

Town of Menomonie Driveway Permit Application

REVIEW AND FOLLOW THE TOWNSHIPS DRIVEWAY ORDINANCE TO AVOID REJECTION OF DRIVEWAY.

NAME: _____

MAILING ADDRESS:

TELEPHONE: (____) - ____ - _____

LOCATION OF THE PROPOSED DRIVEWAY (complete all that apply):

ADDRESS IF APPLICABLE:

TOWNSHIP SECTION: _____

PARCEL NUMBER: _____

DEVELOPMENT NAME & LOT NUMBER: _____

STREET / AVENUE _____

LOCATION SKETCH: *in the space below or on a separate attached sheet* INDICATE THE PROPOSED DRIVEWAY LOCATION BY SKETCH WITH ONE OR MORE OF THE FOLLOWING: LANDMARKS, PROPERTY LINES OR ADJACENT ROADS.

STAKE WITH FLAG MUST BE PLACED IN THE CENTER OF THE PROPOSED DRIVEWAY.

PRELIMINARY APPROVAL INSPECTION: APPROVED: _____ DENIED: _____

CHAIRMAN OR DESIGNEE _____ DATE _____

TOWN BOARD APPROVAL: APPROVED _____ DENIED _____

CHAIRMAN OR DESIGNEE _____ DATE _____

RESTRICTIONS/MODIFICATIONS PLACED ON DRIVEWAY BY BOARD YES ____ NO ____

IF APPROVED WITH RESTRICTIONS/MODIFICATIONS NEEDED:

IF REJECTED REASON FOR REJECTION:

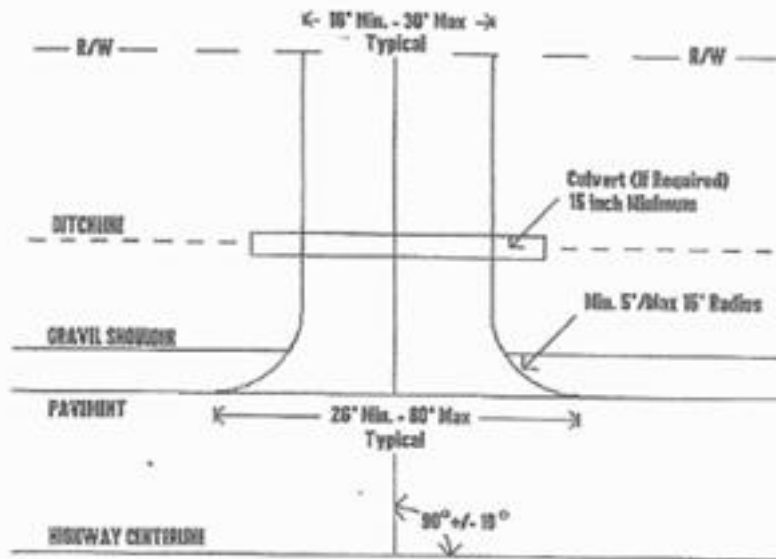
RETURN THIS COPY TO THE TOWNSHIP WHEN THE DRIVEWAY HAS BEEN COMPLETED.

DATE COMPLETED _____

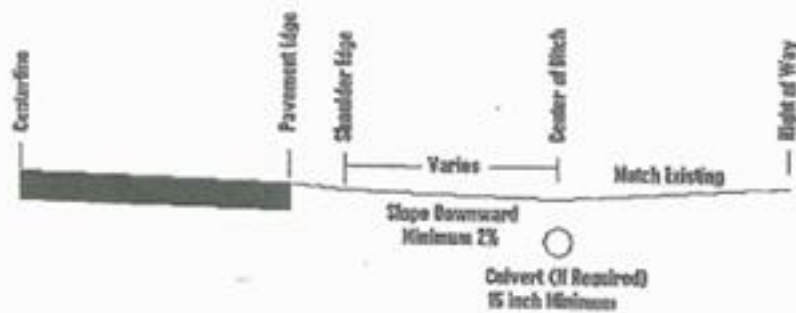
FINAL INSPECTION COMPLETED: _____ APPROVED _____ DENIED _____

REASON FOR DENIAL:

Access Driveway Permit Plan & Profile Typical Standards



PLAN VIEW (Non-Commercial Typical)



PROFILE VIEW (Typical)

DRIVEWAY ORDINANCE TOWN OF MENOMONIE

SECTION I – TITLE AND PURPOSE

The purpose is to regulate, for public health and safety reasons, the establishment, repair, construction, improvement, modification, and reconstruction of private driveways, to assure practices used in any driveway will protect the public health, safety, and general welfare of persons in the Town of Menomonie, and to limit and regulate highway access by motor vehicle to any Town Highway.

SECTION II – AUTHORITY

Authority is granted under ss.66.0425 and 86.07, Wis Stats. to adopt a town highway access permit ordinance and has the general authority under its village powers under ss.69.22 Wis Stats, to adopt this ordinance

SECTION III – REQUIRMENTS

Permits: All new driveways to be installed or any driveway alleged to be an existing and serving open land without improvements to be converted for a driveway to serve one or more structures are subject to a driveway permit issued by the Town Board. This includes all new driveway accesses to agriculture land.

1. Type / Size / Length/ Minimum Road Width/ Placement/ Grade and Distant between property lines.
 - A. Minimum Road Surface width -----12 feet
 - B. Maximum Road Width -----30 feet
 - C. Minimum Culvert (if needed) ----- 15” x 20 feet
 - D. Type of Culvert ----- Concrete, Metal or DOT Approved Plastic
 - E. Minimum distance from property line -----10 feet
 - F. Angular Placement -----The centerline of that part of the driveway lying on the Town right of way shall always be approximately right angles to the pavement. (90+/- 10 degrees.
 - G. Maximum Grade from Town highway
 1. From the pavement edge of the blacktop the driveway shall slope downward a minimum of 2% to the center of the ditch. (See diagram – attached)
 2. From the center of the ditch into the property the maximum slope of 2% for additional 10 feet, and match the existing slopes accordingly.

SECTION IV – APPLICATION AND PERMIT PROVISIONS

Application and permit shall be obtained from the Clerk or Chairman (see enclosure / attachment), and fully filled out as for location, section, owner of property and street location; and submitted to the Town Chairman along with the permit fee prior to construction of the driveway.

1. Sketch Map: A rough sketch showing the conceptual idea and project, approximate location and dimension of the project. Stake the center of the proposed driveway for inspection.
2. Permit will be valid for 1 year.
3. Fee: An application/permit fee of \$75.00 that is nonrefundable
4. The applicant shall notify the Town Chairman or his designee within 10 days after completion of the construction of said driveway, the Town shall conduct an inspection of the driveway to ensure full compliance and shall issue a Town Driveway Occupancy Permit.
5. The Town board has the right to reject any proposed driveway for safety reasons, which includes site distance, erosion concerns or excess numbers of driveways per parcel.
6. Under certain circumstances the Town board or their designee will be on site at the time of installation to insure conformability to the ordinance.
7. If found not in compliance with this ordinance the owner will have 15 days to correct it. If it is not corrected the Town will install per ordinance and charge the cost back to the landowner.
8. The Town board shall designate size and type of culvert prior to placement of the culvert.

SECTION V – PENALTIES

1. Upon failure to obtain a permit prior to placement of the driveway, the property owners will be assessed \$200.00 to their property taxes plus addition cost to remove the driveway.

SECTION VI – MAINTENANCE

1. It shall be the owner's responsibility to maintain said driveway. The Town shall not be responsible for any removal of snow, ice, etc even though it maybe deposited by normal winter maintenance operations by Town road equipment.

This ordinance shall repeal any previous board action and shall take effect upon passage and publication as provided by law.

Adopted this 11th day of February 2016 by the Town Board. Town of Menomonie, Dunn County, Wisconsin

Chairman _____
Frank Bammert

Town Clerk _____
Leslie Hulbert

1st Supervisor _____
Ed Hartung

2nd Supervisor _____
Neil Koch

Published on _____