

**TITLE 4 - PUBLIC WORKS**

**Chapter 4 - Driveways**

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**4.4.1 Driveways and Culverts.**

**4.4.1.01 Driveways and Culverts Required**

No person, partnership, company nor corporation shall, by means of a vehicle, enter or cause to enter any parcel or parcels of land from any Town road or highway, unless a culvert and gravel driveway has been provided for said parcel(s) of land, unless deemed unnecessary by the Town Engineer.

**4.4.1.02 Driveway/Culvert Permit Required**

No person shall in the right-of-way construct or expand any driveway or install any culvert without having first obtained a permit from the Town, the fee for which shall be determined by resolution of the Town Board. Such permit shall be issued in a timely manner upon a form provided by the Town. Applications for a permit should be made at least one (1) week in advance of the intended installation.

**4.4.1.03 Installation Requirements**

All driveways installed, altered, changed, replaced, or extended shall meet the requirements set forth in Title 9, Ch. 1, and must be approved as to location by the Town. (See 9.1.5, TGO)

- (A) All culverts shall be fifteen inches (15") in diameter or larger as specified by the Town and as follows:
  - (1) Maximum length shall be thirty feet (30') for residential, fifty feet (50') for others
  - (2) Minimum length shall be the greater of twenty feet (20') or one foot (1') beyond the edge of the driveway taper.
  - (3) Distance between culvert ends is twelve feet (12).
  - (4) All driveway culverts shall be installed with endwalls, unless otherwise designed as a part of an approved subdivision development.
  - (5) Existing ditch grades must be maintained throughout and after construction.
  - (6) Culverts shall have a minimum six inches (6") of aggregate base between the top pipe and bottom of driveway surface.
- (B) Maintenance and replacement of all installed culverts is the responsibility of the landowner. The Town reserves the right to assess landowners for the cost of driveway culvert replacement as part of any roadwork within the Town right-of-way.

**4.4.1.04 Regulation for the Construction of a Driveway to Serve More Than One Parcel of Land**

- (A) Approval Required. No person, firm, company, or corporation shall construct or permit to be constructed within the Town any driveway arranged or planned to serve more than one (1) parcel of land used for residential purposes, unless approval shall first be obtained from the Town, following approval of the plans (location, width and general plans,

etc.) for such driveway by the Town Board, in accordance with 9.2.7.11. A shared driveway may serve up to seven parcels.

- (B) Maintenance Required. All private driveways shall be kept in an adequate state of repair to ensure they are passable and accessible by fire, police, and other emergency vehicles.

**4.4.2 Structures and Construction in Town Right-of-Way Regulated.**

**4.4.2.01 Permit Required**

No person, persons, partnership, company or corporation shall erect or install any structure, sign, fence, wall, pavement or other vehicle access nor perform or arrange for any construction within or upon the Town highway right-of-way without first obtaining a written permit from the Town, with the exception of a mailbox and boxes installed for the delivery of newspapers.

**4.4.2.02 Mailboxes**

Mailboxes shall be installed in accordance with U.S. Postal Service regulations, but as far from the Town highway pavement as those regulations allow. Mailbox supports and attachments shall be strong enough to withstand the pressure and thrust of plowed, wet snow, but shall not be so formidable and massive as to damage vehicles and cause serious injury to people who may accidentally strike them.

**4.4.2.03 Existing Structures and Obstructions**

Any existing structure, sign, fence, wall, pavement or other obstruction (including trees) which, in the judgment of the Town, may prevent proper snow removal from the pavement and shoulders or mowing of the ditches of the Town highway may be removed by the owner or occupant of the adjacent property within fifteen (15) days of receiving written notice from the Town. If the owner or occupant does not remove said structure or obstruction within the allotted time, the Town may remove or make arrangements to have the obstruction removed and the expense of removal shall be charged to the adjacent property as a special assessment, after notice and hearing.

**4.4.3 Violations.**

Any person, persons, partnerships, company or corporation who violates any provision in this chapter, shall pay, when a permit fee is required, double the specified fee and shall remove, alter or correct the installation as ordered by the Town. If the owner or occupant does not correct the installation as ordered by the Town within the allotted time, the correcting of the installation shall be done by the Town and the expense thereof shall be charged to property as a special charge under Sec. 66.0627, Wis. Stats. See Sec. 1.1.6.

**4.4.4 Permittee Liable for Damage or Injury.**

The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during construction or repair of driveway approaches or entrances. The new construction shall be of acceptable material and

provided in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat, workmanlike manner.

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