

**Town of Lake Mills**  
1111 South Main Street  
Lake Mills, WI 53551  
Clerk's Office (920) 648-5867

**DRIVEWAY/CULVERT PERMIT APPLICATION- \$100.00**

**1. Property Owner/applicant information:**

Property Owner's name:	Permit applicant's name (If different from owner):
_____	_____
Street Address:	Street Address:
_____	_____
City, State, Zip Code:	City, Street, Zip Code:
_____	_____
Home Phone Number/Work Phone Number	Home Phone Number/Work Phone Number
_____	_____

**2. Property Location:**

Property Location: Gov't. Lot \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, S \_\_\_\_\_ T \_\_\_\_\_, N,R \_\_\_\_\_ E

County: **JEFFERSON** Parcel I.D. # **018-0713-** \_\_\_\_\_ - \_\_\_\_\_

**TOWN OF LAKE MILLS** Property Address or Nearest Road:

Lot# \_\_\_\_\_ Block # \_\_\_\_\_ Subdivision Name or CSM # \_\_\_\_\_

**3. Please check the type of driveway in which you are applying for:**

- Agricultural  Residential  Commercial  
 Other: please specify: \_\_\_\_\_

**4. Compliance with Town Ordinance:**

In the Town of Lake Mills, it is required that all new driveways comply with specifications as outlined in Town Ordinance 5-7. Please read the Town Ordinance. Then use the check list below to review your planned construction, and whether or not it meets **all** required specifications. Each item may be checked off after it has been determined to be in compliance.

Visibility: Visibility is defined as being 3 feet above the driveway and 15 feet from the road pavement.

- Driveway entering road posted 55 MPH- must have 400 feet visibility on wither side of drive  
 Driveway entering road posted 30-45 MPH-must have 300 feet visibility on either side of drive.  
 Driveway entering road posted below 30 MPH-must have 200 feet visibility on either side of drive.  
 Visibility has been checked: Right \_\_\_ feet Left \_\_\_ feet

Ditches:

- Sufficient Ditch Exists  
 The existing ditch is not deep enough. It will be cleaned out to provide sufficient depth.  
 A sufficient ditch does not exist. A correct ditch must be created.  
 Other: \_\_\_\_\_

Culvert: Required:  Yes  No

Size: May be determined by adjacent culverts or anticipated flow. Minimum culvert diameter required is 15 inches. It is required that a minimum of at least 8 inches of gravel must cover a culvert.

Type of culvert to be used:

New: ( ) Corrugated metal with ends ( ) Concrete with ends ( ) Round ( ) Arched

If culvert is not required, please specify the reason:

( ) The driveway is located on the breaking point (high point) of a hill.

( ) No ditch exists and the road slopes away from the driveway.

( ) Culvert of right-of-way provides correct drainage.

( ) Other: \_\_\_\_\_

In an upslope situation at least 6 feet shall be level with the road or downslope. Ditches shall be provided on both sides of a driveway in order to divert any run off into the road ditch. Proper measures shall be used to control erosion. In level or down sloped situations at least twenty-five (25) feet of driveway shall be level with the roadway or sloping away at a maximum of three percent (3%). In no case shall a driveway culvert be covered by less than eight (8) inches of gravel.

**5. Construction date/completion date and name of contractor providing installation:**

Start date for construction:

Completion Date:

\_\_\_\_\_

Name of Contractor providing installation: Address of Contractor:

\_\_\_\_\_

Work phone number of contractor:

\_\_\_\_\_

**6. Please provide a sketch of the intended driveway:(NOTE: driveway must also be staked on the lot for inspection.)**

**7. Signatures:**

Signature of property owner:

OR

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of applicant

\_\_\_\_\_

Date: \_\_\_\_\_

An application, along with a non-refundable fee of **\$100.00**, shall be submitted to the Town Clerk. Upon receipt of the application, the Town may require up to fifteen (15) working days to visit the site and respond with any recommendations. The permit becomes valid upon the applicant receiving an approved copy of the application. Denial of approval will result in the loss of the application fee. Re-application and an additional site evaluation may result in additional fees. Any driveway constructed without a permit may result in removal of the driveway at the owner's expense, and/or a fine of up to \$500.00.

**DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY**.....

FEE: Received: ( ) Yes ( ) No Date: \_\_\_\_\_ Payment: \$ 100.00

SIGNATURES: APPROVED BY

CULVERT INSPECTOR

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WITNESSED BY:

TOWN CLERK

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White-Clerk

Canary-Culvert Inspector

Pink- Building Inspector

Goldenrod- Property Owner

5-7-5: APPLICATION:

1. No person or entity shall construct a driveway without first obtaining a Driveway Permit from the Town Board or the Towns designated Driveway and Culvert representative.
  - a. The Driveway Permit Application forms are available from the Town Clerk.
2. Submit the completed Driveway Permit Application form with the appropriate fee and the following required attachments to the Town Clerk.
  - a. Plat Map
  - b. Aerial photo/site analysis
  - c. Soil/slope analysis
  - d. Erosion Control Plan
  - e. Driveway Construction Plan or Engineers Plan (if required)
  - f. Other Documents (the Town may require other documents to be attached to the Driveway Permit Application).
3. Procedures for the evaluation of the Driveway Permit Application:
  - a. A site review of the proposed driveway and culvert by the designated town representative is required also a review of the driveway location by the Plan Commission will be required in the case of a Rezone or Land Division request.
  - b. An approved Driveway and Culvert Permit is required in order to obtain a Building Permit. In certain instances the Towns Driveway and Culvert Representative may issue a Temporary Driveway and Culvert Permit that may be used to obtain a Building Permit. The temporary permit will expire 45 days after issuance, within that 45 days a permanent Driveway and Culvert Permit must be obtained from the Town Board or the Building Inspector will order construction to stop. The Town Boards Driveway and Culvert Representative may issue a permanent Driveway and Culvert Permit, without Town Board review, if the driveway will be less than 100 feet in length.
  - c. Driveway and Culvert Permits will only be issued for driveway designs that comply with the Specifications for the Construction of Driveways as set forth in section 5-7-7 of this ordinance. The Town reserves the right to review compliance with the standards of this ordinance at any time.
  - d. If the Town Board denies an application for a Driveway Permit, no reapplication for relatively similar driveway will be considered within 3 months of the denial.
  - e. The Driveway Permit is effective for 12 months from the date of issuance.
  - f. The Driveway Permit shall expire after 12 months unless renewed.
  - g. The Driveway Permit may be renewed for one additional period of 12 months, if the driveway has not been constructed by the end of this period, a new application must be submitted and approved.

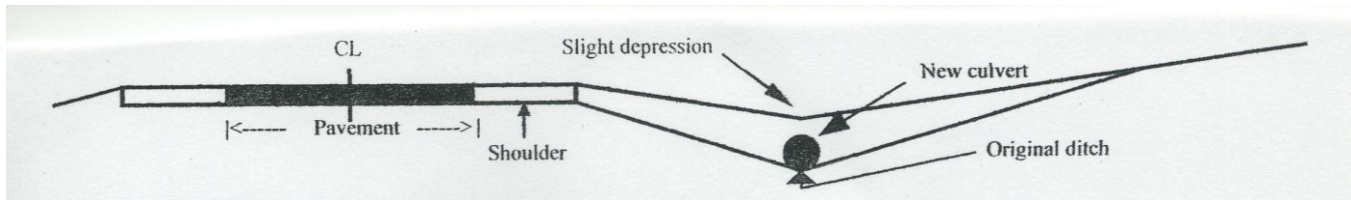
5-7-6: PLAN REQUIREMENTS:

1. Engineers Plan: The Town Board may require a plan prepared by a licensed professional engineer prior to any proposed driveway construction or modification. An engineer's plan is required:
  - a. For a driveway or segment of a driveway whose construction requires the disturbance of land with a slope of 20% or more.
  - b. 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.
  - c. For a driveway that has a Bridge Structure related to it.
- d. An Engineers Plan will be required for all segments of the proposed driveway. The plan shall be drawn to scale and show the location of the driveway on the lot as well as finished topography of the driveway.

5-7-7: SPECIFICATIONS FOR THE CONSTRUCTION OF DRIVEWAYS:

1. Slope: No land with a slope of more than 20% shall be disturbed for the establishment, construction, improvement, modification or reworking of a driveway without an Engineers Plan. The maximum final slope of a driveway or any portion of a driveway shall be no more than 16%. Driveways which are surfaced with asphalt or concrete are permitted to have a maximum grade of 20%.
2. Width, Rise and Ditch Distance: A driveway shall be constructed with a minimum finished surface of 10 feet wide with a minimum of 4 feet side slope on each side with a maximum slope of 1 foot of vertical rise for each 4 feet of horizontal distance. (Such a rise equals a 25% slope.) There shall be a minimum of 20 feet from the center of the ditch on one side of the driveway to the center of the ditch on the other side. The center of each ditch must be at least 10 feet from the centerline of the 10-foot road. The side banks shall be constructed using earthen materials. Excluded from the side bank grading requirements are driveways for which retaining walls and/or other erosion control measures are installed as specified in an Engineer's Plan approved by the Town Board or their designee.
3. Culverts: Driveway culverts must have a minimum of fifteen (15) inch diameter with arched pipe being acceptable. The length of the culvert shall be four (4) feet wider than driveway at its intersection with the roadway. End sections are required. Culverts are to be constructed of new steel, used pipe is unacceptable. In no case shall a driveway culvert be covered by less than eight (8) inches of gravel. The property owner is responsible for culvert maintenance and replacement, except in a situation in which the Town is rebuilding the road. Driveway culverts may not be required if the driveway is at the breaking point (high point) of a hill, if no ditch exists and the driveway slopes away from the roadway and in some cases, the culvert may be better if placed off the right of way which would make a culvert unnecessary if the drainage is properly served.
4. No concrete, stone, timber, or any other material that could constitute a menace or danger to the traveling public will be permitted as end walls to a driveway. Only standard manufactured apron end sections shall be used.
5. If the property has frontage on both a Town road and a County road, the property shall have access from the Town road only.
6. A driveway located at an intersection of a public highway is not allowed to enter from one street and exit onto the other adjacent street, i.e. no circular driveways are allowed at an intersection of a public roadway.
7. Juncture with a Public Road: A driveway with an upslope situation shall have at least six (6) feet level with the road or down slope away from the public road. A minimum of 25 foot length of driveway shall have a maximum of 5% slope at the point where the driveway enters onto a public road. In a level or down slope situation at least twenty-five (25) feet of driveway shall be level with the roadway or slope down and away at a maximum of three percent (3%). A slight dip across the driveway shall be placed just before entering the public road or at the driveway culvert to prevent water and debris from washing onto the public road. Ditches shall be provided on both sides of a driveway for proper drainage. Proper measures shall be used to control erosion.

**Sketch of required dip at ditch/culvert shown below:**



8. Visibility: Any driveway entering a road posted 55 MPH must have four hundred fifty (450) feet visibility, any driveway entering a road posted at 30 –45 MPH must have three hundred (300) feet visibility and any driveway entering a road posted below 30 MPH must have two hundred (200) feet visibility. The line of sight of a driver is determined as being three (3) feet above the driveway and fifteen (15) feet from the road pavement.
9. No portion of a driveway shall be closer than one hundred fifty (150) feet from the nearest edge of the right-of-way of an intersecting public roadway. Driveways located in a Subdivision are exempt from this rule. For driveways located in a Subdivision refer to Section 5-4-8 of the Town of Lake Mills Subdivision Ordinance.
10. Drainage: ditches, roadway crowning and culverts shall be provided by the property owner for drainage. The driveway shall be planned, constructed and maintained by the property owner in a manner that prevents diversion of surface water onto the public road and/or lands of other persons. No curbs or any other appurtenances are allowed on the sides of a driveway that will prevent surface runoff from entering the ditches on either side of a driveway.
11. Radius of Curves:
  - a. No driveway shall have a horizontal radius or curvature of less than 50 feet and additional surface width of 4 feet shall be added to curves of 50-100 feet radius and 2 feet to those from 100-200 feet.
  - b. The length of vertical curves in driveways, exclusive of gutters, ditches and drainage structures designed to hold or divert water, shall be no less than 100 feet.
12. Erosion Control: Prior to beginning construction of a driveway, retaining wall or any other structure, all specified erosion control measures such as ditches, culverts, mulching, matting and seeding are to be installed.
13. Substrate: The driveway must have at least four inches of two-inch limerock on the roadbed covered with two inches of three-quarter inch gravel. Surfaces should be capable of supporting a seventy-three thousand five hundred (73,500) pound load. If it can be shown there is a suitable base, the provision requiring four inches of a two inch limerock may be modified or waived by the Town Board. A field road is exempt from this provision.
14. Clearance for Emergency Vehicles: All driveways shall provide a minimum 10-foot traffic lane and an area 15 feet in width and 15 feet in height shall be cleared along the entire driveway in order to permit the safe passage of emergency vehicles to the structures served by the driveway. A field road is exempt from this requirement.
15. Turnaround:
  - a. Driveways exceeding 200 feet in length, but less than 800 feet in length shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart.
  - b. A turnaround shall be provided at all building sites on driveways over 300 feet in length and shall be within 50 feet of the buildings.
  - c. The minimum radius for a turnaround shall be 50 feet. If hammerhead or “T” is used, the top of the “T” shall be a minimum of 60 feet in length.
  - d. The dimension of the driveway at the turnout shall be a minimum of 20 feet wide and shall have a minimum length of 60 feet.
16. Driveway Bridges and Gates:
  - a. Gate entrances shall be at least four (4) feet wider than the width of the traffic lane being served by the gate. Gates providing access from the public road shall be located at least fifty (50) feet from the edge of the public roadway and shall open to allow a vehicle to stop without obstructing traffic on the public road.
  - b. A bridge structure shall be constructed to carry a minimum load of seventy-three thousand five hundred (73,500) pounds and be designed by a licensed professional engineer and provide the minimum vertical clearance as required by the Department of Transportation Vehicle Code Sections. Appropriate signing including but not limited to the weight or vertical clearance limitations shall be posted at the bridge. Culverts used in lieu of bridges must be designed for the same criteria as for bridges.
  - c. Cost: All costs of construction of said driveway, including the cost of the culverts and Engineer’s Plan, if required, shall be paid by the property owner(s) requesting the permit.
  - d. Waiver of Specifications: Any specification(s) in this section may be waived or modified by the Town Board if it deems the specifications(s) would impose an unnecessary hardship. Any request by an applicant for a waiver or modification of any provision in this section must accompany the initial Driveway Permit Application and must state the reason for the request.

FOR FURTHER INFORMATION PLEASE CONTACT THE DRIVEWAY INSPECTOR OR TOWN CLERK (920) 648-5867