

PERMIT NO. _____

Town of Red Cedar • Dunn County, Wisconsin
Town Hall Drop Off - E6591 627th Avenue, Menomonie, WI 54751
Chairman - (715) 556-2244 • Clerk – (715) 556-5034
Email – clerk@redcedar.gov • Website – redcedar.gov

APPLICATION FOR DRIVEWAY ACCESS PERMIT TO TOWN ROAD

Property Owner

Name _____

Address _____

City _____ Zip _____

Contact Person Name: _____ Phone _____ Email _____

Driveway On

Road Name _____

Subdivision Name _____

Lot Number _____

Proposed Location of Driveway

_____ side of the road _____ miles/feet _____ of _____
(N,S,E,W) (N,S,E,W) (reference point, i.e. intersection, etc.)

General Requirements

1. A \$100.00 permit fee is due upon filing of the Permit for Access to Town Road. Make check payable to "Town of Red Cedar."
2. Highway Access must be completed and ready for final inspection within two years of permit issue. You must notify the Town Board or designated inspector within 30 days of Highway Access completion.

Conditions

1. Driveway permits are granted by the agency with jurisdiction over the road (Wis. Dept. of Transp. for State and Federal Highways, Dunn County for County Roads, or Towns for all other roads).
2. Location requirements such as the distance between driveways will be determined by visibility, speed and safety at the discretion of the Town Board or its designee.
3. Culvert sizing is determined by the jurisdiction at the time of access permit approval.
4. The driveway, including the culvert, is to be installed after approval from the Town. No vehicles may access the lot prior to the approved driveway being installed.
5. Driveway shall slope down and away from the road at the minimum of 2% grade and a maximum of 5% grade for the first 10 feet from the edge of the shoulder to minimize water flowing onto the public road and to provide a more level starting platform for vehicles starting out into the road. The driveway shall be perpendicular to the road or on a radius of the curve out of the right of way line.
6. The driveway shall have base course with a non-tracking surface of aggregate or blacktop on it, to prevent dirt from being tracked onto the Town road.
7. Cement trucks, building supply trucks, and landscaping vehicles will use only the driveway to enter the property and will not drive through the road ditches.
8. All washing of trucks and deposit of excess concrete will be done on the property, not in the road right of way.
9. The road ditches shall not be filled without prior approval by the Town.
10. See "Town Road and Driveway Ordinance" No. 2015-2, as amended, for additional requirements.
11. Costs of repairs for damages incurred to town roads and/or ditches shall be the responsibility of the property owner.
12. If required, attach a drawing showing parcel size and proposed driveway with cross section of road and driveway.
13. A minimum line of sight of 12 feet each direction from center of driveway at the right of way.
14. A minimum driveway surface width of 12 feet which shall have a minimum of 6 inches of compacted base course.
15. A minimum height clearance of 14 feet. This includes trees, wires, and other obstructions.
16. Maximum grade of 10%.
17. Side slopes on the driveway should not exceed a 3:1 % grade.
18. Long driveways should have at least one section of the driveway that is 25 ft. in length and 18 ft. width for each 300 ft. of length to provide for a second lane for vehicle passage.

Road Right-of-Way (typically 33 feet from the center of the road)

The only permissible items to be constructed in the road right-of-way is the driveway, fire number sign, and a mailbox with break-away post construction or a maximum of a 4x4 wooden post.

I have read and agree to abide by the conditions of the permit. I further understand the construction of a driveway without a permit, or construction of a driveway in any manner which does not comply with the permit issued, shall result in a fine equal to two times the permit fee and/or removal of driveway. The cost of repairs for damages to the roadway or ditches (road right-of-way) shall be billed to the property owner along with court costs and attorney's fees, if applicable.

Signature of Owner or Authorized Representative

Date

DRIVEWAY ACCESS PERMIT - To be Completed by Town

Approved Location of Driveway: _____ side of the road _____ miles/feet _____ of _____
(N,S,E,W) (N,S,E,W) (reference point, i.e. intersection, etc.)

Any Restrictions to Access? Yes ____ No ____

Drainage Structure Required? Yes ____ No ____

If yes Diameter _____ Length _____ Material _____ Other _____

Comments

DRIVEWAY ACCESS PERMIT APPROVED BY

Town Chairman or Designee

Date

Approval Expires

FINAL INSPECTION

Town Chairman or Designee

Date