

ORDINANCE #3.03
TOWN OF CASSIAN
ONEIDA COUNTY, WISCONSIN

AMENDED ORDINANCE #3.03

SECTION I – PURPOSE

The purpose of this ordinance is to promote and protect the safety, welfare, aesthetics, and general prosperity within the Town of Cassian.

SECTION II – AUTHORITY

The authority of this ordinance is set forth by the Town of Cassian Board.

SECTION III – DRIVEWAY CONSTRUCTION

1. The permittee shall furnish all materials, do all the work and pay all costs in connection with the construction of the driveway and subsequent maintenance of the driveway and culvert. This is for a single access to the town road, not a circle driveway. Circle driveways are double the fee.
2. The surface of the driveway connecting with the road shall slope down and away from the road shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the roadbed. Erosion Control measures must be taken during construction and banks and ditches must be re-seeded.
3. Driveways should be constructed in consideration of the size of Fire Trucks and other Emergency Vehicles that may need access to your property. Therefore, all new driveways in the Town of Cassian will be a minimum of 16 feet wide cleared width, with a 12 foot wide, 3 inch thick, compacted gravel, granite, or blacktop. There must also be a minimum cleared height of 14' that will be kept clear of all branches.
4. The Town Board Chairman, or designee, will inspect the driveway upon completion and will at that time decide if the driveway has been installed properly for the access of Emergency Vehicles or not. If upon inspection the Town Board Chairman, or designee, does not feel that the driveway has been installed properly it will be up to the applicant to correct the driveway within 30 days, according to the request of the Cassian Town Board Chairman, or designee. If the driveway is not properly installed, the Cassian Town Board will close off the access until the driveway is installed to the Town of Cassian's standards.

SECTION IV – COMPLETION

Upon completion of construction, applicant must contact Town of Cassian Highway Department for final inspection and approval. When driveway is approved a standard fire number/address sign and post will be installed by the Town. Costs of signs and posts damaged by the property owner will be the responsibility of the property owner.

SECTION V – DEADLINE

Property owner must have driveway installed in no longer than six months from the date this permit is approved.

SECTION VI – APPLICATION

Applicant must submit application to the Town Clerk along with driveway permit fee according to the current Town of Cassian Fee Schedule. Prior to such submission the location of the proposed driveway, private road, or other road for vehicular traffic shall be staked out by applicant. A member of the Town of Cassian Highway Department will contact applicant to schedule a time to meet with the applicant to review proposed location and gather information to be submitted to the Town Board for approval. At this meeting it will be determined if there is a need for a culvert. If a culvert is deemed necessary, the diameter and length of culvert will be noted on the application. The Town of Cassian Highway Department will also complete an Oneida County Address Application for the applicant. "After the fact" applications will be assessed a fee according to the current Cassian Fee Schedule.

SECTION VII – EFFECTIVE DATE

The foregoing policy, as set forth in this ordinance shall be in full force and effect upon adoption by the Cassian Town Board and upon posting or publication. The Cassian Town Clerk shall properly post or publish this ordinance as required under Section 60.80 Wis. Stats.

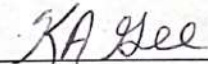
Adopted on this 9th day of March 2026

X 

Ed Phebus – Chairman

X 

Rod Randolph – Supervisor

X 

Keith Gee – Supervisor

X 

Stacey Plamann – Clerk

Original Ordinance 3.03 passed November 5, 2002

Amended Ordinance 3.03 passed March 9, 2026

Town of Cassian Driveway Permit Application

PERMIT # _____

Applicants Name _____ Date _____

Applicants Address _____ Phone _____

Email address _____ Property Owner's Name _____

Address of Proposed Driveway _____

Legal description of location _____

Town Road driveway access _____

Culvert needed? yes ☐ no ☐ Diameter: _____ Length: _____

Recommendations: _____

Visibility distance: _____ Emergency Vehicles: yes ☐ no ☐

Oneida County Driveway application submitted: yes ☐ no ☐ # received yes ☐ no ☐

Cassian Highway Dept to provide a sketch of proposed driveway including length and width of driveway, indicated turnoffs if required on the back of the application.

Landowner Signature _____ Date _____

Current fee \$ _____ Paid ☐ Check # _____

The above driveway location has been approved on this day _____ and construction may commence.

Town Chairman _____ Date _____

Town Clerk _____

Supervisor _____

Supervisor _____