

TOWN OF BELVIDERE

County of Buffalo

State of Wisconsin

\$75.00 FEE
Payable to Town
of Belvidere

Office of the Town Clerk
W1624 North St Cochrane WI 54622
(608) 248-1245

PERMIT DRIVEWAY / CULVERT INSTALLATION

DATE OF APPLICATION _____ APPLICATION #: _____

Applicant requests permission to construct a new driveway or alter an existing driveway on the Town road right-of-way as shown on the plot plan. In consideration of being granted permission, applicant binds and obligates themselves to construct or alter the driveway in accordance to the Buffalo County Zoning Ordinance, the general requirements set forth by the Town of Belvidere driveway ordinance and all laws of the State of Wisconsin, applicable to the following description and attached sketches.

PROPERTY OWNER & ADDRESS: _____

PHONE: _____ SIGNATURE: _____

Excavator & Address: _____

TAX PARCEL # & LEGAL DESCRIPTION: _____
(Will be found on your real estate tax statement)

NAME OF TOWN of BELVIDERE ROAD: _____

CULVERT LENGTH & DIAMETER: _____

Proposed Project and Use: _____

Driveway material to be used: _____ Depth of gravel base: _____

Est Date of Driveway Construction: _____ Est Completion Date: _____

Distant to nearest driveway to North: _____', South: _____' or to East: _____', West: _____'

| Driveway Type | | | | |
|--|---------------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Shared Driveway |
| <input type="checkbox"/> Reconstruction of Existing Driveway | | <input type="checkbox"/> Change in Use of Existing Driveway | | |

On the backside of this application, sketch the location of the proposed driveway in relation to nearby driveways on the road. Failure to fully complete the application or plot plan will result in a delay in processing your application. If you have questions, please contact the Town of Belvidere Clerk at (608) 248-1245. Thank you.

Fees (\$75): (Please send separate check for each application). Make check(s) payable to:

TOWN of BELVIDERE CLERK
W1624 North St
Cochrane, WI 54622-7047

TOWN OF BELVIDERE

County of Buffalo

State of Wisconsin

Office of the Town Clerk
W1624 North St Cochrane WI 54622
(608) 248-1245

Fire# at Site -

APPLICANT: DO NOT WRITE IN SHADED ARE

DRIVE INSPECTOR'S NAME/INITIALS: _____

COMMENTS: _____



APPROVED BY THE TOWN BOARD ON: _____ / _____ / _____

Town Clerk Signature of Approval Notification Sent

Follow-up Inspection Notes:

(Signature) _____

(DATE) _____

APPLICATION REQUIREMENTS AND PROCEDURES

- (1) **Who Must Apply.** No person or entity shall establish, construct, reroute, or alter the existing slope of any driveway without first obtaining a Driveway Construction Permit from the Town Board. The person(s) or entity seeking a permit must own or have a legal interest in and current access to the land to which the permit will apply.
- (2) **Application Forms.** The Town Board shall approve a form for applications for the Driveway Construction Permits. These are available from the Town Clerk.
- (3) **Definitions**
 - (a) **Agricultural Land.** Any land within the Town of Belvidere that is currently being farmed, including cropland and pastureland, or land that is included in a government set-aside program.
 - (b) **Driveway.** A private driveway, road, or other avenue of travel that runs through any part of a private parcel of land that connects or will connect with any public highway, and will provide service to a residence, business, recreational site, or other similarly appropriate uses.
 - (c) **Field Road.** A road used only for agricultural or recreational purposes that does not connect with a public highway through an improved access point.
 - (d) **Town.** The Town of Belvidere.
 - (e) **Driveway Inspector.** The individual(s) or agent(s) hired by the Town Board to act in this capacity.
- (4) **Application Procedure.** The person or entity shall submit a completed Driveway Construction Permit Application with the appropriate fee and the following attachments, as required, to the Town Clerk. On a normal driveway this application should be all that is required.

Unusual situations may also require the following items listed as (a) through (g):

- (a) **Sketch Map.** A rough sketch showing the conceptual idea of the project and approximate location and dimensions. **NOTE TO APPLICANT:** The sketch map may be submitted to the Driveway Inspector prior to the preparation or submission of the other supporting documents in order for the Driveway Inspector to provide initial comments and review of the proposal. However, formal approval for a Driveway Construction Permit will not be granted without the submission of a complete supporting documents package.
- (b) **Plat Map.** Indicating the location and dimensions of the desired driveway, as well as the parcels immediately adjacent to the applicant's property. **NOTE TO APPLICANT:** The applicant may first submit only a sketch plat. Once the Driveway Inspector has reviewed the sketch plat, the applicant may be asked to submit an additional preliminary and/or final plat.
- (c) **Aerial Photo/Site Analysis.**
- (d) **Soil/Slope Analysis.**
- (e) **Driveway Construction Plan** (if required).
- (f) **Driveway Location Plan.**
- (g) **Other Documents.** The Town may require other documents to be attached to the Driveway Permit Application. Requirements for such documents may be determined by contacting the Driveway Inspector.

(5) **Application Review.** Procedures for the evaluation of the Driveway Construction Permit Application, including site inspection of the proposed driveway, and Town Board meetings, are described within.

(a) **Permit Application Denial.** The reason or reasons for permit denial may include nonconformance with this Ordinance, with the comprehensive plan/master plan/land use plan, with Town laws, ordinances, rules, regulations, or plans, with applicable County, State, or Federal laws, ordinances, rules, regulations or plans.

In the event of a denial of the proposed driveway permit, the Town Board shall recite, in writing, the particular facts upon which it bases its denial of the permit. The Driveway Inspector shall also afford the applicant an opportunity to review the decision and present evidence refuting the determination, if so desired. Thereafter, the Town Board may affirm or modify the decision. The Town Board shall recite, in writing, findings for any decision to modify or override its initial determination.

(b) **Re-application.** If the Town Board denies two consecutive applications for a Driveway Construction Permit on the same parcel, no subsequent re-application for a Driveway permit for that parcel will be considered within 3 months of the second denial.

(c) **Permit Period.** The Driveway Construction Permit is effective for 12 months from the date of issuance. The permit shall expire after 12 months unless renewed.

(d) **Renewal.** The permit may be renewed for an additional period of 6 months. If the driveway has not been constructed by the end of this period, a new application must be submitted and approved.

(e) **Driveway Inspection.** The applicant shall notify the Driveway Inspector within 30 days of completion of the construction or modification. Within 30 days of notification, the Driveway Inspector will conduct an inspection of the driveway to ensure full compliance with all of the provisions of this Ordinance.

(f) **Application Fee.** An application fee of an amount determined by a resolution of the Town Board will be charged.

(g) **WHEN A DRIVEWAY CONSTRUCTION PLAN OR LOCATION PLAN IS REQUIRED.** The Town Board may require a driveway construction plan prior to any proposed driveway construction or modification. A driveway construction plan is required for any of the following, unless the requirement is waived by the Town Board, in writing:

- (1) For construction of a driveway or segment of a driveway that requires the disturbance of land with a slope of more than 12%.
- (2) For a driveway or segment of a driveway that requires a retaining wall or other special erosion control measure as determined by the Town Board or Town Driveway Inspector.
- (3) When a driveway crosses a waterway or has the potential to significantly alter existing drainage patterns and/or quantity of runoff.
- (4) When construction or modification of a driveway necessitates construction or improvement of a bridge or culvert.
- (5) When the Town Board requests a driveway construction plan.

Driveway Location Plan. A Location Plan is required for all segments of the proposed driveway not covered by a driveway construction plan. The Location Plan shall be drawn to scale and show the exact location of the driveway on the lot.

(6) COMPONENTS AND APPROVAL OF DRIVEWAY CONSTRUCTION PLANS

Components. If required, a Driveway Construction Plan will include a scale plan showing the following:

- (a) **Location.** The precise location of the driveway or the segment of driveway that requires a Driveway Construction Plan.
- (b) **Slope.** A profile of the driveway route before and after construction showing a maximum finished driveway slope of 13%.
- (c) **Retaining Walls.** The location and structure of any retaining walls.
- (d) **Bridges.** The location, size, and design calculations of any bridges.
- (e) **Culverts.** The location, size, and design calculations of any culverts.
- (f) **Cross-section.** Typical cross sections of the driveway in cut and in fill.
- (g) **Erosion Control.** The required mulching, matting, or other erosion control.
- (h) **Storm Water Management.** Drainage methods engineered for the particular surface type, including location and dimensions of ditches, proper grading technique, projected water handling capability, and water loads at the point of access to the public highway.

Approval.

- (a) **Conditions.** No construction of a driveway may commence until:
 - (1) The Driveway Construction Plan, if required, is approved by the Town Board, and
 - (2) Until a Driveway Construction Permit is issued by the Town, and
 - (3) When applicable, any necessary approvals are obtained from Buffalo County or the State of Wisconsin.

The preparation of a Driveway Construction Plan does not guarantee the Town's approval of the Driveway Construction Permit Application.

- (b) **Inspection.** After the driveway has been completed, the Driveway Inspector shall inspect the driveway to determine whether it was constructed according to the plan(s) and is consistent with the requirements of this Ordinance.
- (c) **Emergency Access.** As a condition of the driveway construction permit, the driveway shall be *constructed* and *maintained* by the owner or occupant to ensure access by emergency vehicles.
- (d) **Disclaimer.** The Town's approval of a driveway permit application does not constitute a determination that the driveway is safe, suitable for use or otherwise passable for the public, or that public access is authorized. No person may rely on the issuance of a permit to determine that a driveway is fit for any purpose. Approval of the driveway permit application does not establish future approval of the driveway as a public road.

(7) SPECIFICATIONS FOR THE CONSTRUCTION OF DRIVEWAYS

Be constructed so that the width of the driveway within the right of way complies with the following table:

| TABLE - DRIVEWAY WIDTH | | |
|--|---------------------------|---------------------------|
| Use of Property to be Served by Driveway | Minimum Width Of Driveway | Maximum Width Of Driveway |
| Residential | 16 feet | 26 feet |
| Shared Driveway | 20 feet | 26 feet |
| Agricultural | 20 feet | 40 feet |
| Commercial | 20 feet | 40 feet |
| Industrial | 24 feet | 40 feet |

Have the Driveway Inspector determined if a culvert is required? Any required culvert shall be installed entirely at the applicant's expense. The Driveway Inspector may require that a registered professional, at the applicant's expense, submit a culvert design. Be constructed with a minimum diameter culvert pipe of 15 inches. The culvert pipe shall be corrugated metal pipe meeting the Wisconsin Department of Transportation specifications for class III culvert pipe. Any culvert type proposed by the applicant that is not corrugated metal pipe is subject to approval by the Driveway Inspector and shall be certified by a registered professional as appropriate for the construction of said driveway.

- a. Minimum Driveway Surface. The minimum driveway surface shall consist of 6" of crushed aggregate base course. Additional stone may be required based on actual soil conditions.
- b. Side Slopes. Driveway side slopes shall be no steeper than 1' vertical in 2' horizontal (25%).
- c. Ditch Back Slopes. Ditch back slopes shall be no steeper than 1' vertical in 2' horizontal (50%).
- d. Maximum Finished Grade. The maximum finished driveway grade shall be 12%.
- e. Clear Slope. A clear space 14 feet high and 20 feet wide for a single residence and 14 feet high and 26 feet wide for a shared driveway shall be maintained at all times for emergency vehicle access.
- f. Turnaround. Each driveway shall have a turnaround within 75 feet of the house, as shown in the Town of Belvidere Applications Guide for Driveway Construction Permits.
- g. Curves. Driveway curves shall have a minimum radius of 36 feet.
- h. Emergency Service Access Signage. Appropriate signage shall be placed at the entrance to a driveway servicing a residence in order to provide accurate and expedient driveway location by emergency service personnel. The sign shall conform to current Buffalo County Zoning regulations

Construction

- (a) All costs of installing the new driveway shall be the responsibility of the applicant.
- (b) All necessary erosion control measures shall be installed and maintained so as to eliminate sediment discharge to the roadway or the highway right of way.

- (c) There shall be no sediment, brush, or other debris in the highway right-of-way as a result of the construction of the driveway.
- (d) All work shall be performed in such a manner as to preclude any danger to, or interference with traffic flow.
- (e) Concrete approaches or aprons shall not extend into highway right-of-way.

(8) EXISTING DRIVEWAYS

Hazardous Conditions. When washing, blockage of water flow, or other conditions created by an existing driveway that does not meet the specifications in this Ordinance obstruct or become a potential hazard to a public highway, or unreasonably hinder access to the property by emergency service personnel, the Town Board shall notify the property owner of the condition(s). Any property owner failing to correct such condition(s) within 30 days after notice by the Town Board shall be subject to the penalties described in the penalties section of this Ordinance.

Field Roads. No field road may be used as a driveway to acquire access to a residential or commercial property unless the field road has been approved as a driveway according to the provisions of this Ordinance.

(9) PENALTIES

Forfeitures. Should a driveway be constructed or modified in violation of the provisions of this Ordinance, or create a hazard that is not corrected within 30 days of notification, the owner(s) of the land through which the driveway passes shall, upon conviction, pay a forfeiture of not less than \$25 nor more than \$50, plus applicable surcharges and court costs, for each violation. Each successive 30-day period in which the correction is not made will be considered a new violation and subject to another penalty. An unlawful driveway constitutes a public nuisance and may be enjoined.

Corrections. In addition, the landowner shall make the corrections ordered by the Town Board within 30 days or a period of time determined by the Town Board.