

**DRIVEWAY/ACCESS VERIFICATION CERTIFICATION
GREEN COUNTY, WISCONSIN**

Pursuant to Green County Code section 4-6-1-2:A.6, this form is required to be completed and submitted to the Green County Zoning Department at the time of application for a Zoning or Land Use Permit for projects requiring new or altered use of an access driveway for the premises, or for the construction of any new residential structure. The purpose of this form is to certify that the town has issued a driveway permit, that no driveway permit is required, or that an agreement has been made between the town and the applicant which releases Green County Zoning to proceed with the zoning permit/building permit application process. This form is not to be considered to be the actual driveway permit. Signature(s) on this form must be **dated within 90 days** of the date of application. Required attachments for some driveways must also be submitted with this form (see below).

Name of Applicant _____

Current address: _____ Phone: _____

Project: _____ Construction of: _____

_____ Other land use: _____

Location of proposed driveway/access:

Section _____ Town of _____ Lot # _____ CSM # _____

Name of **public** road to serve as access to the premises: _____

Side of road: _____

_____ feet north east south west of _____ (road)

Other information: _____

I certify that the applicable Town driveway standards and ordinances have been applied to this project, and have been agreed to by the town and the applicant to the extent that the applicant may proceed with an application for a Zoning Permit/Building Permit for the above project at the above location:

Signature of Town Official: _____

Date: _____ Title: _____

IN ADDITION: If access is by County Trunk Highway, a completed County Highway Department Driveway/Access Permit Form **must be attached**.
If access is by a State Trunk Highway, a completed Wisconsin Department of Transportation Driveway/Access Permit Form **must be attached**.

At the time of zoning permit application, submit this completed form, with required attachments, if any, to Green County Zoning, N3150 Highway 81, Monroe, WI 53566, (608) 328-9423.

2/24/03

DRIVEWAY APPLICATION

TOWN OF SPRING GROVE
N2475 COUNTY HIGHWAY GG
BRODHEAD, WI 53520
608-897-4643

Name of Applicant _____

Current Address: _____

Phone: _____

Purpose: Residential Field Road Commercial

Driveway Location:

Section _____ Lot # _____ CSM# _____

Public Road Name: _____

Side of Road: North South East West

Distance to nearest intersecting road:

_____ Feet _____ of _____ Road
(N/S/E/W)

Other Information: _____

Please provide copy of Legal property document by which is held.

Applicant signature: _____

Date: _____

TOWN OF SPRING GROVE
N2475 COUNTY HIGHWAY GG
BRODHEAD, WI 53520
608-897-4643

DRIVEWAY CONSTRUCTION APPLICATION, PERMIT AND INSPECTION FORM

Part I: Application

TO THE TOWN BOARD: The undersigned hereby applies for a permit to construct a driveway/field road in the Town of Spring Grove, Green County, Wisconsin. The driveway will be in Section _____ of the Town of Spring Grove, off Hwy _____ or Town Road _____ or through the property owned by:

Name of Property Owner _____

Signature _____ Date _____

Mailing Address _____

Name of Applicant _____

Signature _____ Date _____

Mailing Address _____

Contractor _____

A driveway construction plan will be presented to the Town Board by

Does applicant desire to use material from the excavation of the house site to provide fill for the proposed driveway? _____

Proposed driveway length (in feet) _____

Application fee \$ 100.00

Date fee received _____ by _____

PART II: PERMIT

1. Town Board _____ Denied Driveway/Field Road Permit Date _____

_____ Approved Driveway/Field Road Permit Date _____

2. Engineer's Plan _____ Is not required _____ Is required

Date of Approval/Disapproval by Town Board _____

Town Chairman Date

PART III: INSPECTION OF COMPLETED DRIVEWAY

_____ Driveway is in accordance with plans approved by the Town Board

_____ Driveway is not acceptable

_____ Owner will make required improvements by _____

Comments:

Signatures of Town Board

_____ Town Chairman Date _____

_____ 1st Supervisor Date _____

_____ 2nd Supervisor Date _____

Recorded and Filed on this _____ Day of _____ 20____ by

_____ Town Clerk

TOWN OF SPRING GROVE
GREEN COUNTY, WISCONSIN
ORDINANCE NO. 02-9-17

DRIVEWAY/FIELD ROAD PERMIT ORDINANCE

1. PURPOSE

The purpose of this ordinance is to promote the public safety and welfare of the community, the motoring public and emergency services personnel and equipment by regulating the placement, design, modification and maintenance of private driveway and field roads accessing public highways in the Town of Spring Grove.

2. SCOPE

This ordinance applies to all driveway and field roads installed, altered, changed, replaced or extended after the effective date of this ordinance.

3. AUTHORITY

The Town Board of the Town of Spring Grove has a specific statutory authority, powers and duty, pursuant to the specific sections noted in Wis. Statutes. 81. 86.07 (2), and 236.45, this ordinance and by its adoption of village powers under Wis. Statutes. 60.22(3) to regulate , control, license, prevent or permit in the Town of Spring Grove certain uses, activities, and constructions for the good order of the town and for the health safety and welfare of the public.

4. DEFINITIONS

- a. A "driveway" is defined as a 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. A "field road" is defined as a road or other traveled way giving access from a public highway to farmland or other adjacent vacant land.

5. GENERAL PROVISIONS

- a. This ordinance pertains to all driveways off of state, county, township or private roads in the Town of Spring Grove.
- b. No building permit for new residential construction will be issued until the driveway/field road is constructed according to the specification of this ordinance.

- c. No person shall construct, improve, or rework a driveway or field road which changes to existing topography of the land without first filing an application and obtaining the appropriate permit from the Town Board pursuant to this Ordinance. Re-graveling of previously construction driveway/field roads does not constitute a change in the existing topography of the land. Prior to consideration of the application by the Town Board, the applicant shall submit to the Town Clerk of Spring Grove an application and a driveway/field road construction plan which shall accurately describe the location of the proposed driveway/field road and the specifications required by Section (2) of this ordinance for the driveway/field roads construction.

6. PROCEDURE

- a. Any person requesting a permit shall submit a written application and fee to the Town Clerk. Such application shall contain the name, address and phone number of the applicant, the name of the property owner, a copy of the legal document by which title to the property is held, along with a sketch of the property and the exact proposed location. The sketch need not be prepared by a surveyor, but shall be approximately to scale and shall show dimensions and locations of improvements (if any).
 - 1) The Town Clerk shall forward the complete application to the Town Chairman, or designee, who shall make arrangements with the applicant to view the proposed location. The site visit is for purposes of determining compliance with the provisions of the ordinance.
 - 2) The Town Chairman or designee who viewed the site shall notify the Town Clerk to include consideration of the issuance of the permit on the agenda of the next regularly scheduled Town Board meeting.
 - 3) Upon receiving the report of the Town Chairman or designee who viewed the site, the Town Board shall move to approve or deny the permit and note on the application sketch any changes to the location or design or any variance allowed to the specifications of this ordinance. The applicant shall acknowledge any required changes on the sketch by placing his/her initials thereon.
 - 4) The Town Clerk shall provide a copy of the approved permit and sketch to the applicant and maintain a file of all permits issued along with copies of completed applications and location sketches.
 - 5) With the approval of the Town Board, the driveway/field road permit may be issued to allow for the excavation of the site to provide for site preparation, culvert and fill for the proposed driveway/field road.

- 6) A non-refundable \$100 fee must be submitted with each driveway/field road permit application.

7. SPECIFICATIONS FOR THE CONSTRUCTION OF DRIVEWAY/FIELD ROADS

- a. The portion of the driveway/field road between the traveled portion of the public highway and the private property.
 - 1) Visibility – There must be adequate visibility of oncoming traffic at the point where the driveway/field road meets the town road. An object three and one-half (3.5') feet high must be seen from the driveway/field road at the edge of the traveled portion of the town road for a distance of three hundred (300') feet in each direction when view from a height of three and one-half (3.5') feet. County and state roads have a longer sight distance.
 - 2) The driveway/field road shall have at least six (6") inches of three-quarter (3/4") inch crushed rock over the entire width, unless the Town Board specifies otherwise.
 - 3) Each driveway/field road entrance shall have a culvert at the ditch line where the driveway/field road meets the town road, unless waived by the Town Board. The culvert is to be placed twenty (20') feet from the center of the roadway, unless the Town Board specifies otherwise. The culvert size shall be designated by the Town Board. Retaining walls will not be allowed. In the case of county or state highways, approval must meet the Green County Highway Department specifications.
 - 4) Radii at the outside edge of the roadway or finished shoulder to be determined by the Town Board.
 - 5) The entrance shall slope away from the traveled edge of the driveway/field road at a slope of two percent (2%) to the horizontal line of the ditch line at the finished surface of the driveway/field road, and a maximum of five percent (5%) from the same ditch line to the finished line of the driveway/field road at the right-of-way line, to prevent water and debris from washing into the town road.
 - 6) The driveway/field road approach angle at the edge of the traveled portion of the town road must be between seventy to one hundred ten degrees (70° - 110°)

- 7) The side banks shall be seeded properly to control erosion.
- 8) The property owner requesting driveway/field road permit shall pay all costs of construction of the driveway/field road, including the culvert.

b. The portion of the driveway beyond the road right-of-way.

- 1) Beyond the right-of-way, the driveway shall be constructed with a minimum roadway of twelve (12') feet in width, with a minimum of four (4') feet on each side with a slope of one (1') foot vertical rise for eight (8') feet of horizontal distance.
- 2) An area of twenty-four (24') feet in width and eighteen (18) feet in height shall be cleared along the driveway in order to permit emergency vehicles a safe passage and must be maintained as such.
- 3) Beyond the road right-of-way, the maximum slope of a driveway shall be thirteen (13%) percent
- 4) Agricultural and commercial driveway/field road shall have a minimum width of twenty-four (24') feet, unless the Town Board specifies otherwise.
- 5) The house and driveway must be clearly marked with an appropriate fire number so emergency vehicles can efficiently respond.
- 6) The driveway must have either a ninety degree (90°) Y-turn or a fifty (50') foot turning radius near the house.
- 7) For safe passage of emergency vehicles, driveways longer than five hundred (500') feet. At every five hundred (500') foot interval, the driveway must be twenty-four (24') feet in width for a length of sixty-five (65') feet.
- 8) Joint Driveways will not be permitted without prior review and specified approval by the Town Board with a written "Joint Driveway Agreement" establishing the proposed joint driveway and the manner of its construction, maintenance and use. The written "Joint Driveway Agreement" shall be signed by each land owner who will be using the driveway. A copy of the agreement will be given to the Town Board.

8. VARIANCES

The Town Board may grant variances from the above requirements. Nothing in this ordinance removes the applicant's responsibility to be in conformance with any other State laws, or County or Township ordinances prior to issuance of the permit.

9. PERMIT LAPSE

Permits issued under this ordinance are valid for one (1) year. If driveway/field road construction does not commence within one (1) year of issuance, the rights granted thereunder shall lapse.

10. PENALTIES

- a. Should a driveway/field road be constructed or modified in a way which violated the provisions of this ordinance, the owner(s) shall pay a fine equal to three (3) times the fee charged for the permit application, whether or not that fee has been paid. The owner(s) shall also make the corrections indicated by the Town Board within a reasonable period of time as determined by the Town Board.
- b. If the owner(s) does (do) 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. The Town of Spring Grove will return the disturbed land to its original condition. That cost shall be paid to the Town by the owner(s) as provided in Wis. Statutes 66.60 (16).

11. EFFECTIVE DATE

This ordinance shall be effective on the day after its publication or posting as required by law.

This ordinance was adopted by the Town Board of Supervisors of the Town of Spring Grove at a regular meeting on the 17th day of September 2002

_____ Chairman - Patrick Faessler

_____ 1st Supervisor

_____ 2nd Supervisor

This ordinance was filed in the office of the Town Clerk and properly posted as required by law on the 17th day of October, 2002.

Debra L. Cline Clerk
Debra L. Cline, Town Clerk

9-17-02