance with the following:

PIPE DIAMETER	GAUGE
18 to 24 inch	16
30 to 36 inch	14
42 to 54 inch	12
60 to 72 inch	10
78 to 84 inch	8

Plastic culverts shall be a minimum of eighteen (18) inches in diameter with smooth lined interior. A minimum of eighteen (18) inches of fill is put over the top of the plastic culvert.

Steel culverts shall have a minimum of six (6) inches of fill put over the top of the culvert.

All culverts must have a base of three-quarter ($\frac{3}{4}$) inch stone compacted with fines.

G. DRAINAGE

The culverts shall be placed in the ditch line at elevations that will assure proper drainage.

H. ENDWALLS

Culverts shall be provided with galvanized steel or plastic apron endwalls tapered to a two (2) to one (1) slope, as directed by the Town Board.

I. BACKFILL MATERIAL

Material used for backfill shall be of a quality acceptable to the Town Board and shall be free from frozen lumps, wood or other extraneous or perishable materials. The minimum cover, measured from the top of the pipe to the top of the subgrade shall be six (6) inches for galvanized steel and eighteen (18) inches for plastic.

J. EROSION CONTROL

Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Town Board.

K. COST

The property owner shall install the culvert and be responsible for the cost thereof.

L. WAIVER

The Town Board may only waive the requirement for a culvert upon a finding that unique physical characteristics of the location in question render a culvert unnecessary.

M. ENFORCEMENT

All costs incurred by the Town relating to the enforcement of this Chapter or in making the determinations or inspections necessary hereunder shall be paid by the property owner including, but not limited to, Town administrative costs and attorney's fees. If a property owner refuses to comply with the Chapter, the Town may install the culverts and charge back the cost or additional cost thereof as a special charge pursuant to Sec. 66.60 (16) Wis.. Stats.

TEMPORARY ACCESS PERMIT

A. TEMPORARY PERMIT

The Town of Glenmore may issue a temporary permit allowing access to a roadway during construction only.

B. APPLICATION

Application for a temporary access permit shall be in writing signed by the applicant and the owner of the real estate affected, or the owner's agent, and shall be made to the Town Zoning Administrator. The application shall include a site plan showing the proposed location of the access driveway.

C. APPLICATION PROVISIONS

1. The application shall contain the applicant's statement that:
 - a. The applicant and owner are agreeing to construct and maintain a gravel access of sufficient width and length to prevent sediment from being tracked onto public and private roadways. The applicant and owner are agreeing that any sediment which reaches a public or private road shall be removed by street cleaning (not flushing) before the end of each day.
 - b. The applicant represents all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the Town road or street, or for any other purpose.
 - c. The Town, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Town road or street at any time, including relocation, construction, widening and maintaining the street and compensation will be determined on an individual basis prior to construction.
 - d. The permittee, his successors or assigns, agree to indemnify and hold harmless the Town of Glenmore, its officials, officers, agents or employees, against any claim or any

cause of action for personal injury or property damage sustained by reason of the exercise of such permit.

e. The Town does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the Town road or street.

2. The Town Board shall review all applications at a regular meeting.

D. DESIGN CRITERIA AND REQUIREMENTS

1. **Timing:** The gravel access shall be installed as part of the initial erosion control prior to any grading activities.

2. **Maintenance:** The gravel access shall remain in place and be maintained until the disturbed area is stabilized by permanent best management practices. The gravel access shall be inspected daily. All areas filled with silts and mud will be repaired or replaced immediately.

3. **Removal:** When use of the temporary access driveway is terminated, the gravel and culvert shall be removed and the area restored with topsoil, seed and mulch or as provided in an approved development/landscape plan.

4. **Location:** The gravel access shall be located to provide maximum use by all construction vehicles.

5. **Dimensions:** The gravel access shall consist of at least six (6) inches of two (2) to three (3) inch clear aggregate, be a minimum of fifty (50) feet in length or the distance from the road to the specific construction area, whichever is less, and be at least sixteen (16) feet in width. The width shall be eighteen (18) feet if it is necessary to have vehicles pass on the site.

6. **Drainage:** A properly sized culvert shall be installed in the road ditch. The minimum size allowed is eighteen (18) inches and no end sections are required.

7. **Signage:** Where visibility is restricted, appropriate traffic warning signs shall be installed and maintained.

E. EROSION CONTROL

Erosion control measures shall be implemented as necessary to control erosion.