

DATE: _____ **Town of Springfield
Driveway Permit**

Fee: _____
Ck. #: _____

Name & Address of Applicant:

Driveway Location:

Road Name: _____

(N/S/E/W) side

Feet (N/S/E/W) of

Phone: _____

Section _____ Lot # _____
Subdivision _____

CONDITIONS:

For access from private property to a town road the permitted driveway must meet all requirements per Town Ordinance 4.18 which includes the following:

- _____ Driveway Construction Plan
- _____ Erosion control permit if needed
- _____ Culvert (made of corrugated metal), with approved end walls, if required
Size: _____
- _____ Signed certification that applicant agrees to abide by town ordinance
- _____ Owner(s) present at town board meeting

Applicant Signatures:

Property Owner - _____ **Date:** _____

Builder - _____ **Date:** _____

Permit Granted By: _____
(Town of Springfield Designee)

Date: _____

CERTIFICATION

By accepting this permit, the property owner and contractor certify that they have read the permit, and will fully comply with the conditions of the permit and all applicable town ordinances. The property owner and contractor agree to notify the town road patrolman if the project undertaken deviates from the work authorized by this driveway permit. The property owner understands and acknowledges that by issuing the driveway permit, the Town has not guaranteed or approved the suitability or safety of the plans for any particular purpose. Further, the Town reserves the right, after inspecting the property, to require modifications to the project to comply with the town ordinance, if the project is built in a manner which deviates from the plans, or does not comply with applicable ordinances. The property owner is aware that a driveway permit can be suspended or revoked for noncompliance with its terms and provisions.

Property Owner – Signature and Printed Name

Date

Contractor – Signature and Printed Name

Date

TOWN OF SPRINGFIELD
Driveway Permit Checklist

Item of Information	YES	NO
1 Have you included a Driveway Construction Plan which accurately depicts the following items (Review of a Driveway Construction Plan is required):		
A. Location including lot or parcel boundaries, adjacent roads and streets; position of driveway and other structures or obstructions; and all pertinent dimensions.		
B. Design including type and thickness of material(s); dimensions; slopes (grades); size, type and location of culvert.		
2 Are you disturbing land with a slope (grade) of more than 12%?		
3 Are you disturbing more than 400 cubic yards of soil?		
4 Are you disturbing more than 4,000 square feet of land?		
5 Will the driveway be more than 125 feet long?		
6 Are you disturbing land within: 300 feet of a navigable or intermittent stream; 75 feet of a wetland; or 1,000 feet of a lake, pond, or flowage as shown on a USGS Quadrangle map, Wisconsin Wetlands Inventory, or the Dane County DCI Map website?		
If answering yes to any of questions 2 through 6, a Dane County Erosion Control Permit will be required. The applicant shall provide the Town with a copy of the submittals to Dane County.)		
7 Will a retaining wall be necessary for the driveway?		
8 Will this be a joint or shared driveway; or will there be more than one driveway or access serving this parcel? (If yes, review and specific approval by the Town Board will be required)		

4.18 DRIVEWAYS (Amended 12/7/2004, 10/5/2010 & 3/27/2014)

The following regulations apply to construction or modification of private driveways located on lands in the Town of Springfield, which private driveways provide access to buildings originally constructed or substantially modified after the effective date of this ordinance. Existing driveways are not required to meet the standards herein, but shall be brought into compliance with these standards at such time as the driveway is resurfaced, regraded, or a new driveway culvert is installed.

(1) Approval Required

- a. In this ordinance, the term driveway is defined as private driveway, road, field road, or other traveled way giving access from a public highway to one or more buildings located or to be constructed on adjacent lands.
- b. No person shall establish, construct, resurface, improve or rework a driveway connected to a road right of way without first obtaining a Driveway Permit from the Town Board of Supervisors, or designee. Re-graveling of previously constructed driveways does not require a permit. Application forms and information should be obtained from the Town Clerk. Prior to consideration of the application by the Town Board or designee, the applicant shall submit to the Town Clerk a driveway construction plan which shall accurately describe the location of the proposed driveway and the specifications required by Section (3) of this ordinance for the driveway's construction.
- c. Erosion control measures/permit may be necessary; subject to decision of the Town Board or its' designee.
- d. All driveway permit applications must include an informal site drawing. Those over 100 feet in length may be subject to review by the town engineer and may have to provide a professional site plan; all at the applicants expense. This shall be decided by the Town Board or its' designee.
- e. No building permit for new residential construction will be issued until the driveway is constructed according to the specifications of this ordinance. The only exception will be the final application of gravel which may occur after heavy equipment needed for building activities will no longer be using the driveway.
- f. With approval of the Town Board or designee, the driveway permit may be issued to allow for the excavation of the site to provide for site preparation and to provide fill for the proposed driveway.
- g. A non-refundable \$150.00 fee must be submitted with each driveway application.
- h. The permit is valid for a period of three years and to the original owner only.

2. GENERAL PROVISIONS, FIELD ROADS

Culverts are required for all field roads accessing Town roads, unless waived by the Town Board or designee, and all costs involved are the responsibility of the property owner. A driveway permit is required from the Town Board or its' designee for all field roads. Field roads are not required to meet the other standards established for driveways by this section.

Landowners may install or use only the defined points of access to the right-of-way in each field. If a field road access is discontinued or abandoned for more than two (2) years, the field road access shall be lost and may not be used unless a new field road access permit is granted by the Town.

Field road access points shall be at least 15 feet from the extended street line at all intersections. A field road access allows access to a Town road solely for agricultural purposes and may not be converted to residential or other uses unless the Town issues a driveway permit authorizing the modification.

GENERAL PROVISIONS, CULVERTS

- a. Culverts are required for all residential driveways, unless waived by the Town Board or designee, and all costs involved are the responsibility of the property owner.
- b. Culverts accessing agricultural lands from town roads require a permit from the Town Board unless waived by the Town Board or designee prior to installation and all costs shall be the

responsibility of the property owner.

GENERAL PROVISIONS, OTHER

- a. No poured concrete, stone, brick, wood or other types of end-walls/head walls shall be constructed on the highway right of way. The highway right of way for town highways is 33 feet from the centerline of the highway.
- b. Permits to cross the County or State right of way are to be obtained from those respective highway departments and the actual driveway permit from the right of way to the building site must be obtained from the Town. The cost of this town permit will be \$150.00
- c. There are non-refundable fees that must be submitted with each residential driveway application and culvert permits. See the established fee listing.

3) SPECIFICATIONS FOR THE CONSTRUCTION, MODIFICATION IMPROVEMENTS, OR RELOCATION OF DRIVEWAYS:

- a. No land with a grade of more than 25 percent shall be disturbed for the construction, establishment, reworking or improvement of a driveway, if the driveway is 100 feet or greater in length
- b. An engineer’s plan showing adequate erosion control measures is required for any segment of the proposed driveway which disturbs land with a grade of more than 20 percent and less than or equal to 25 percent.
- c. The driveway shall be constructed with a minimum roadway of 12 feet in width and minimum shoulder of 1 foot on each side having a slope of 1 foot of vertical rise for 6 feet of horizontal distance. Please refer to the Typical Driveway Section shown on the attached Exhibit A for further information.
- d. Each driveway shall have a culvert at the ditch line where the driveway meets the public road, unless a special permission is obtained from the Town Board or designee. The culvert shall be at least 18 inches in diameter and 30 feet in length, constructed of “corrugated metal pipe” with approved metal end walls. HDPE culverts and end walls could be approved by the town board or designee.

Gauge minimums are:

<u>Pipe Diameter</u>	<u>Gauge</u>
15 to 24 inches	16
30 to 36 inches	14
42 to 54 inches	12
60 to 72 inches	10
78 to 84 inches	8

- e. **Backfill Material**
Material used for backfill shall be of a quality acceptable to the Town Board or designee and shall be free from frozen lumps, wood, or other extraneous or perishable materials. The minimum cover, measured from the top of the pipe to the top of the subgrade, shall be six (6) inches.
- f. A driveway which is at least 24 feet in length shall have a maximum 5 percent grade at the point where the driveway enters onto a public road. A slight dip across the driveway shall be placed just before the culvert at the entrance to the public road to prevent debris from washing onto the public road. See Exhibit “B”.
- g. Curves in the driveway shall have an inside radius of not less than 36 feet.
- h. Maximum grade of the entire driveway or any given segment of the driveway shall not exceed 12 percent.
- i. Side banks shall be seeded promptly to control erosion.
- j. Once the construction of the driveway has begun, all specified erosion control measures, including retaining walls, ditching, culverts, crowning, mulching and matting shall be completed within 180 days.
- k. The driveway must have at least six (6) inches of four (4) inch rock on the roadbed, covered with two (2) inches of 3/4 inch gravel, within the road right of way.
- l. All costs of construction of said driveway, including the cost of the culverts and engineer’s plan, if required, shall be paid by the property owner requesting the permit.m. An area twelve (12) feet each side of the centerline of the driveway and a height sufficient to permit

the safe passage of emergency vehicles must be clear of obstructions. In cases where such clearing would be environmentally damaging, the Town Board or designee may waive the restrictions. If the driveway is over 100 feet, bump outs will be required every 400 feet or wherever a line of site is obstructed (hills or corners) a traffic pass needs to be incorporated.

- n. Concrete pavement may only come to the right of way and not to the road edge, unless a written, signed waiver has been approved by the Town Board and filed with the Clerk Treasurer. The Town will not be responsible for replacement of concrete pavement when it is disturbed or removed in the course of reconstruction or repair of Town roads, or by snowplowing or other maintenance of the road by the Town.
- o. Joint driveways will not be permitted without prior review and specific approval by the Town Board of the Joint Driveway Agreement establishing the proposed joint driveway and the manner of its construction, maintenance and use. Joint driveway agreements shall be recorded against all properties served by the joint driveway, through a formal document recorded in the office of the Dane County Register of Deeds.
- p. The number of driveways to serve an individual residential or commercial property fronting on a street shall be one (1) , except where deemed necessary and feasible by the Town Board or designee for reasonable and adequate service to the property, considering the safety, convenience and utility of the street, and driveways may be approved for commercial and other use areas where deemed reasonable.
- q. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Town Board or designee necessary before any utility may be relocated and the driveway installed.
- r. Any of the above requirements may be varied by the Town Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.
- s. No driveway shall be closer than fifteen (15) feet to the extended street line at an intersection. At street intersection a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the road way deemed necessary by the Town for effective traffic control or for highway signs or signals.
- t. The Town Board designee shall perform two inspection(s) on every driveway:
 - (1) once final grading is completed, prior to pouring
 - (2) after the surfacing or pouring has been completed.***Twenty-four hour notice is required for inspections. Inspections are performed Monday thru Friday only.

4) SPECIAL REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL DRIVEWAYS:

The following regulations are applicable to driveways serving commercial or industrial establishments:

- a. No part of a private driveway located within the dedicated area of a public road shall, except as hereinafter provided, have a width greater than thirty (30) feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Town Board in its discretion may permit a driveway of additional width.
- b. The angle between the center line of the driveway and the curb line or road edge shall not be less than 70 degrees.

5) APPLICATION PROVISIONS:

The Town, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations with the dedicated portion of the Town Road at any time, including relocation, reconstruction, widening and maintaining the road without compensating the owner of such private driveway for the damages or destruction of such private roadway. If repairs are necessary due to the disruption of current surfaces that may include, but are not limited to concrete, colored or imprinted, and/or blacktop the town will reserve the right to replace such surfaces with a minimum of two (2) inches of blacktop or gravel.

6) REQUIREMENTS FOR AN ENGINEER'S PLAN

- a. The Town Board or designee may require the applicant to obtain a plan prepared by a

professional engineer licensed by the State of Wisconsin (hereinafter an engineer's plan) prior to the construction or the modification of any proposed driveway. An engineer's plan is required:

1. For a driveway or segment of a driveway whose construction requires the disturbance of the land with a slope of 20 percent or more and less than or equal to 25 percent;
 2. For a driveway or segment of a driveway whose construction requires a retaining wall or other special erosion control measure as determined by the Town Board or its authorized designee; or
 3. When the Town Board requests a plan for reasonable cause.
- b. The engineer's plan will include the following;
1. The precise location of the driveway or segment(s) of the driveway which require(s) an engineer plan.
 2. Grade of the driveway showing no segment exceeding 12 percent.
 3. Location and structure of any retaining walls.
 4. Location and size of any culverts.
 5. Cross section of the driveway.
 6. Mulching, matting, or other erosion control measures.
 7. Material and specifications plan.
- c. When an engineer's plan is required, no construction of a driveway may commence until the engineer's plan is approved by the Town Board or designee, a Town Driveway Permit is issued and, when applicable, any necessary approvals are obtained from Dane County or the State of Wisconsin (Wis. Stats. Section 86.07)
- d. The preparation of an engineer's plan does not guarantee the approval of a driveway permit application.

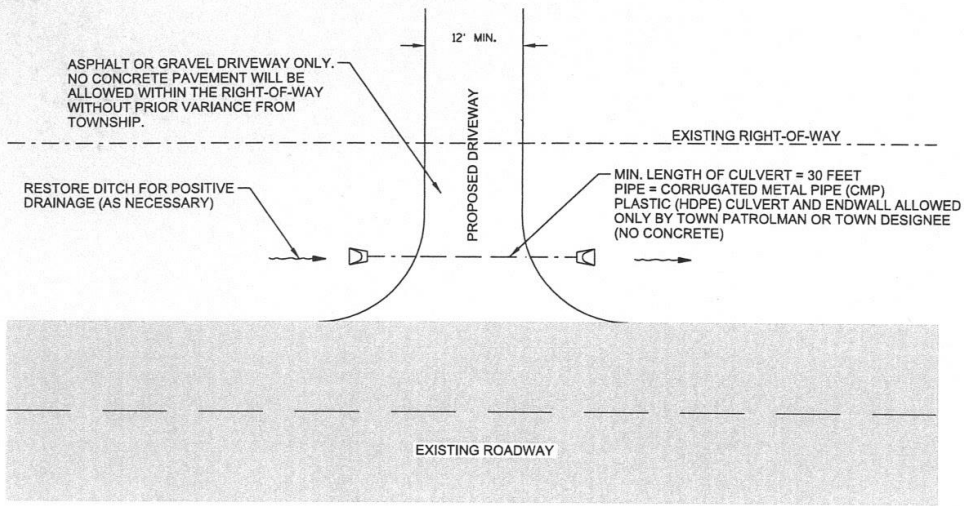
7) EXISTING DRIVEWAYS AND FIELD ROADS

When washing or other conditions created by existing driveway or field roads become a potential hazard to a public road, the Town Board or designee shall notify the owner(s) of the land through which the driveway passes of such condition(s). Any property owner failing to correct such condition(s) within 30 days after notice by the Town Board or designee shall be subject to the penalties of this ordinance and shall also be liable for any costs incurred by the Town to eliminate the hazard as provided in Wis. Stats. Section 66.60(16).

8) PENALTIES

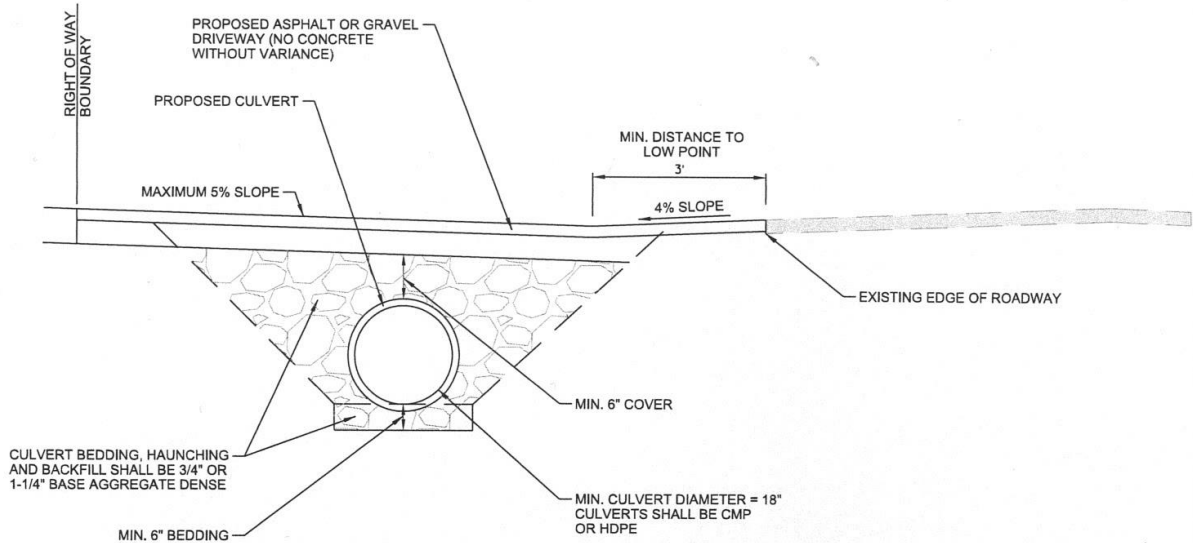
- a. Should a driveway be constructed or modified in a way which violated the provisions of this ordinance, the owner(s) of the land through which the driveway passed shall pay a fine equal to 3 times the fee chargeable for the permit application, whether or not that fee has been paid. The owner(s) of the land shall also make the corrections indicated by the Town Board within a reasonable period of time determined by the Town Board. The Town Board or designee may request the Clerk Treasurer to send a letter of notice to any property owner not adhering to this ordinance requesting compliance.
- b. If the owner(s) of the land through which the driveway passes do(es) not make the required corrections within the time specified, the Town Board shall determine the cost of correcting violations of the provisions of this ordinance including when necessary the return of disturbed land to its original condition. That cost shall be paid to the Town by the owner(s) of the property through which the driveway passes, as provided in Wis Stats. Section 66.60(16).

EXHIBIT A



TYPICAL DRIVEWAY APPROACH PLAN VIEW

SCALE: NONE



TYPICAL DRIVEWAY APPROACH CROSS SECTION

- NOTES:
1. DRIVEWAY MUST BE INSPECTED BY TOWNSHIP AT INSTALLATION AND AT TIME PRIOR TO FINAL ASPHALT OR GRAVEL SURFACNG. ANY VARIATION FROM TYPICAL PLAN MUST BE APPROVED IN WRITING BY THE TOWN BOARD
 2. MINIMUM LENGTH OF CULVERT = 30 FT. CULVERT PIPE SHALL BE CORRUGATED METAL PIPE(CMP) WITH AN 18" MINIMUM DIAMETER. PLASTIC (HDPE) CULVERT AND ENDWALL ALLOWED ONLY BY TOWN PATROLMAN OR DESIGNEE. CONCRETE PIPE WILL NOT BE ALLOWED.

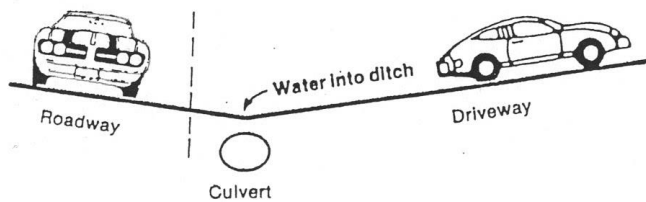
SHEET 00388021	PROJECT NO.: 00388021 F.S.: DRAWN BY: ES CHECKED BY:		TRANSPORTATION • MUNICIPAL DEVELOPMENT • ENVIRONMENTAL 2901 International Lane, Madison, WI 53704 608-242-7779 1-800-446-0679 Fax: 608-242-5664 Web Address: www.msa-ps.com © MSA PROFESSIONAL SERVICES

EXHIBIT B

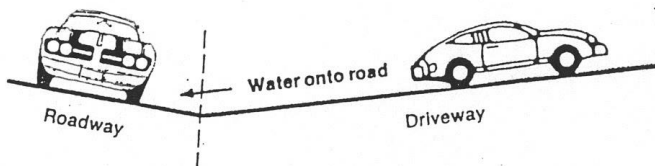
Driveways

Driveways can block drainage and cause flooding. Culverts should be required to maintain normal ditch drainage. A minimum 18" diameter is recommended.

Driveways should be built so that they either slope away from the road or are graded with the low point over the culvert. This prevents water from washing onto the road from driveways.



Proper Driveway



Improper Driveway