

Town of Sun Prairie

Driveway Permits

Standard Operating Procedure

A. Purpose

- To provide a standard procedure for issuing driveway access permits to town roads.
- *To provide inspection of the construction of driveway in order that the specifications of "Town Driveway Permit and Specifications Ordinance" are met.*
- This process outlines the responsibilities of the applicant and town employee.
- Attached is a copy of the *Town Driveway Permit and Specifications Ordinance*.

B. Outline of Process

1. **Town Road Access** - Person indicates to business office or public works personnel that they would like access to land from town road. The applicant is given a copy of:
 - 1) Standard Operating Procedure
 - 2) A copy of the Town Driveway Permit and Specifications Ordinance.
2. Person is asked to prepare a site plan and stake out the area where they would like the access. The prepared site plan is returned to the town office. Office notifies public works personnel applicant is ready for site review. *Provide map and other information as needed.*
3. Payment of \$1550.00 (*2 checks: \$1500 & \$50*) is made out to the Town of Sun Prairie and delivered Business office. Payment must be made before driveway permit is issued.
4. Inspection of the site is made by one of the public works personnel to determine if the site is appropriate for an access and to determine the size of culvert.
5. The office or public works personnel notify the applicant of the culvert and site requirements.
6. The Driveway Permit form is signed and issued by public works personnel.
This signature allows the applicant to apply to the county for a zoning permit.
7. Installation of the culvert and the driveway may proceed.
8. The applicant is to notify the office when the installation of the culvert and the driveway are complete.
9. The public works personnel will make an inspection of the site.
10. The Driveway Permit form requires the public works personnel signature indicating that the culvert and driveway are installed according to ordinance specifications.
This signature allows the applicant to apply to the building inspector for a building permit.
11. All construction equipment is to access lot from the driveway. The owner is responsible for potential damage by construction equipment.
12. When the project is complete the occupant or contractor should contact the town office for final inspection. The building inspector will have issued occupancy permit.
13. If there is no damage to the Town Road, \$1,500.00 of the escrowed money will be returned to the applicant; in the estimation of the public works personnel, there is damage to the road, the road will be fixed and the cost will be deducted from the \$1,500 escrow.
14. The remainder, \$50.00 is retained by the Town for administrative fees in the issuance and inspection process.

1. **State or County Road Access** - Person indicates to business office or public works personnel that they have access to a state or county road and will be constructing a driveway.
2. Person is to contact county or state for specifications of creating a driveway.
3. Field Access off of a State or County Road is obtained from the State or County.

Date written: February 12, 2001

Amended: May 12, 2003

Amended: April 9, 2014

Amended: April 16, 2015

Town of Sun Prairie

5556 Twin lane Road
Marshall, WI 53559

Boring Permit Fee: \$150.

Permit No. _____
Location: _____
_____ 1/4 of _____ 1/4, Sec.

Permit to Construct, Maintain or Repair Utilities within Highway Right-of-Way REQUEST BY APPLICANT

Name _____

Address _____

Office phone _____ Local phone: _____ Fax: _____

Type of Utility Installation: _____

Plans Prepared by _____ Copy Enclosed _____ Yes _____ No

_____ To cross right-of-way _____ Parallel to right-of-way

Utility Location is: _____ overhead _____ underground

Proposed Method of Installation

_____ Tunnel _____ Suspend on poles _____ Cased
_____ Jack & bore _____ Suspend on towers _____ Trench
_____ Open cut _____ Plow

Estimated Starting Date _____ Estimated Restoration Date _____

Notify the Town Office at 837-6688 when project is completed.

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, any special provisions listed below or attached hereof, and any and all plans, details or notes attached hereto and made a part thereof.

By _____ Date _____
Signature of Authorized Utility Representative

Permit Approval by Permitting Authority

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and all attachments hereto.

Federal Aid has been, or is being, used on this highway; current State of Wisconsin policy for accommodation of utilities on highway rights-of-way applies.

_____ \$1550. Permit fee applies (escrow \$1500. for road damage that may occur; returnable to Applicant if no damages occur); (\$50. for the siting fee; non returnable)

Other Special Provisions: _____

Notify Town Office at 837-6688 when project is completed.

By: _____ Title _____
Signature of Authorized Permitting Authority Representative

_____ Date _____

Town of Sun Prairie

5556 Twin lane Road
Marshall, WI 53559

Driveway Permit Fee: \$50
Road Damage Escrow: \$1500.

Location: _____

_____ 1/4 of _____ 1/4, Sec.

Application to Permit to Construct a Driveway

(Access from private property to a town road)

REQUEST BY APPLICANT

Name _____

Address _____

Office phone _____ Local phone: _____ Fax: _____

Plans Prepared by _____ Copy Enclosed _____ Yes _____ No _____

Location of Proposed Access: North, South, East, West _____ Side of _____ Road _____

Section # _____ Feet/Miles from _____

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, any special provisions listed below or attached hereof, and any and all plans, details or notes attached hereto and made a part thereof.

By _____ Title _____
Signature of Applicant

Date _____

Permit Conditions: Completed by Public Works personnel

- Width of driveway _____
- Center of driveway from property line: _____
- Drainage Culvert Needed _____ No Drainage Culvert Needed _____
 Size: _____ Length: _____ feet
 Diameter _____ inches
 All Culverts are to have ends

Other Requirements: **All construction equipment must use this entrance to access lot. All Culverts must have ends (wings). Culverts are to be completely installed prior to final inspection and approval by public works personnel.**

Estimated Starting Date _____ Estimated Completion Date _____

Notify the Town Office at 837-6688 when project is completed.

Permit Approval by Permitting Authority

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and all attachments hereto.

_____ Federal Aid has been, or is being, used on this highway; current State of Wisconsin policy for accommodation of utilities on highway rights-of-way applies.

_____ \$1550. Permit fee applies (escrow \$1500. for road damage that may occur; returnable to Applicant if no damages occur); (\$50. for the siting fee; non returnable)

Other Special Provisions: _____

1.		Title	
	Signature of Authorized Permitting Authority Representative	Date	
2.		Title	
	Signature of Authorized Permitting Authority Representative	Date	
3.		Title	
	Signature of Authorized Permitting Authority Representative	Date	

Driveway Permit Receipt

Name _____

Address _____

Building Address Site _____

Phone (home) _____ (work) _____

Amount escrowed \$ _____

Administrative/Inspection fee \$ _____

Repair of Road Damage \$ _____

Amount Returned \$ _____

Return of Escrowed Fee \$ _____

Occupancy Permit issued on _____ by _____

Administrative/Inspection fee \$ _____

Repair of Road Damage \$ _____

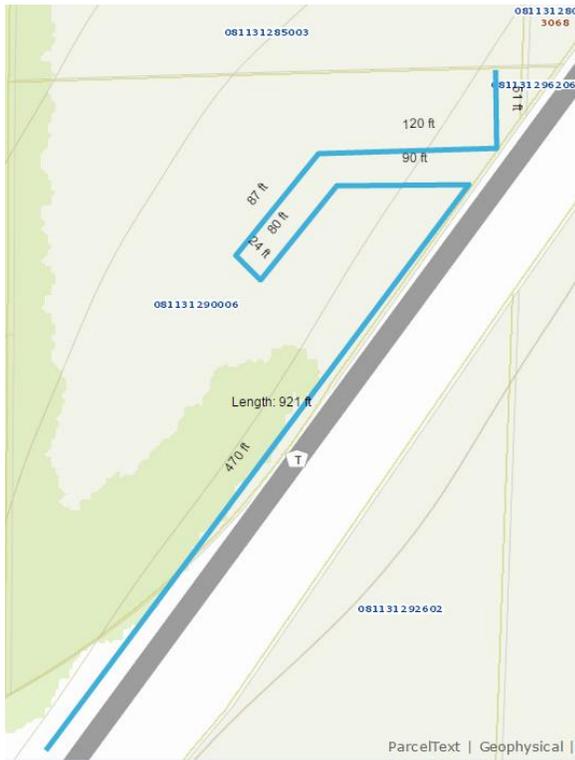
Amount Returned \$ _____

Business Office Signature _____ Date _____

Copy for applicant

Copy for office

A site plan would be greatly appreciated.



Attach map of parcel with the driveway marked on map.
See example above.

The above map & parcel were made from AccessDane/dcimap. There are tools to help you draw & measure.

Ordinance 2000-3

Town of Sun Prairie

Driveway Permits and Specifications

Amended: 9/25/2000

Amended: 4/13/2015

Section 1: Approval Required

No person shall establish or construct a driveway, highway, or other access, from any parcel to any highway required to be maintained by the town; without first applying for, and or receiving a driveway permit from the Town Board or their designee (highway personnel). An approved driveway entrance shall be in place before a building permit can be issued.

The public works personnel shall approve the location and specifications of the driveway following a review of the application and the on-site conditions; based on the Dane County driveway sitting criteria in effect on the date of application, and his or her judgment.

An applicant may appeal the decision of the public works personnel to the town board, at a regularly scheduled board meeting. The board shall make a final decision only after having viewed the on-site conditions, and hearing any testimony presented.

Section 2: Specifications

A. Each residential and business lot or parcel within the Town of Sun Prairie may be allowed one driveway entrance. When appropriate the Town Board will stipulate that adjacent lots or parcels be served by joint shared driveways.

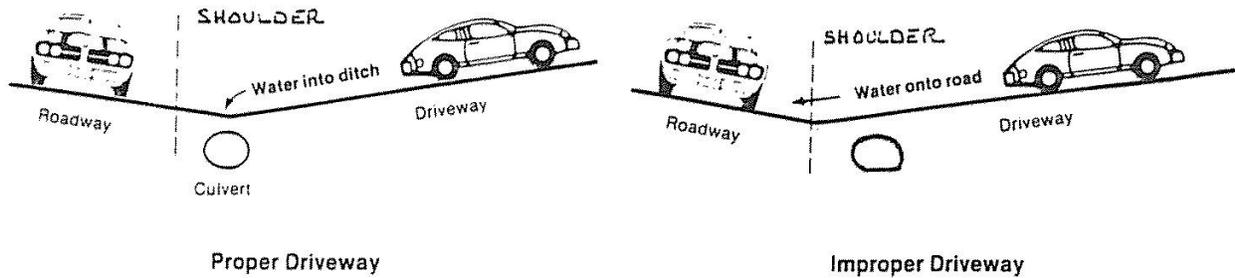
B. Each driveway regardless of length, which serves a developed or undeveloped parcel within the town limits, shall have a metal culvert along the ditch-line, unless an alternate installation is approved by the public works personnel.

1. The culvert shall be sized such, that it will adequately carry the expected storm water runoff; and shall be the equivalent of a circular pipe 15 inches or more in diameter. The Town may require water flow calculations.
2. Each culvert shall have a flared end-section, or a head-wall of earthen material, not concrete or asphalt, at both ends. The head-walls required by this section, shall be installed so that they do not create a traffic hazard, or interfere with the snow removal operations of the town. The ends of the culvert should be sloped at a minimum of 2:1.
3. Each culvert shall be 24 feet or more in length, unless the site conditions justify the public works personnel to authorize an alternate length;
4. Driveways of concrete are not to extend into the town road. Concrete should be formed with a spacing of blacktop, cold mix or gravel where it joins the town road. This spacing should be a minimum of 3 inches. The intent is not to have to cut a concrete driveway when a new town road surface is laid.

Note: Due to the nature of the existing highway ditch-lines within the town, consideration should be given to installing an elliptical culvert pipe; to allow the

driveway to meet the pavement with out excessive rise in elevation, or the need for unnecessary grading along the ditch-line.

C. The driveway within the area of the public road right of way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road. (see diagram below)



D. Each driveway which serves a dwelling, commercial building, agricultural building, garage, other outbuilding, which is less than 200 feet in length; shall be constructed and maintained with:

1. A stabilized base of compacted rock, 6 inches or more in depth;
2. An all-weather roadway of compacted road gravel, 2 inches of asphalt or 3 inches of concrete or more in depth; and 10 feet or more in width;
3. An area 6 feet or more from each side of the centerline of the roadway and a full-width overhead clearance of 12 feet or more in height, free of encroachments;
4. Adequate drainage, including side ditches as necessary;
5. A average grade of 10 percent or less.

E. Each driveway which serves a dwelling, commercial building, agricultural building, garage or other outbuilding, which is 200 feet or more in length shall be constructed and maintained in accordance with the design standards, as follows:

1. A stabilized base of compacted rock, 8 inches or more in depth;
2. An all-weather roadway of compacted road gravel, 2 inches of asphalt or 3 inches of concrete or more in depth; and 12 feet or more in width;
3. An area 6 feet or more from each side of the centerline of the roadway and a full-width overhead clearance of 12 feet or more in height, free of encroachments;
4. Adequate drainage, including side ditches as necessary;
5. An average grade of 10 percent or less.
6. Minimum width clearance of 24 feet

7. Base requirements:

- a) crushed 3 inch rock 5 inches
- b) 3/4 inch crushed rock 3 inches
- c) total 8 inches

F. At the dead end of all new driveways a turn around of at least 33 feet radius or some other method to allow vehicles to run around shall be provided as determined by the public works personnel.

G. All cost of construction, including but not limited to: the cost of the culvert, flared end-sections or head-walls, and any grading and paving required, shall be the responsibility of the landowner of the parcel the driveway serves.

H. All construction equipment is to use the prepared driveway to access the lot. Road damage caused by equipment will be the responsibility of the lot owner.

I. Replacements of existing culverts will require a 24 foot metal culvert with flared end-sections or head-walls as described in Section 2.2 of this ordinance.

Section 3: Definitions

- (1) “Culvert” means any device for the drainage of water which is installed under or along, a highway or driveway within the town limits. A culvert may be constructed of metal or concrete.
- (2) “Driveway or private road” has the meaning specified in s. 340.01(46), Stats.
- (3) “Highway” has the meaning specified in S. 340.01(22), Stats.
- (4) “Public Works Personnel” means the person designated by the Town Board with the responsibilities specified in s. 81.03, Stats.
- (5) “Right of Way” has the meaning specified in s. 340.01(51), Stats.
- (6) “Roadway” has the meaning specified in s. 340.01(54), Stats.; and may be applied to driveways and highways alike.

Section 4: Enforcement

- 1. Any person who violates any provision of this section shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00 for each violation. Any un-approved driveway may be removed by the Town at the owner’s expense. The cost of such abatement may be charge to the property owner under Wis Statutes Sec. 66.60.
- 2. Any driveway constructed without a permit is declared to be a public nuisance, and may be abated by the Town.

Amendment 9/25/2000; 3/23/2015

Amendment to Driveway Permits and Specifications Ordinance

An applicant for a driveway permit associated with residential or commercial development on a Town Road will be asked to escrow \$1550.00 with the Town business office. The intent of this fee is to hold the owner responsible for potential damage by construction equipment. If at the time of the issuance of the occupancy permit by the building inspector and there is no damage to the Town Road, the \$1,500.00 of the escrowed money will be returned to the applicant. If, in the estimation of the public works personnel, there is damage to the road, the road will be fixed and the cost will be deducted from the \$1,500.00 escrow. A \$50.00 charge will be retained by the Town for administrative fees in the issuance and inspection process.

Field accesses do not need to escrow the \$1,500.00