

TOWN OF WAUPUN

DRIVEWAY/CULVERT APPLICATION

non-refundable			
PLEASE TYPE OR PRINT CLEARLY	Date _____ Fee \$50.00		
OWNER INFORMATION			
Last Name _____	First _____		
Address _____	Cell (____) _____		
City _____	State _____	Zip _____	Phone (____) _____
Other Contact Person _____			Fax (____) _____
PROJECT INFORMATION		(this information is on Property Tax Bills)	
Site Address _____	Property ID# _____	Parcel No. _____	
Fire No. _____			
Legal Description _____ _____ 1/4 _____ 1/4 Section _____ T 14 N, R 15 E			
Reason for New Driveway			
New Driveway Location			
New Driveway Location is _____ ft. east west south north of address _____			
Located on _____ (Road Name); (Circle One)			
OR			
New Driveway Location is _____ ft. east west south north of Intersection			
with _____ (Road Name) (Circle One)			
In the left box below draw where the new driveway will be located following the example on the right.			
<p style="text-align: center;"><i>Please reference the North Arrow correctly</i></p> <p style="text-align: center;">N</p>	<p style="text-align: center;">EXAMPLE</p> <p style="text-align: center;">New Culvert Location</p> <p style="text-align: center;">N1957</p> <p style="text-align: center;">Old School Road</p> <p style="text-align: right;">N2190</p> <p style="text-align: right;">118'</p> <p style="text-align: right;">175'</p>		
APPLICATION IS VALID ONLY IF ACCOMPANIED BY THE PROPER FEE			
<i>I state as petitioner, I have read the foregoing application and believe it is true.</i>			
Applicant's Signature _____			dated _____

received by clerk on _____ payment by check# _____

**TOWN OF WAUPUN
FOND DU LAC COUNTY, WISCONSIN**

DRIVEWAY & CULVERT ORDINANCE

A DRIVEWAY PERMITS; CULVERT REQUIREMENTS.

- 1 Purpose. For the safety of the general public, the Town of Waupun shall determine the location, size, construction and number of access points to public roadways within the Town limits. It is the Town's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public

- 2 Culvert Requirements. No person shall construct any driveway or private road in a public right-of-way of the Town of Waupun without installing a culvert in full compliance with this section. Included within the scope of this requirement are commercial driveways.

3. Driveway Permit Required; Application, Fee.
 - a Permit Requirement. No person shall locate, establish, or construct a private driveway, road, or other access from a private property line to the traveled portion of any public Town road without first filing an application with the Town Chairperson or Town Clerk or other designated representative and obtaining a driveway permit from the Town of Waupun.

 - b Application. Application forms for such permit shall be made available by the Town Chairperson or Town Clerk or other designated representative. The application and all attachments must be submitted to the Town Clerk or other designated representative, who will forward the application to the Town Chairperson or his/her designated representative for review. The request for such permit shall be in writing, signed by the owner of the real estate affected or his agent, and shall include design specifications and a drawing depicting the location and orientation of the proposed culvert in relationship to the real estate involved and the adjacent road, street, or highway

 - c Review. The Town Chairperson or his/her representative shall review all applications using this Chapter and the data and findings from the site visit. The review process shall take a maximum of 14 days from receipt of the completed application and associated fee.

- d. Fee At the time of making application for a driveway permit, the applicant shall pay a fee in accordance with the Town of Waupun's Fee Schedule.

4. Application Provisions. 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 this property and not for the purpose of parking or servicing other 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 any tie, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damages or destruction of such private roadway
- c. The permittee, his successors or assigns, agrees to indemnify and hold harmless the Town of Waupun, 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 windows of such material upon such portion of such driveway within the dedicated portion of the Town road or street.

B. DRIVEWAY AND CULVERT LOCATION, DESIGN AND CONSTRUCTION REQUIREMENTS.

1. General Requirements. The location, design and construction of driveways shall be in accordance with the following:

- a. General Design. Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least twenty (20) feet apart except by special permission from the Town

Board, and driveways shall in all cases be placed wherever possible so as not to interfere with utilities in place.

- b. Number. 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*.
- c. Island Area. 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 as provided in Subsection (e).
- d. Drainage. The surface of the driveway connecting with street cross sections shall slope downward and away from the highway shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the street roadbed. No driveway apron shall extend out into the street further than the road edge or face of the curb, and under no circumstances shall such driveway apron extend into the gutter area where there is curbing. All driveway entrances and approaches shall be so 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. All driveways and parking lots shall be graded in such way that no storm water reaches the roadway.
- e. Restricted Areas. The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
 - (1) The filling or draining shall be to grades approved by the Town Chairperson or his/her representative 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.
 - (2) *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 in conformity with the standards adopted by Fond du Lac County which shall be the standard for this Town.
 - (3) 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.

- f. Relocation of Utilities. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Town Board before any utility may be relocated and the driveway installed.
- g. Variances. Any of the above requirements may be varied by the Town Board in such instances where the peculiar nature of the property or the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.

2. Special Requirements for Agricultural, Commercial and Industrial Driveways. The following regulations are applicable to driveways serving agricultural, commercial or industrial establishments:

- a. Width of Drive. No part of an Agricultural, Commercial or Industrial driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than forty (40) feet measured at right angles to the center line of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater than herein specified, the Town Board in its discretion may permit a driveway of additional width
- b. Length of Drive. No driveway shall be longer than three hundred fifty (350) feet in length measured from the road right-of-way to the outmost point of the main structure unless a greater length is approved by the Town Board, which approval may be approved, conditionally approved, or denied in its sole discretion.
- c. Angular Placement of Driveway. The angle between the center line of the driveway and the curb line or road edge shall not be less than seventy (70) degrees.

3. Special Requirement for Residential Driveways. The following regulations are applicable to driveways serving residential property:

- a. Width. Unless special permission is first received from the Town Board, a residential single-type driveway shall be no greater than twenty-six (26) feet wide at the curb line and not less than twenty (20) feet wide at the outer or street edge of the sidewalk; residential double-type driveways shall be no greater than twenty-six (26) feet wide at the curb line and twenty-four (24) feet wide at the outer or street edge of the sidewalk.

- b. Length of Drive. No driveway shall be longer than three hundred fifty (350) feet in length measured from the road right-of-way to the outmost point of the main structure unless a greater length is approved by the Town Board, which approval may be approved, conditionally approved, or denied in its sole discretion.
 - c. Angular Placement. The center line of the drive must be parallel to the property line of the lot where access is required or at right angles to the curb line.
- 4. Appeal from Permit Refusal. Any person feeling himself aggrieved by the refusal of the Town of Waupun to issue a permit for the private driveway may appeal such refusal to the Town Board within twenty (20) days after such refusal to issue such permit is made.
- 5. Prohibited Driveways
 - a. No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the limits of any public road, highway or street in the Town of Waupun except as permitted by this section. As used herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this Chapter.
 - b. No driveway shall be closer than one hundred (100) feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Town for effective traffic control or for highway signs or signals.
 - c. The grade of that portion of any private driveway located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
- 6. Culvert Construction Standards.
 - a. 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. All culverts shall be constructed of galvanized steel or reinforced concrete, and shall be of new manufacture, unless specifically accepted by the Town Chairperson or his/her representative

- b. Gauge. The minimum wall thickness for the galvanized steel pipe culverts 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

The class of reinforced concrete pipe shall be in accordance with the following:

Height of Cover (in feet)	Class of Pipe
0-2	IV
2-3	III
3-6	II

- c. Drainage. The culverts shall be placed in the ditch line at elevations that will assure proper drainage.
- d. End Walls. Culverts shall be provided with stone, concrete, or metal apron end walls as directed by the Town Chairperson or his/her representative. For purposes of this section, "apron end walls" refer to walls on each end of a culvert that provide a transition from the culvert to the outlet channel.
- e. Backfill Material. Material used for backfill shall be of a quality acceptable to the Town Chairperson or his/her representative 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.
- f. Erosion Control Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Town Chairperson or his/her representative.
- g. Cost. The property owner shall install the culvert and be responsible for the cost thereof
- h. Appeal. Persons may request a variance from the culvert requirements of this Section by filing a written appeal with the Town Clerk to be heard by the Board of Appeals

- i. 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 engineers' and attorneys' fees. Such costs shall be payable from the permit fee established in Section A-3-(d) above. If a property owner refused 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 Wis Stat. § 66.60(16).

C FIRE DEPARTMENT ACCESS.

1. Access to Buildings. A fire department access road shall extend to within 50 feet of at least one exterior door of every facility, building, or portion of a building hereafter constructed or relocated
2. Access Road Width Fire department access roads shall have an unobstructed width of not less than 20 feet
3. Access Road Clearance. Fire department access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches.
4. Access Road Maintenance. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.
5. Access Road Turns. Turns in fire department access roads shall maintain the minimum fire department access road width
6. Access Road Dead Ends. Dead end fire department access roads in excess of 150 feet in length shall be provided with approved provisions for fire apparatus to turn around

Adopted February 9, 2009, amended May 15, 2014
April

TOWN OF WAUPUN

By: Randy Vande Slunt
Randy Vande Slunt, Town Chairperson

By: Ben Vellema
Ben Vellema, Town Supervisor

By: Melvin Pluim
Melvin Pluim, Town Supervisor

Attest: Paula Vande Zande
Paula Vande Zande, Town Clerk