

Town of Sterling-Polk County, WI

APPLICATION FEE \$50.00

Application for Driveway Permit

Contact Information (please print)

Name of Petitioner: _____

Daytime phone number: _____ Evening phone number: _____

Name Of Owner: _____

Mailing Address of owner: _____

Phone number: _____

Email: _____

Property Information

Address of Proposed Driveway: _____

(If needed), Fire Number closet to proposed driveway: _____

Section: _____ Town: _____ Range: _____ Quarter/Quarter: _____

Driveway provides access to: ST Hwy _____ Cty Hwy _____ Town Road _____
(State Hwy and Cty may require additional permits)

Proposed Land use of Property: _____

Provide a sketch of proposed driveway including grade, width and length of driveway. Include turnoffs if required, the dead-end turnaround on the back of this application. Specify erosion control procedure to be utilized:

Specify Proposed Roadbed Base, Including Depth and Type of Material:

Minimum road surface width:	25 feet at entrance
Minimum Driveway width:	20 feet minimum width throughout driveway
Minimum Height Clearance:	18 feet

- Driveways longer than 150 feet must provide adequate turnaround for a 30-foot fire truck.
- If a circle constructed it must have a radius of no less than 45 feet from centerline. Or a turnaround area not less than 60 feet by 60 feet
- Curves in driveways must not be less than 100 feet radius
- Driveway shall be flat surface free of tree stumps, trees, brush, rocks etc.

All driveways shall be constructed in accordance with the above requirements and other specifications as may be set forth by the Road Maintenance employee, The maintenance of the driveway shall be the responsibility of the applicant and /or owner.

Note: It is the responsibility of the owner to check with the DNR and the County to see if any other permits are required.

By submitting and agreeing to the conditions on this application, applicant hereby authorizes the Town of Sterling Road Maintenance employees to enter property for the purpose during construction and inspection. **No work is to begin until after Initial Inspection.**

Signature of Petitioner: _____ Date: _____

Application Fee: \$50.00. (Please attach to application)

To be completed by Road Maintenance employee:

The following must be submitted with the Conditional Use Application"

Will Culvert be Required? (Yes) (NO) Applicant pays for the culvert, Town of Sterling installs

Approval of Driveway Location (Yes) (NO)

Approval of Driveway Completion: (Approved) (Denied)

Road Maintenance Signature: _____

Date: _____

Inspection: The proposed driveway has been inspected by the Town of Sterling and determination has been made that the driveway meets the minimum standards. Town of Sterling herby authorizes the issuance of the driveway permit

Road Maintenance Signature: _____ Date: _____

Revised 6/21/22

Ordinance # 22-0815
Construction of Driveways
Town of Sterling
Polk County, Wisconsin

STATE OF WISCONSIN
Town of Sterling, Polk County

Section I. Purpose

To regulate, for public health and safety reasons, the location, design construction and improvement of driveways in the Town of Sterling. To ensure proper flow of traffic and provide effective drainage of surface water. This ordinance repeals and replaces existing Driveway Ordinances for the Town of Sterling

Section II. Authority

The town Board of the Town of Sterling has village powers under Section 60.10(2), Wis. Stats, that grants general police power as set forth in Section 61.34(1), Wis Stats., to regulate certain uses, activities, businesses, and operation that may affect the streets and highways in the Town of Sterling.

Section III. Definitions

A driveway accessing a lot or parcel whose primary use is residential, recreational, commercial, or agricultural.

Temporary Driveway-A driveway placed for a specific purpose (such as logging) and then removed at the end of an allocated period.

Road Right of way-thirty-three (33) feet from the center line of a road.

Section IV Jurisdiction

This ordinance shall apply to all driveways entering onto public roads in the Town of Sterling.

Section V Driveway Permit required

1. No driveway may be constructed without first obtaining a Town of Sterling driveway permit.
2. A permit for an existing driveway may be necessary in certain circumstances which may include, change in use or route, change of topography, or width of the existing driveway.
 1. A permit will not be issued without a properly completed application including a rough sketch map showing the proposed driveway project. the applicant may be asked to provide a plat map indicating location and dimensions of the desired driveway.
3. Any person prior to and at the time of seeking a town driveway permit, must own or have legal interest in and current legal access to the land which the permit(s) apply.
4. A complete application for driveway permit shall be submitted to the Town of Sterling, clerk with the application fee. The application will be reviewed by the Town Board and/or designee and based on specification set out in this ordinance, will be approved, or denied.
5. If an application is denied, the applicant may make any corrections necessary to be in compliance with this ordinance and resubmit the application for further review.
6. Any driveway location approved as part of a subdivision plat shall be exempted from the requirements regarding location of the driveway, however, a permit is still required for the driveway and all other requirements shall apply.

Section VI Specifications:

1. Width-Driveways accessing a public roadway shall have a minimum road surface width of 25 feet from edge of roadway back 3 feet, a minimum of 12 feet road surface width and 20 feet of clearance and throughout the driveway. Agricultural driveways shall have a minimum width of 36 feet.
2. Clearance requirements- The driveway clearance width must be a minimum of 20 feet any curves in driveway must be a minimum of 18 feet, and clear of tree limbs and wires.
3. Culverts- No driveway shall obstruct or impair drainage of any ditches or roadside areas, Driveway culverts shall be installed as determined by a Town official to provide for adequate surface water drainage. Diameter, length, material type and placement will be determined by a Town official. Culvert must have a minimum of one foot cover over the surface. If a culvert is necessary, the applicant will be responsible for the cost of culvert. Culvert will be installed by Town maintenance employee.
4. Grade-The driveway surface should attempt to enter the road at the same level as the road's shoulder. A driveway from a hillside entering the road right-of-way must be crowned to ensure proper drainage and to minimize driveway material from entering the public
5. Length-Driveways exceeding 150 feet in length must provide an adequate turnaround area that will accommodate a 30-foot emergency vehicle. Turn around area shall not be less than 60 feet by 60 feet. If a circle drive is constructed, it must have a radius of no less than 45 feet from the center line
6. Angular Placement-Driveways entering the public road right-of-way shall be at 90 degrees.
7. Distance between driveways and public roads-Recommended 150 feet between driveways on the same side of the road and 150 feet minimum from a driveway and the centerline of an intersecting driveway.
8. Distance from Property Line-Recommended minimum of 10 feet distance between the driveway and property line. Line of sight-Recommended 150 feet line of sight distance from both directions where a driveway intersects a public road.
9. Maintenance of the driveway shall be the responsibility of the applicant and/or property owner. Driveway entrances must be kept clear at least 33 feet from center of the public road.

Section VII Inspection and Approval

The inspection and approval of any driveway application shall be a prerequisite to the issuance of a driveway permit. The complete and final construction of any driveway shall be subject to the review of an official.

Section VIII Violation Penalty

No person, corporation or organization shall construct or install any driveway which violates any provision of this ordinance regardless of whether intent to violate was present. Failure to comply with the provisions of this ordinance shall be subject to penalties of \$100.00 per offense.

Section IX Effective Date

This ordinance shall be effective upon passage and publication or posting as provide by Wis. Stats 60.80(1)(b).

Adopted this 15th day of August, 2022



Steve Wilson, Chairman



Attested by: Melissa McQuay, Clerk

Posted on 8/15/2022