TOWN OF THREE LAKES DRIVEWAY PERMIT

Address Sign Required? Yes_____(need separate form & $65.00 fee) NO____	P.O. BOX 565; THREE LAKES, WI; 54562 PH (715)546-3316 FAX (715)546-3384	APPLICATION FEE - $50.00 DATE REC'D:

PLEASE READ THROUGH ATTACHED COPY OF ORDINANCE FOR SPECIFICATIONS - THIS PERMIT DOES NOT APPLY TO DRIVEWAYS ON PRIVATE ROADS

Is this a shared driveway? YES NO
If YES, see attached ordinance Sec. 66-9(e). You must provide a legal agreement acceptable to the Town Board establishing access provisions, maintenance agreements, etc.

Applicants Name: _____ Phone# _____

Applicant's Email Address: _____

Landowner's Name (if different from Applicant): _____

Tax Parcel # of Property: _____ Zoning District _____

(Please review Sec. 66-9(g)(2) of attached town ordinance for Single Family Zoning District driveway width specifications)

Name of Road: _____

Neighbor's Fire Numbers/Addresses on either side of new driveway: _____

The following criteria must be met in order to approve the permit. Your permit will be denied if the following are not met:

1) Have you staked out your proposed driveway AND property boundary? Yes____ No ____

It must be staked/marked where it meets the road showing the minimum width of 12ft. AND the minimum width clearance of 24ft. from brush and trees.

2) Driveway is staked/marked with (please circle): TAPE FLAGS PAINT OTHER _____

3) Have you marked the trees/brush you plan on removing for proper width and safe visibility? Yes___ No___

4) Is access to town road safe? Yes_____ No_____

5) Can you see down the road in both directions? Yes_____ No_____

6) Can oncoming traffic see you from a safe distance? Yes_____ No_____

7) Is the driveway flat at the entrance to the road? Yes_____ No_____

8) Is the slope greater than 12%? Yes_____ No_____

9) Are you requesting a variance from acceptable materials? Yes____ *please review Sec. 66-9(g)(7)* No ____

If YES, what non-standard material are you using? _____

If YES, the materials are approved by the Public Works Superintendent _____
(PW Superintendent's Initials)

REMINDERS:

10) Fences and retaining walls are not permitted within the town right-of-way.

11) It is the homeowner's responsibility to contact Digger's Hotline prior to construction at 800-242-8511

12) The applicant agrees to hold harmless and indemnify the Town of Three Lakes, its officers, agents and employees against any loss or damage for any personal injury or property damage sustained by reason of exercise of this permit.

13) **The Public Works Superintendent will determine if a culvert is necessary to maintain drainage of the roadbed**. If a culvert is necessary the cost of the culvert installation and maintenance will be the responsibility of the property owner. The Public Works Superintendent will determine the size/type and any special installation requirements.

By signing below, applicant agrees all information is correct and assumes responsibility for proper driveway construction.

Applicant Signature: _____ Date: _____

Culvert needed? Yes_____ No_____ **(PW Superintendent's initials _____)**

Permit Approved: _____ Date: _____

Three Lakes Public Works Superintendent

Permit Not Approved: _____

Three Lakes Public Works Superintendent

Reason for denial: _____

Notes: _____

KS 2/2026

Sec. 66-9. Driveways.

(a) *Purpose.* The purpose of this section is to regulate the establishment, construction, improvement, modification, or the reworking of a driveway, or field road that connects to a town road, and that changes the existing topography of the land to assure that the site, method of construction, and conservation practices to be used will promote the public health, safety, and general welfare of the community, preserve agricultural land and productivity, and enforce the goals and policies set forth in the Town of Three Lakes comprehensive plan.

(b) *Jurisdiction.* Jurisdiction of these regulations shall include all driveways, and field roads that connect to a town road, on land within the town.

(c) *Authority.* These regulations are adopted under the general police powers authority granted pursuant to Wis. Stats. §§ 60.10(2)(c), 60.22(3), and 61.34(1).

(d) *Definitions:*

(1) Driveway- A private road or other avenue of travel that runs through any part of a single private parcel of land or that connects or will connect with any public highway but shall not include any field road.
(2) Field road. A road used only for agricultural and logging purposes.

(e) *Shared Driveways.* For shared driveways a legal agreement acceptable to the town board shall be in place establishing access provisions and major responsibilities including maintenance, plowing, vegetation control, and cost sharing. This requirement applies to all driveway sharing agreements or arrangements established or changed after adoption of the ordinance from which this section derives. Parcel owners' access to serve only one additional adjacent parcel. For anything more than a shared driveway between two parcels, refer to the town ordinance for easement roads.

(f)* *APPLICATION REQUIREMENTS AND PROCEDURES FOR OBTAINING A DRIVEWAY APPLICATION PERMIT.

(1) Who Must Apply-No person or entity shall establish, construct, improve, modify, or rework a driveway that materially changes the existing topography of the land without first obtaining a driveway permit application from the town office.
(2) Application for driveway permit. Driveway application is available at the town office located at 6965 W. School Street or on the town website. Submit a **completed** driveway application with the appropriate fee to the town office.
(3) Application review. Upon receipt of the driveway permit application and application fee, the town office will contact the town representative and provide a copy for his/her review and approval.
(4) Application denial. If a driveway application is denied the town representative will contact applicant to review and discuss how application may be amended to satisfy concerns in order to satisfy permit requirements
(5) Driveway permit period. The driveway permit is effective for 12 months from the date of issuance. The permit shall expire after 12 months unless renewed.
(6) Renewal. The driveway permit may be renewed for one additional period of 12 months. If driveway has not been constructed by the end of this period, a new application must be submitted with appropriate fees and approved by the town representative.
(7) Driveway inspection. The applicant shall notify the town clerk within 30 days of completion of the driveway. Within 30 days of notification, the town representative will conduct an inspection of the driveway to ensure full compliance with all of the provisions of this section.
(8) Application fee. An application fee of $50.00 will be charged.

(g) **Driveway specifications.**

(1) The slope of the driveway shall be less than 12 percent whenever practical. Plans for driveways with slopes between 12 percent and 20 percent must have a hard surface. Driveway slopes shall not exceed 20 percent.

(2) The driveway shall be constructed with a minimum width of 12 feet that also includes a minimum clearance from brush and trees of 24 feet. There shall be a clear zone and no obstructions within three feet of the edge of the driveway. The side slope shall be a maximum of one foot of vertical drop or rise for each three feet of horizontal distance for a minimum of three feet from each edge of the driveway. In a single-family zoning district, a driveway or combination of driveways may not exceed the greater of 33 feet or 33 percent of the width of the continuous lot line adjoining the road.

(3) Ditches along the right-of-way, roadway crowning, and culverts shall be provided by the property owner for acceptable drainage. The driveway shall be planned, constructed, and maintained in a manner that prevents diversion of surface water onto the public road and/or the lands of other persons.

(4) A length of driveway of a minimum of 12 feet shall have a maximum of five percent slope at the point where the driveway enters onto a public road. A slight dip across the drive will be placed at the entrance to a public road to prevent debris from washing onto the public road.

(5) The width of a driveway at the juncture with a public road shall be sufficient to allow access by emergency vehicles.

(6) A driveway entering a town road shall provide an adequately unobstructed view of the road.

(7) The town only allows blacktop, chip or gravel surfaces in the town right of way unless a non-standard material is approved in advance by the Public Works Superintendent or a designee. A property owner may request a variance from the acceptable materials to a non-standard surface, in which case the property owner understands and accepts the following:

(1) The town is not responsible for damage, repairs, or replacement of the non-standard surface in the town road right of way.

(2) If/when the road requires repair, modification, disruption or replacement, the surface used in the adjoining town road will be utilized as replacement material in the right of way.

(3) The grade on the non-standard surface may not be higher than the grade of the town road within a minimum distance of 8' of town road surface.

(4) The property owner understands the surface in the right of way is on town-owned property and is subject to removal, disruption, modification or replacement at any time without notice or permission.

(h) **Penalties.**

(1) Forfeitures. Should a driveway be constructed or modified in violation of the provisions of this chapter or create a hazard that is not corrected within 30 days of notification, the owner(s) of the land through which the driveway passes shall, upon conviction, pay a forfeiture of $500.00 plus applicable surcharges and court costs per violation. Each day that the violation continues to exist shall constitute a separate offense. An unlawful driveway constitutes a public nuisance and may be enjoined.

(2) Corrections. In addition, the landowner shall make the corrections ordered by the town board within 30 days or a period of time determined by the town board.

(Ord. of 12-1-2015)(071922)(03182025)