

TOWN OF UNION

Driveway Ordinance

9015 County Road F

Danbury, WI 54830

We the undersigned Town Board of the Town of Union, Burnett County, Wisconsin, do hereby establish standards for driveways that will provide for better and safer provisions for access from private development to a public right of way.

All new driveways proposed to be installed shall require authorizations by the Town Board or its designees.

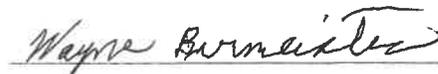
The driveway within the area of the public right of way shall:

- Have a driveway permit issued from the Town Chairman.
- Slope away from the public road to prevent erosion onto the public road.
- Have an adequate road bed base of suitable material to support the projected traffic and protect the public road from damage.
- The requirement for a culvert will be determined by the Town Board or its designees and will be a minimum of 15" diameter. Larger diameters may be required.
- Meet the standards set forth by the Burnett County Driveway Ordinance.

This ordinance passed this 19th day of October, 2016.



Marv Merle, Chairman



Wayne Burmeister, Supervisor



Gene Ackland, Supervisor

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Permit Procedures and Specifications Driveway/Entrance Access on Town Roadways

1. Any work within the Town right-of-way requires written permission from the Union Town Board. This includes any change in use or alteration to an existing access.
2. The Town of Union access permit is not a wetland drain for fill permit. Any wetland impacts must be permitted through Burnett County Land and Waste Resources Department at (715) 340-2186 and/or the Army Corps of Engineers at (218) 834-6630.
3. Access permits for platted streets have different requirements and must first be approved through the proper platting procedure.
4. Private driveway/entrance requires an Access Fee of \$50. Temporary driveway/entrance requires Access Fee of \$100 (non-refundable). Please make check payable to "Town of Union". This fee includes two (2) required inspections, at the cost of \$25 each, one prior to construction and one following final completion of the access. If additional inspections are required due to the applicant's failure to meet specifications, they will be assessed another \$25 per additional inspections.
5. All work is to be completed within 12 months, permit form signed, and final inspection approved by the Town Board, or the fee will be forfeited. Access not meeting specification will be notified by mail requesting the required work to be completed within 30 day period.
6. The permit form must be fully completed and returned to the Town of Union. Each application shall include a copy of the parcel/layout or sketch of property showing exact location of proposed access, any existing access, and other pertinent information.
7. Applicant shall install lath with flagging at the exact location desired for the center of the proposed access.
8. Applicant will then notify the Town Board that the proposed access is ready for the first inspection. The location will be inspected for safety, sight distance proximity to other accesses and drainage requirement (i.e. culvert requirements). Please allow 7-10 days for this inspection to take place. The applicant will be notified via US Mail of approval and any special requirements.
9. If the access will require a drainage structure, approved culverts with accessories can be obtained from local vendors. However, culverts must conform to town specifications and used culverts are

- not allowed unless first inspected and approved by the Town before installation. If corrugated polyethylene pipes are used they shall have double wall construction. (Spec. A.A.S.H.T.O.M294)
10. Prior to beginning any excavation work, Wisconsin Statutes requires that you or your contractor contact Digger's Hotline for location of buried utilities. Call 1-800-242-8511.
 11. Culverts will be placed in the ditch bottom. If two sections of culvert pipe are needed, an approved band for the specific type of pipe will be required to connect the sections together. It is the responsibility of the applicant to keep the culvert clean and free of debris.
 12. Access driving lanes must be 20-24 feet wide. At least 4 inches of Class 5 gravel must be placed over the driving lanes. The driving lane must have a negative grade from the town roadway. (No washing allowed onto the town roadway). This new entrance must come onto our town road at a 90 degree angle from the shoulder of roadway going 33 feet into the property from centerline of road to ensure safety. This access permit is only for the 33 feet starting at the centerline of the road, any other permits need to be obtained from the property authority.
 13. In-slopes must be 6:1 grade or flatter. (1(one) foot vertical drop for every 6 (six) feet horizontally). In-slopes must be covered with topsoil, seeded and mulched or sodded. Turf need to be established before final approval is granted. Landscape timbers, boulders, retaining wall bricks, riprap, etc. are not allowed on in-slopes or in the town right-of-way.
 14. Placement of mailbox is the responsibility of applicant. Contact your local postal carrier to determine which side of the roadway and the height of mailbox. (Call Diggers Hotline before driving support post in the ground).
 15. Whenever work on the traveled portion of the roadway is necessary, proper traffic control devices and procedures must be used. All traffic control devices, barricades, flashers, etc. shall be furnished by the applicant and shall be accordance with the most recent edition of the Wisconsin Manual on Uniform Traffic Devices including the Temporary Traffic Control Zone Layout Field Manual dated January 2001 (or subsequent editions if appropriate). WI/DOT, Traffic Engineering website: <http://www.dot>.
 16. Please note that all equipment which may damage surfaced roadway is prohibited form use on the roadway. Any damage to the roadway surface due to loading/unloading or operating such equipment will be assessed to the applicant.
 17. Follow specifications and procedures carefully. Applicant will be assessed \$25 for each additional inspection due to applicant's failure to meet access specifications and procedures.
 18. If the Town Chairman does not approve the access request, the applicant can appeal the denial to the Town Board.

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Permit to install access driveway to Union Town Road

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described on the town right of way and in consideration of being granted permission as evidenced by the approval of the Town Board, binds and obligates himself to construct the driveway(s) in accordance with the description contained herein and sketches, if any, attached hereto and to abide by the general requirements and location design and construction requirements set forth on this form:

Description:

Town Road: _____, Burnett County Wisconsin
Along the _____ side of the road _____ miles of
_____ in the _____ Sec. _____.

Number of driveways: _____

Type present or proposed business: _____

Description of proposed work on the right-of-way, culvert requirements, if any, (size and length) and special restrictions, intersection clearances and other details of the proposed installation including reference to attached sketches, if any:

A _____ inch diameter culvert pipe, _____ feet in length shall be installed under the/each driveway to provide proper drainage along the road. The work proposed under this permit will be completed by _____.

This application and term and conditions of proposed permit agreed to by:

Applicant

Date

(Address)

APPROVED UNION TOWN BOARD

Date: _____

By: _____
Town Chairman