

TOWN OF DELTA TOWN ROAD DRIVEWAY PERMIT APPLICATION FORM (Driveways accessing a County Highway require a county permit)

Fee \$35.00, non-refundable

Inasmuch as Chapter 86.07(2) of Wisconsin Statutes states that "No person shall make any excavation or fill or install any culvert or make any other alteration in any highway or in any manner disturb any highway or bridge without a permit therefore from the highway authority maintaining the highway..." the undersigned request a permit for the purpose of driveway.

Single dwelling/lot Multiple dwelling/lot.

Applicant's Name _____ Date _____

Applicant's Address _____ Phone _____

Contractor's Name _____ Date _____

Contractor's Address _____ Phone _____

Property Owner's Name (If different from above) _____

Address of proposed driveway _____

Section _____ Town _____ Range _____ Quarter/Quarter _____

The driveway will provide access to Town Road _____

The applicant for a Town Road Driveway Permit must provide to the Town Clerk a completed application with the appropriate non-refundable fee. **The applicant must also submit a sketch of proposed driveway including grade, slope, width and length of driveway and indicate turnouts if required and the dead-end turnaround on the back of this application.** Specify erosion control procedures to be utilized _____

Specify proposed roadbed base, including depth and type of material _____

Approximate starting date: _____ Approximate completion date: _____

Signature of Applicant: _____

Single dwelling/lot applicants who choose not to comply with the minimum size requirements beyond the right-of-way must also read and sign amendment #1 on page 2.

<p>TO BE COMPLETED BY TOWN ROAD SUPERVISOR.</p> <p>Type of driveway <input type="checkbox"/> COM <input type="checkbox"/> IND <input type="checkbox"/> RES <input type="checkbox"/> AGR</p> <p>A culvert (<input type="checkbox"/> will, <input type="checkbox"/> will not) be required. If required, a minimum diameter of _____ inches and length of _____ feet.</p> <p>Aprons needed <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>TO BE COMPLETED BY TOWN BOARD</p> <p>The above has been (<input type="checkbox"/> approved, <input type="checkbox"/> denied) by the Town Board of the Town of Delta, on the _____ day of _____, _____.</p> <p>_____ Chairman</p> <p>_____ Supervisor</p> <p>_____ Supervisor</p> <p>Attested by _____ Clerk</p>
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Please fill out and send the completed application with the appropriate non-refundable fee made payable to the **Town of Delta** to: Delta Town Clerk, 15990 County H, Mason, WI 54856

Amendment #1

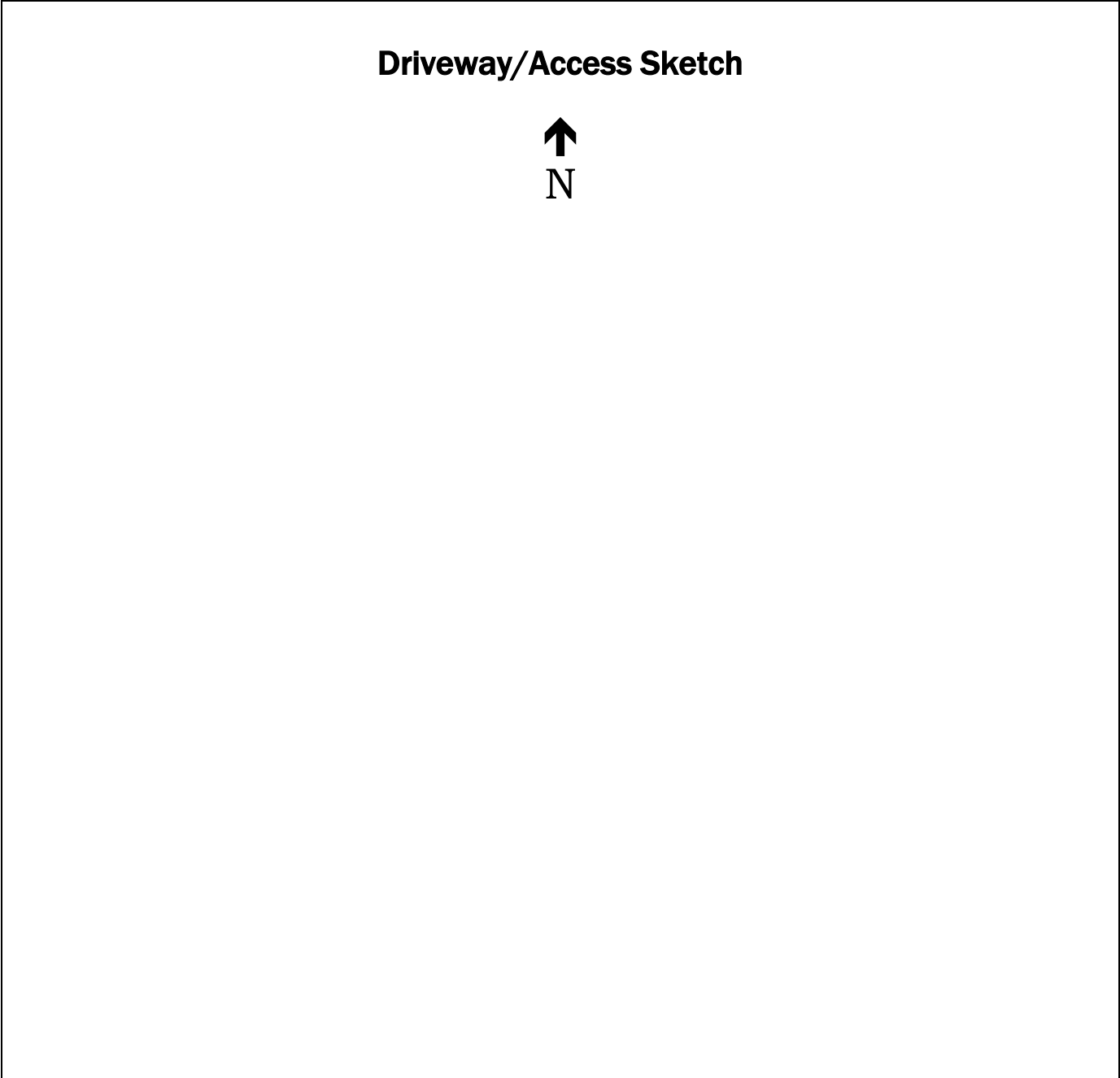
Be it known that the Delta Town Board recommends all driveways meet the minimum requirements set forth in this Town's driveway/access ordinance. These specifications are created for the homeowner/landowner's own safety in regards to receiving but not limited to, health and fire protection. Not meeting these minimum requirements may also have implications when it comes to the sale of or obtaining insurance for said property. Therefore, all single dwelling homeowners seeking a driveway/access permit or single lot owners seeking a driveway/access permit who do not wish to comply with the Town's minimum requirements specified herein, must sign below stating they do so willing.

I, _____, choose to not meet the minimum driveway specifications specified within this ordinance beyond the Right-of-Way (typically 33 feet from centerline).

Signature: _____ Date: _____

Driveway/Access Sketch

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The driveway location and width/edges shall be clearly marked with flagged or painted stakes visible from the Town Road.

TOWN OF DELTA
ORDINANCE NO. 07-1 DRIVEWAY/ACCESS ORDINANCE

The Town Board of the Town of Delta, Bayfield County, Wisconsin do ordain as follows:

Section I. Intent

The intent of this ordinance is to establish standards for driveways that will provide for safe and adequate access from private property to town road public right-of-way.

Section II. Statutory Authority

This ordinance is adopted as authorized under s. 60.61, 60.62 and 62.23 Stats. and through the granted village powers pursuant to s. 60.10 and the town meeting dated February 22, 2007 approving the authority of the Town Board of the Town of Delta to zone pursuant to s. 60.62 Stats.

Section III. Requirements

All new driveways proposed to be installed or any driveway alleged to be existing and serving open land without improvements and proposed to be converted to a driveway to serve one or more structures shall be subject to an inspection by the Town Board or the Town Board's designee prior to the start of any construction on a new driveway and to the issuance of a building permit. An approved driveway permit shall be in place before a building permit can be issued.

The applicant shall submit a location construction plan showing specifications including grade, slope, width and length of the driveway and erosion control procedures.

Authorization for a driveway is subject to the approval of the Town Board of Delta and when so approved the Town Board shall notify the Bayfield County Zoning office. A statement from the Town Board that an approved driveway is in place will determine the evidence of an existing driveway. If there is a dispute on the adequacy of an alleged existing driveway, the decision of the Town Board shall be the deciding factor.

All driveways installed, altered, changed, replaced, or extended shall meet the following requirements and must be approved by the Town Board.

The following minimum specifications shall apply to all new driveways outside of the town right-away installed after April 1, 2007

Minimum road surface width.....	16 feet
Minimum width clearance.....	24 feet
Minimum height clearance free of trees, wires, etc.....	14 feet
Maximum grade.....	10 %

No driveway work shall be started without permit approval from the town board.

All driveways within the area of the public right-of-way shall meet the minimum specifications stated above and shall slope away from the public highway a sufficient amount and distance to prevent erosion. A roadbed base of suitable material to support the projected traffic and any requirements of culverts shall be determined by the town in considering an application. If a culvert is required by the Town Road Supervisor, the recommended minimum diameter shall be 12" and minimum length shall be 30'. For driveways more than 26' wide a culvert of 4' wider than the driveway is required. Aprons at the ends of driveway culverts in the Town Road Right of Way may be required by the Town Road Supervisor. At the dead-end of all new driveways, a turnaround of at least 25 feet radius or some other method to allow vehicles to turn around shall be provided as determined by the Town.

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

The applicant for a Town Road Driveway Permit must provide to the Town Clerk a completed application with the appropriate non-refundable fee. **The applicant must also submit a sketch of proposed driveway including grade, slope, width and length of driveway and indicate turnouts if required and the dead-end turnaround.** The applicant or designee should be available at the appropriate Town Board Meeting to answer questions or submit clarification, to better expedite the permit process.

The applicant, his/her successors or assigns agree to hold harmless the Town of Delta and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

Section IV. Severability

If any term of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms shall not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain that term

Section V. General Penalty

Except where a penalty is provided elsewhere in this Code, any person who shall violate any of the provisions of this Code shall upon conviction of such violation, be subject to a penalty, which shall be as follows: (1) First Offense--Penalty. Any person who shall violate any provision of this Code shall, upon conviction thereof, forfeit not less than Twenty-five Dollars (\$25.00) nor more than One Thousand Dollars (\$1,000.00), together with the costs of prosecution and, in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the County Jail until such forfeiture and costs are paid, but not exceeding ninety (90) days.

Passed and adopted by the Delta Town Board this 24th day of March, 2026.

Franki Gross, Chairman Brian Zavaglia, Supervisor Gary Hagstrom, Supervisor
Attested by: Lindsay Dykstra, Town Clerk