

# **TOWN OF BROOKLYN, GREEN COUNTY, WISCONSIN**

## **ORDINANCE # 1.3**

Title: DRIVEWAY ORDINANCE

This ordinance amends and restates ordinance #1.3 (adopted 09/12/2016, 05/14/2018) entitled "DRIVEWAY ORDINANCE". It was amended by making changes to requirements, procedures and document titles throughout.

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### **1. PURPOSE:**

The purpose of this ordinance is to promote the health and safety of the community and the motoring public and allow efficient provision for emergency services personnel and equipment by regulating the placement, design, modification, and repair of driveways and field roads accessing public highways in the Town of Brooklyn. Further, it is the intention of the Town, by enactment of this ordinance, to encourage landowners to maintain, update and improve existing driveways and field roads for the good order of the Town and for the health, safety and welfare of the public.

### **2. SCOPE:**

This ordinance applies to all driveways, field roads and joint field roads which are to be constructed or modified beyond "routine general maintenance" (See Section 4 Definitions). This ordinance is divided into specific sections as follows:

- A. The purpose, scope and authority of the ordinance are explained in Sections 1, 2 and 3.
- B. Terms used in this ordinance are defined in Section 4, Definitions.
- C. Requirements to obtain Town Board approval of construction or modification of a field road, driveway, or joint driveway and receive Town of approval of a Town issued Driveway/Access Verification can be found in Section 5 Requirements.
- D. Construction specification requirements to construct or modify a driveway/field road are found in Section 6 Specifications.
- E. Fees and deposits, penalties and other specific items can be found in Sections 7 - 15.

### **3. AUTHORITY:**

The Town Board of the Town of Brooklyn has the specific statutory authority, powers, and duty, pursuant to the specific sections noted in Chapter 82 of the Wisconsin Statutes, and secs. 86.07(2), and 236.45, Wis. Stats. pursuant to this ordinance and by its adoption of village powers under Wis. Stats. 60.22(3), to regulate, control, license, prevent or permit in the Town of Brooklyn certain uses, activities, and constructions for the good order of the town and for the health, safe and welfare of the public.

### **4. DEFINITIONS**

- A. "Driveway" means a road or other traveled way that provides vehicular access from a public highway to any present building location or future building site.
- B. "Field road" means a road or other traveled way that provides access from a public highway to farmland or other undeveloped land.
- C. "Joint driveway" means a driveway that provides access to two or more building sites.
- D. "Clearance" means an area free of all natural or manmade obstructions or intrusions such as trees, tree stumps, tree limbs, brush, rocks, fences, signs and utilities.
- E. "Routine General Maintenance" means work or repairs to an existing driveway or field road for the purpose of maintaining the existing driveway or field road in its current condition without altering the length, width or configuration of the driveway or field road. For example, the resurfacing of an existing driveway or field road without changing its length or width is "Routine General Maintenance".
- F. "Substantially Complete" means a driveway which has the base course completed and complies with all construction specifications set forth in the Town Ordinances and any other applicable code or ordinance, including but not limited to the specifications set forth in Section 6 hereof and has been approved by the Town Board. Only the finish course may remain uncompleted.
- G. "Totally Complete" means a driveway which has the base course and finish course completed and is in compliance with all ordinance construction specifications set forth in the Town Ordinances and any other applicable code or ordinance, including but not limited to the specifications set forth in Section 6 hereof and has been approved by the Town Board.

### **5. REQUIREMENTS**

- A. Requirements for Field Road Construction. No person shall construct or modify a field road beyond the level of "Routine General Maintenance" (See Section 4) without first obtaining a Field Road Construction Permit approved and issued by the Town Board. No Field Road Permit shall be issued unless the applicant has completed the following requirements:
  - 1. Applicant shall submit to the Town Clerk a fully completed Field Road Construction Application.
  - 2. The Town Board shall review and approve the completed Field Road Construction Permit Application.
  - 3. The applicant shall pay all applicable fees as set forth in Section 10 hereof.

Upon the Town Board's issuance of the Field Road Construction Permit, the applicant may commence construction on the field road in accordance with the permit. Field road construction must be completed within ninety (90) days of the start of construction. The Field Road Construction Permit shall expire in accordance with Section 11 hereof. Any person that desires to



upgrade a field road to a driveway must first apply for and obtain a separate permit under Section 5(B) hereof prior to commencement of that upgrade.

B. Requirements for Driveway Construction. No person shall construct or modify a driveway beyond the level of "Routine General Maintenance" (See Section 4) without first obtaining a Driveway Construction Permit approved and issued by the Town Board. No Field Road Permit shall be issued unless the applicant has completed the following requirements:

1. Applicant shall submit to the Town Clerk a fully completed Driveway Construction Permit Application.
2. The Town Board shall review and approve the completed Driveway Construction Permit Application.
3. The applicant shall pay all applicable fees and deposits required by Section 10 hereof.

Upon the satisfaction of the above-stated requirements, the applicant may commence construction on the driveway in accordance with the issued permit. Driveway construction must be "Substantially Complete" within ninety (90) days of the start of construction. The Driveway Permit shall expire in accordance with Section 11 thereof.

C. Requirements for Joint Driveway construction. No person shall construct or modify a joint driveway beyond the level of "Routine General Maintenance" (See Section 4) without first obtaining a Driveway Construction Permit approved and issued by the Town Board. No Driveway Construction Permit shall be issued for the construction of a joint driveway unless the applicant has completed the following requirements:

1. Applicants shall submit to the Town Board one or more certified survey maps that adequately show and describe any easements for joint driveway access to the subject properties.
2. Applicants shall record with the Green County Register of Deeds a joint driveway agreement signed by owners of all subject properties and approved by the Town Board.
3. Applicants shall submit to the Town Board a fully completed Driveway Construction Permit application, which has subsequently been approved by the Town Board.
4. The applicant shall pay all required fees and deposits as applicable under Section 10 hereof.

Upon the Town Board's issuance of the Driveway Construction Permit for the construction of a joint driveway, the applicant may commence construction of the joint driveway in accordance with the permit. Joint driveway construction must be completed within ninety (90) days of the start of construction. The Driveway Construction Permit for construction of a joint driveway shall expire in accordance with Section 11 hereof.

D. Requirements for Approval of Town of Brooklyn Driveway/Access Verification Certification.

Any member of the Town Board may issue a Driveway/Access Verification Certification upon the applicant's showing that the following requirements have been fulfilled:

1. In cases of the construction of a driveway, the applicant must show, to the satisfaction of the Town Board member, that the driveway in question is "substantially complete" as that term is defined by Section 4 hereof.
2. In cases of the construction of a joint driveway, the applicant must show, to the satisfaction of the Town Board member, that the joint driveway in question is "totally complete" as that term is defined by Section 4 hereof, and that any private driveway connecting the joint driveway and building site has been constructed in compliance with Section 5(B) hereof and is "substantially complete" as defined by Section 4 hereof.

3. No member of the Town Board shall issue a Driveway/Access Verification Certificate until at least 48 hours has elapsed from the Town Board member's receipt of the applicant's request for certification and the Town Board member has personally viewed the subject driveway to verify its status as "substantially complete" or "totally complete" as the case may require.

## 6. SPECIFICATIONS

### A. The portion of the driveway/field road "within the right of way".

1. Visibility - There must be adequate visibility of oncoming traffic at the point where the driveway or field road meets the highway. An object three and one-half feet (3.5') high situated at any point on the centerline of the highway from zero (0') to three hundred feet (300') in each direction from the driveway/field road must be visible when viewed from a height of three and one-half feet (3.5') at a point on the centerline of the proposed driveway/field road ten feet (10') off the traveled portion of the highway.
2. The driveway/field road approach angle at the edge of the traveled portion of the highway must be between seventy (70) and one hundred and ten (110) degrees.
3. The portion of the driveway/field road within the right-of-way must be lower than Town road pavement at point of intersection with ditch line so that ordinary surface water drainage does not flow onto the Town road pavement and does not adversely affect shoulder grading. The grade shall not be greater than five percent (5%).
4. The driveway/field road access to a Town road shall have a finish course width of a minimum twenty-eight feet (28') and a maximum thirty-four feet (34'). The driveway/field road access shall have a minimum six-inch (6") compacted base course consisting of a minimum three-inch (3") diameter rock. The base course shall be covered with a minimum three inch (3") compacted finish course consisting of a minimum three-quarter inch (3/4") diameter aggregate material. A driveway/field road that accesses a State or County road shall be constructed to the maximum specifications of the State or County.
5. Each driveway/field road shall have a culvert with end walls unless an exception is granted by the Town Board. The culvert shall be one-piece steel construction, dual-walled high density polyethylene manufactured and marked per AASHTO M294, or other material or design that has equal or better proven performance characteristics acceptable to the Town Board, a minimum of eighteen inches (18") in diameter (or an oval with equivalent carrying capacity) and a minimum of thirty feet (30') in length, but must have sufficient length to accommodate proper slopes to the end walls or as otherwise determined by the Town Board. It will be the owner's responsibility to procure and install the culvert at his/her expense.
6. A driveway/field road shall be at least one hundred feet (100') from the paved or traveled portion of an intersecting public highway.

### B. The portion of the driveway "outside the right of way".

1. The driveway shall be constructed with a base course and a finish course. The base course shall be a minimum six inches (6") thick compacted by fourteen feet (14') wide and consist of a minimum three inch (3") diameter rock. The finish course shall be a minimum of three inches (3") thick compacted by fourteen feet (14') wide and consist of a minimum three quarter inch (3/4") diameter aggregate material.
  2. The overall minimum clearance along the entire driveway shall be six feet (6') on each side of the finish course for a total clearance width of twenty-six feet (26'). At turn outs the total clearance width shall be thirty-four feet (34').
  3. The maximum allowable grade of the entire driveway or any segment is ten percent (10%).
  4. Curves in the driveway shall have an inside radius of not less than thirty-six feet (36').
  5. To provide safe passage of meeting vehicles and adequate access for emergency vehicles a "turn out" will be required between each 300 feet (300') segment of driveway. The total driveway and turn out width shall be a minimum 22 feet (22') wide by sixty feet (60') long and be constructed with base and finish courses as described in previous paragraph 1.
6. At the end of the driveway a turn-around shall be provided. The turn-around shall have a



minimum twenty-five feet (25') inside radius and be constructed as described in the previous paragraph 1. The Town Board shall determine if other turn-around configurations are acceptable.

C. General specifications for driveways/field roads (entire length).

1. There shall be a minimum of fourteen feet (14') of height clearance along the entire driveway/field road.
2. The driveway/field road must be constructed to prohibit erosion from encroaching on the traveled portion of the public highway. Ditches, roadway crowning and culverts that provide acceptable drainage are required.
3. Adequate erosion control measures shall be employed during construction. All disturbed ground and side banks shall be seeded promptly to control erosion.
4. The Town Board may require an engineer's plan as a condition of approval based on the characteristics of the site.
5. Bridges, cattle guards and culverts incorporated into a driveway/field road shall be constructed to carry loads of up to 80,000 pounds.
6. When "routine general maintenance" (see section 4) is performed on an existing driveway/field road a DRIVEWAY CONSTRUCTION PERMIT/field road permit will not be required.

## **7. EXISTING DRIVEWAYS AND FIELD ROADS**

- A. When erosion or other conditions created by existing driveways or field roads become a potential hazard to a public highway, the Town Board shall notify the owner(s) in writing of such condition(s). Any property owner failing to correct such condition(s) within thirty (30) days after notice by the Town Board shall be subject to the penalty in accordance with Section 12 of this ordinance and shall also be liable for any cost incurred by the Town to eliminate the hazard as provided in Section 66.0703(1) and (4) of the Wisconsin Statutes.
- B. In the event that a residential dwelling located on property served by an existing driveway is substantially reconstructed or razed and a new dwelling is constructed thereon, the existing driveway shall be made to conform to the requirements of this ordinance.

## **8. VARIANCES**

Variances from the above requirements may be granted by the Town Board. Nothing in this ordinance relieves any person from the duty to comply with any and all State Laws, or County or Town ordinances.

## **9. RIGHT TO INSPECT**

The DRIVEWAY CONSTRUCTION PERMIT and field road permit contain language whereby the applicant agrees to permit the Town Board or its designee to enter upon the applicant's property at reasonable times and without notice for the purposes of inspecting the applicant's field road and/or driveway to confirm that the Construction and maintenance comply with the requirements of this ordinance and any and all other codes or ordinances. Applicant's refusal or a subsequent owner's refusal to permit inspection by the Town road inspector may result in action taken by the Town Board in accordance with Section 12 of this ordinance.

If the Town road inspector shall be refused entry, and in the opinion of the Town road inspector, an emergency situation exists because of great and immediate danger to the public health or safety, the Town Board may make application to the judge of any court of general jurisdiction in Green County, stating the facts in the case, and that court shall thereupon issue a special inspection warrant directed to an appropriate law enforcement official commanding him/her to take sufficient aid and to be accompanied by the road inspector in making the inspection specified herein.

## **10. FEES AND DEPOSITS**

A fee shall be charged for the issuance of a Driveway Construction Authorization Form (DRIVEWAY CONSTRUCTION PERMIT) or field road permit. The fee is due when the DRIVEWAY CONSTRUCTION PERMIT or field road permit is approved by the Town Board. In addition to the fee, a deposit shall be required for a DRIVEWAY CONSTRUCTION PERMIT and will be due when the DRIVEWAY CONSTRUCTION PERMIT is approved by the Town Board. The purpose of this deposit is to assure timely compliance with the driveway ordinance, regulations and construction specifications and to cover any costs due to damage to Town property. A schedule of the fees and deposits may be obtained from the Town Clerk's office. The Town Board may by resolution adjust the fees and deposits.

## **11. PERMIT AND FORM EXPIRATION**

Driveway Construction Authorization Forms (DRIVEWAY CONSTRUCTION PERMIT) and field road permits shall be valid for two (2) years from the date of Town Board approval. Reapplication shall be required for any construction not completed within the two (2) years of approval of the DRIVEWAY CONSTRUCTION PERMIT or field road permit. Any construction thereafter shall require Town Board issuance of a new DRIVEWAY CONSTRUCTION PERMIT or field road permit and be subject to all fees and deposits as set forth in Sections 5 and 11 hereof. Reissue of a DRIVEWAY CONSTRUCTION PERMIT or field road permit shall not be denied without reasonable cause.

## **12. VIOLATION NOTIFICATION AND PENALTIES**

- A. Owner(s) of property upon which ordinance violations have occurred will be notified by certified mail.
- B. Any such owner(s) notified of any violations of this ordinance shall promptly remedy any such violations in a manner and time frame as specified by the Town Board. If the specified corrections are not made within the specified time frame, the Town Board shall determine the cost of correcting such ordinance violations, including the return of the disturbed land to its original condition. That cost of such corrections shall be paid to the Town by the owner(s) as provided in Section 66.0627 of the Wisconsin Statutes.
- C. The Town Board may impose a fine of six hundred dollars (\$600.00) on the owner(s) of the property upon which violations of this ordinance have occurred.

## **13. SEVERABILITY**

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Town Board would have passed the other provisions of the ordinance irrespective of whether or not one or more provision(s) may be declared invalid. If any portion of this ordinance or the applicability thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provisions to other persons or circumstances shall not be affected thereby.

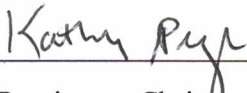
## **14. PERMITS ISSUED UNDER PREVIOUS ORDINANCES**

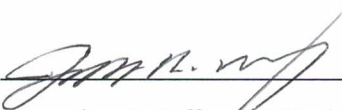
Any permit issued prior to the effective date of this ordinance shall be valid for two years. If the property owner, their grantees, heirs, or assigns fail to complete construction by such date then the permit shall be deemed expired and the current property owner of record must reapply for a new permit under the current ordinance and comply with all requirements contained herein.


## 15. EFFECTIVE DATE


This ordinance shall be effective one day after its publication or posting as required by law.

This ordinance was adopted by the Town Board of Supervisors of the Town of Brooklyn at a regular meeting on the 10<sup>th</sup> day of April, 2023, by a vote of 3aye and 0nay

  
Kathy Pennington, Chairperson

  
Supervisor 1, Jeffrey McNeely

  
Supervisor 2, Abigail Kriebs

  
Attested by Clerk, Chris Gallagher

NOTE: This ordinance was originally adopted 09/11/2000. Format change 03/24/2015