

# TOWN OF HARTLAND

Shawano County, WI

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## DRIVEWAY PERMIT

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Applicants Name \_\_\_\_\_ Date \_\_\_\_\_

Applicants Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address for proposed driveway \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ Quarter/Quarter \_\_\_\_\_

The driveway will provide access to STH \_\_\_\_\_ CTH \_\_\_\_\_ Town Road \_\_\_\_\_

Proposed Land Use of property \_\_\_\_\_

\*\*\* Provide a sketch of proposed driveway including grade, slope, width and length of driveway and indicated turnoffs if required, and the dead end turnaround on the back of this application. Specify erosion control procedures to be utilized.

\_\_\_\_\_  
\_\_\_\_\_

Specify proposed road base, including depth and type of material: \_\_\_\_\_  
\_\_\_\_\_

The following specifications shall apply to all new driveways installed after April 1, 2001.

- Minimum road surface width 12 feet
- Minimum width clearance 24 feet
- Minimum height clearance free of trees, wires, etc. 18 feet
- Maximum grade 10 percent

- At least one 25 feet in length and 18 feet in width segment of the road surface shall be provided for each 300 feet of driveway length to provide for safe passage of meeting vehicles.
- The driveway within the area of public right-of-way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion on to the public road.
- An adequate road bed base of suitable material to support the projected traffic and any requirements for culverts shall be determined by the town in considering an application for driveway approval. If culverts are required the recommended minimum diameter shall be 18”.
- At the dead end of all new driveways a turn around of at least 25 feet radius or some other method to allow vehicles to turn around shall be provided as determined by the town board.

An inspection fee of \$150.00 is required to be submitted with the applications for a driveway. The fee will be refunded if the location of the driveway is denied. If second inspection is not up to code a new application must be submitted and a new fee will be charged. The fee also covers the cost of the town obtaining and installing a fire number consistent with the county E-911 system, including any associated county fees.

All driveways shall be constructed in accordance with the above requirements and other specifications as may be set forth by the Town Board. The maintenance of the driveway shall be the responsibility of the applicant and/or property owner.

Signature of Applicant \_\_\_\_\_

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TO BE COMPLETED BY TOWN BOARD

PRE INSTALLATION

A culvert (will, will not) be required. If required a minimum diameter of \_\_\_\_\_ inches. The above driveway location has been (approved, denied) by the appropriate highway jurisdiction on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_ Chairman  
 \_\_\_\_\_ Supervisor  
 \_\_\_\_\_ Supervisor

POST INSTALLATION

The above driveway has been inspected by the Town of Hartland and determination has been made that the driveway meets the minimum standards and the zoning administrator is hereby authorized to issue a zoning permit. The fire number has been installed.

TOWN BOARD APPROVAL on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Supervisor

\_\_\_\_\_ Supervisor