

**Town of Sumner Highway Access and Driveway – Permit Application
Ordinance 2019-0518**

Highway Access Application: _____ **Driveway Permit Application:** _____

New: _____ Reconstruction: _____ New: _____ Reconstruction: _____

Name of Property Owner (Applicant): _____ Phone: _____

Name of Agent: _____ Phone: _____

Property Address: _____

Parcel #: _____ Building Permit Applied for: Yes _____ No _____

Highway Access Location: **Note: Access to a State or County Highway Requires a State or County Permit**

Road Name: Town Highway _____ Residential Entrance: _____

Frontage Direction: North South East West Agricultural Entrance: _____

Distance to closest intersection: _____ Recreational Entrance: _____

Name of Highway intersected: _____ Commercial Entrance: _____

Posted Speed Limit: _____ Stopping Sight Distance: _____ Other: _____

WI DOT Sight Distance Values

25 MPH – 155'	30 MPH – 200'	35 MPH - 250'	40 MPH – 305'
45MPH – 360'	50 MPH - 425'	55 MPH – 495'	

Access Approach Specifications:

Existing: _____ Proposed: _____ Culvert Required: YES NO

Width at Highway Frontage: _____ Culvert Size and Length: _____

Surface Material: _____ Culvert Material: _____

Apron Ends Required: YES NO

Driveway Centerline Distance to Property Line(s): _____

Driveway Centerline Distance to Nearest Driveway(s): _____

Driveway Specifications:

New: _____ Reconstruction: _____ Alteration of Grade, Materials, or Other: _____

Serving: New Residence: _____ Existing Residence: _____ Other: _____

Width for Length of Driveway: _____ Length of Driveway: _____

Surface Material: _____ Maximum Grade at Any Point: _____

Please attach site plats, site plans, elevations, and details that show conformance to the Town of Sumner Highway Access and Driveway Specifications that are made a part of this application as pages 3-5.

Permit Terms and Conditions

- No. 1 The applicant, successors, or assignees agree to hold harmless the Town of Sumner, its Town Board and its duly appointed agents and employees against any action for personal injury or property damage sustained by the issuance of a driveway permit.
- No. 2 The driveway shall always be the sole responsibility of the land owner, adjacent to said highway.
- No. 3 The Town of Sumner does not assume any responsibility for the removal or clearance of snow, ice, or sleet, or the opening of windrows of such material, upon any portion of the driveway or entrance along any Town highway, even though snow, ice, or sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.
- No. 4 Any exceptions to these permit regulations must be approved in writing by the Town Board and included in the driveway permit.
- No. 5 The Town Board of Sumner reserves the right to make such changes, additions, repairs, and relocations within statutory limits to the driveway or its appurtenances on the right-of-way as may at any time be considered necessary to facilitate the relocation, reconstruction, widening, and maintenance of the highway, or to provide proper protection to life and property on or adjacent to the highway. When improvements take place, the Town contractor will construct an entrance to properties in conformance with 86.05 Wis. Stats.
- No. 6 No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without written permission.
- No. 7 The property owner agrees to use the driveway in the manner applied for on the Driveway Permit Application. Any use of said driveway other than the applied for purpose may result in the permit being revoked and the driveway ordered removed.
- No. 8 As a condition of any Town Access or Driveway Permit, the driveway and highway access shall be constructed and maintained by the owner or occupant to ensure safe, timely, and proper access and travel by emergency vehicles.
- No. 9 The Town Board, its Designee, and the Building Inspector shall have the right of entry for inspection purposes.
- No. 10 The Town Board and its Designee may consider the Town of Sumner Comprehensive Plan and other Town ordinances when considering the application for an Access or Driveway Permit.
- No. 11 The applicant shall notify the Town Clerk within 30 days of completion of the project to facilitate inspection.
- No. 12 The Driveway Permit for a new residence shall expire 24 months from the date of approval.
- No. 13 The access or driveway project must start within 6 months of obtaining the permit, with one available request for renewal.
- No. 14 Access and Driveway Permits for reconstruction shall expire 6 months from the date of approval.
- No. 15 A reduced Driveway Permit fee may apply if the driveway is reconstructed and in accord with Section X, C.
Check here if a reduced fee is approved. _____

No. 16 Other noted conditions or terms as part of this application:

I certify that all of the above statements and the plans submitted with this application are true and accurate and the location and construction under this permit will accord with said statements and plans. I consent to the Town's Terms and Conditions No. 1 – No. 16.

Property Owner's Signature (Required): _____

Return Mailing and E-Mail Address: _____

Work to Be Performed By: _____ Phone: _____

Applicant – Please check the documents and information submitted with this application.

Plat Map _____ Aerial Map _____ Plans _____ Land Use Permit _____ Building Permit _____

Structure Locations _____ Sectionals _____ Elevations _____ Grades Shown _____

Materials Specifications _____ Culvert Specifications _____ Other _____

Received Date: _____ Received By: _____

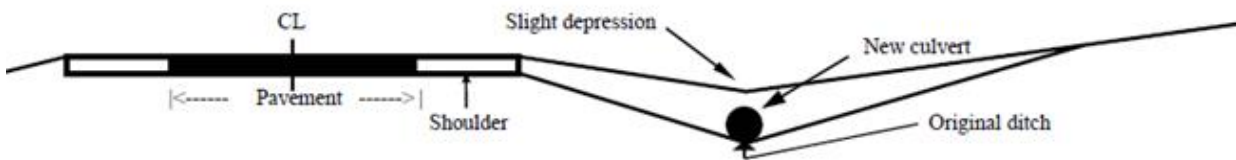
Access Fee (\$50) Paid: Cash: _____ Check No. : _____ Amount: _____

Driveway Fee (\$200) Paid: Cash: _____ Check No.: _____ Amount: _____

**Town of Sumner
Highway Access and Driveways
SPECIFICATIONS
ORD-2020-0518**

A. Approaches to Town Highway:

1. The driveway and approach shall not obstruct or impair drainage in highway side ditches or roadside areas. The size (diameter and length) and the location of the culvert shall be as specified by the Town Board, its Designee, or the Building Inspector.
2. No concrete, stone, timber, or any other material that could constitute a menace or danger to the traveling public will be permitted to be used as end-walls to the driveway approach in the right-of-way. Only standard manufactured apron end-sections shall be used.
3. The ground surrounding the end of the driveway and approach shall be sloped in a gradual manner, back to the highway ditch.
4. When the driveway and approach are in an area sloping UP from the highway, the following general design must conform to the following specification:



- B. **Base at Access:** The driveway base must be put in place and compacted for a distance of 10 feet from the Town highway frontage before construction of the driveway begins. The property owner will be responsible for damage to Town road edges caused by construction.
- C. **Right of Way Concrete Setback:** The driveway shall NOT be constructed of concrete within the established right-of way and for a minimum of 10 feet from the edge of the highway when the right-of-way is less than 10 feet.
- D. **Location:**
 1. No portion of the driveway or approach shall be closer than 150 feet from the nearest edge of the right-of-way of an intersecting public road.
 2. The edge of the driveway, or the end of the culvert, shall NOT be closer than 5 feet from an adjacent property line.
 3. The edge of the driveway, at the center of the highway ditch, shall NOT be closer than 30 feet from the edge of another driveway at the center of the highway ditch.
- E. **Sight Distance:** Design controls for the minimum stopping sight distance shall conform to Wisconsin Department of Transportation Sight Distance Values.
- F. **Agricultural Entrances:** Agricultural entrances to a Town Highway will require a Highway Access Permit, with the specifications used to protect Town highway shoulders and pavement to be determined based upon the proposed use of farm equipment and vehicles.
- G. **Turning Radius:** Driveway approaches at the highway shall have a 40' minimum turning radius measured to the center line of the driveway. The centerline of that part of the driveway lying on the Town right-of-way shall always be at right angles to the highway pavement.
- H. **Gate Entrances:** Gates, not including the support structure, shall be at least 4 feet wider than the width of the traffic lane(s) serving the gate.
 1. All gates providing access from a road to a driveway shall be located at least 30 feet from the right-of-way and shall open to allow a vehicle to stop without obstruction to traffic on the access road.
 2. Where a one-way road with a single traffic lane provides access to a gated entrance, a 40 feet turning radius shall be used. Entry onto the driveway may use the entire access road width in determining the radius.

- I. **Culverts:** Culverts, when required, shall be galvanized steel, a minimum of 12” round or 15” round (arches generally 18”) for a length of 16 to 30 feet - residential and 24 to 40 feet - commercial as determined by the Building Inspector or the Designee. PVC pipe of any schedule is not allowed as a culvert material.
- J. **Surface Permeability:** It may be determined that driveway surface materials in the Koshkonong Lake District, floodplain areas, and other areas of the Town must be gravel to maintain permeability for absorption of rain or flood waters.
- K. **Surface:** Surface materials may consist of concrete, (see sect XI C.), asphalt, or gravel and shall be capable of supporting a 25-ton load as evidenced by:
1. A written statement of a licensed engineering contractor indicating the prepared driveway is an all-weather surface capable of supporting a 25-ton load; or
 2. A written statement indicating not less than six (6) inches of aggregate base, 90% compacted.
- L. **Width:**
1. *Non-commercial driveways* shall have a traffic lane width of no less than 10 feet nor greater than 30 feet measured at right angles to the centerline of the driveway, except as increased by permissible or required radii for curves or turns.
 2. *Commercial driveways* shall have a traffic lane width of no less than 16 feet, nor greater than 40 feet, as measured at right angles to the centerline of the driveway, except as increased by permissible or required radii for curves or turns.
 3. Deviations may be approved by the Building Inspector or the Designee when the deviation request provides the same practical effect and where safe, adequate, and timely access to emergency vehicles will be provided.
(Approved - Town Board meeting of August 31, 2019)
- M. **Length:**
1. No driveway shall exceed 800 feet in length measured from the access point to its terminus.
 2. Driveways exceeding 400 feet in length, but less than 800 feet in length, shall provide a turnout or hammerhead near the midpoint of the driveway. A turnaround shall be provided at all building sites on driveways over 400 feet in length and shall be within 50 feet of the building it serves.
 3. Turnarounds or hammerheads shall have an 8% maximum grade. The turnaround terminus bulb shall have a minimum 40’ radius to centerline.
- N. **Grade:** All private lanes and driveways shall not exceed 12% grade. Steeper grades may be permitted but only after the responsible Fire Department has approved mitigation measures for the access of their emergency vehicles. The driveway grade shall not increase, obstruct, or impair drainage in Town highways or ditches.
- O. **Curves:**
1. Turns and curves in a driveway shall allow for a 40’ radius to accommodate emergency vehicles such as fire engines and tankers.
 2. In steep terrains where a switchback driveway is used, the equivalent for a terminus bulb or hammerhead will be permitted, in lieu of a 40’ centerline radius, to allow a fire truck to negotiate the turns.
 3. Vertical curves on driveways may use a radius determined by a licensed engineering contractor that will not cause a fire truck to “bottom out”.
 4. Curves which cannot be made to conform to the above will be handled on a case by case basis in consultation with the Town and the responsible Fire Department.
- P. **Unobstructed Horizontal Clearance:** The un-obstructed horizontal clearance width required to provide safe, timely, and adequate ingress and egress for emergency vehicles shall be no less than 16’ measured at right angles to the centerline for the entirety of the driveway.
- Q. **Unobstructed Vertical Clearance:** A minimum of 16 feet of overhead clearance is required along the entire length of driveway, including turnarounds, by-passes, and hammerhead/Ts.

- R. **Turnarounds:** Turnarounds are required at the end of driveway and termini and dead-end drives. The minimum turning radius for a turnaround shall be 40 feet from the centerline of the road. If a hammerhead/T is used, the top of the “T” shall be a minimum of 60 feet in length.
- S. **Driveway Bridges:** Bridges are required to be designed by a licensed professional designer for a minimum load of 50,000 pounds (25 tons) using recognized engineering criteria. Culverts used in lieu of bridges over year-round streams or waterbodies must be designed as for bridges. A licensed engineering contractor may size other culverts.

Town of Sumner
Permit Authorization Signature Page

Property Owner Name: _____

Access Location: _____

Access Application: Approved Date: _____

Conditions: _____

Driveway Application: Approved Date: _____

Conditions: _____

Term of Approval: _____

Building Inspector or Designee Signature: _____

Date: _____

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Completion and Final Inspection

The highway access or driveway has been completed and inspected and determination has been made that the access or driveway meets the required minimum standards, conforms to the plans and specifications as submitted, and the conditions of the permit.

Building Inspector or Designee Signature _____ **Date:** _____