



PERMIT FOR DRIVEWAY ACCESS TO TOWN ROAD

Applicant

Driveway On

Name _____

Road Name _____

Address _____

Subdivision Name _____

City _____ State _____

Lot Number _____

Zip _____ Phone _____

Location of Driveway

_____ Side of the road _____ miles/feet _____ of _____
(N,S,E,W) (N,S,E,W) (reference point, i.e. intersection, etc.)

Conditions

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).
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. The driveway, including the culvert is to be installed after approval from the Town. No vehicles may access the lot prior to the approved driveway being installed.
5. Driveway shall slope down and away from the road at the 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 into the road. The driveway shall be perpendicular to the road or on a radius of the curve out to the right of way line.
6. 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.
7. Cement trucks, building supply trucks, and landscaping vehicles will use only the driveway to enter the property and will not drive through the road ditches.
8. All washing of trucks and deposition of excess concrete will be done on the property, not on the road right of way.
9. The road ditches shall not be filled without prior approval by the Town.
10. See "Driveway Notice" from Eau Claire County for additional requirements.
11. Damage to the Town road or failure to otherwise comply will be the responsibility of the applicant for this permit.
12. Attach site plan to application showing parcel size and proposed driveway with cross section of road and driveway.

Recommendations but not Mandatory

1. A minimum driveway open space width of 24 feet.
2. A minimum driveway surface width of 12 feet which shall have a minimum of 6 inches of compacted base course.
3. A minimum height clearance of 18 feet. This includes trees, wires, and other obstructions.
4. Maximum grade of 10%.
5. Side slopes on the driveway should not exceed a 3.1% grade.
6. Minimum radius on curves should be 50 feet.
7. Long driveways should have at least one section of the driveway that is 25 ft. in length and 18 ft. in width for each 300 ft. of length to provide for a second lane for vehicle passage.
8. At the end of the driveway, a turnaround or a cul-de-sac 50 ft. in radius should be provided and should be adequate to support the weight of a fire truck or school bus in all seasons.

Road Right-of-Way (typically 33 feet from the center of the road)

The only permissible item to be constructed in the road right-of-way is the driveway and a mailbox with break-away post construction or a maximum of a 4 x 4 wooden post.

