

TOWN OF ALDEN DRIVEWAY PERMIT APPLICATION

DRIVEWAY PERMIT FEES

1. Field Driveway - \$50.00
2. Residential Driveway - \$100.00
3. Deposit on all Driveways – \$300.00
(Resolution #40–2008) 8/14/08

Permit Number _____

Name and Address of Applicant		Highway	County
		Town - Village - City	
Type of Driveway	Number of Driveways	Proposed Land Use	Completion Date

Location of Proposed Driveway:

Subdivision Name (if applicable) _____ Lot Number _____

Town Map Location _____ 1/4, _____ 1/4, of Section _____, Town _____ N, Range _____ W
 _____ Side of the highway _____ miles _____ of _____

Description of Proposed Work (include special restrictions, intersection clearances, other details and reference to any sketches which may be attached.)

Any driveways shall be constructed in accordance with all requirements printed on the reverse side, and any special conditions stated herein. The maintenance of the driveways shall be the responsibility of the applicant.

Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by local ordinances.

Signature of Applicant

Date

Approved by Town of Alden:

Date

4.04 APPLICATION FOR PERMIT

C. A driveway permit is valid for a period of one year from the date of issuance. If a driveway has not been completed and inspected within one year, reapplication is required.

4.06 DRIVEWAY STANDARDS

The following are the standards for field and regular driveways. Where other Town requirements are more restrictive, they shall apply.

- A. Driveways shall meet the following objectives: to permit the safe, efficient, and orderly movement of traffic; to respect natural features and topography; and to permit proper drainage.
- B. No more than two (2) driveways, including existing driveways, will be permitted per forty-acre tract, i.e., within the parcel 1320 feet frontage with a Town Road, without special permission of the committee. Driveways within new subdivisions not accessing existing roads are exempt from this provision and are subject to 4.06 E. (6) and (7).
- C. All driveways shall be designed and constructed in accordance with applicable road standards adopted by the Town or standards set forth in sec. 86.26(1)(b), Wisconsin Statutes, and shall also satisfy the following:
 - (1) 15" culverts, or as otherwise specified, with a minimum cover of one foot to the top of the sand lift.
 - (2) All culverts shall be galvanized, corrugated steel pipe, pipe arch, plate, reinforced concrete, or plastic pipe in conformity with American Association of State Highway Transportation officials' (AASHTO) specifications, and all culverts shall be installed to include end walls.
 - (3) The minimum culvert length shall be 30 feet
 - (4) Widths and grades.

Driveways serving one or two lots:

Minimum easement width for driveways serving more than one lot shall be 66"

Maximum Grade: 10%

- D. The construction requirements for the portion of driveways located in Town road right-of-ways, or private road easements.

- (1) 3' to 5' ditch bottom;
- (2) 24' minimum road width before gravel or base course;
- (3) 20' road width after base course;
- (4) 2' shoulders;
- (5) 12" sub base of sand, measured after being compacted;
- (6) 6" base of WisDOT Grade 2 crushed limestone or 7" base of Wisconsin grade 2 gravel, measured after being compacted;
- (7) -1% minimum grade to the edge of the right of way toward public road not to exceed 10% slope away from public roads.
- (8) Decomposable material shall not be used in construction;
- (9) Shoulder slopes of 4%;
- (10) Fill slopes of 3:1 on fills to 3 ft; 2:1 maximum below top 3 ft;
- (11) Back slopes 3:1 or flatter desirable; 2:1 maximum.

- E. The Committee or designee shall examine the proposed design and location of driveways to assure that they are laid out in a way that will produce intersections, grades and other features meeting the following standards:

- (1) The intersection angle of a driveway to a road shall be 90 degrees. Or as near as practical at the discretion of the Town Board.
- (2) The Committee shall require intersection vision clearances.
- (3) The vertical alignment of the centerline shall be based on the minimum safe stopping sight distance in accordance with the design standards of the AASHTO. See attachment "Road Construction Standards". The Committee shall authorize an independent engineering analysis to be completed by the Town Engineer, where site conditions merit such an analysis. The Committee has sole discretion to require such an analysis, for which the applicant shall promptly reimburse the Town.
- (4) The Committee may require joint driveways.
 - (5) The Committee shall require additional driveway construction beyond the right-of-way where deemed necessary to prevent erosion, provide emergency response vehicle access, or address any other public safety concern.
 - (6) No driveway shall be located within 200' of any other driveway on the same side of the road, except in Conservation Design subdivisions where no driveway shall be located within 125' of any other driveway on the same side of the road.
 - (7) No driveway shall be located within 200' of any public or private road intersection, except in Conservation Design subdivisions where no driveway shall be located within 125' of any public or private road intersection.
 - (8) No owner of the driveway shall allow any material including mud, snow, ice or any other material onto the public road. This includes the plowing of such material across the highway.

TOWN OF ALDEN

DRIVEWAY ORDINANCE

CHAPTER 4

DRIVEWAYS

4.01	Purpose
4.02	Authorities
4.03	Adoptions
4.04	Application for Permit
4.05	Definitions
4.06	Driveway Standards
4.07	Fees and Agreements
4.08	Violations and Penalties

4.01 PURPOSE. The purpose of this Chapter is to regulate and control driveway design and construction in the Town of Alden in order to promote public health, safety, general welfare, water quality, and aesthetics. This can be accomplished by requiring an orderly layout and use of land for this purpose, providing safe access to highways, roads and streets, facilitating adequate provision for transportation and protecting safe and adequate surface drainage ways.

4.02 AUTHORITIES. This Chapter is adopted under the authority granted by Sections 60.10, 60.61, 60.62, 61.35, 62.23, and 236.45, Wisconsin Statutes.

4.03 ADOPTIONS. The Town Board has, by adoption of this ordinance, confirmed the specific statutory authority, powers and duties noted in the specific sections of this ordinance and has established by these sections and this ordinance the certain areas and the regulations and controlling of certain uses, activities, businesses and operations in the Town of Alden.

This ordinance shall be in effect beginning January 1, 1998 and shall remain in effect until the ordinance is withdrawn or modified by the Town Board. Publication of this ordinance shall be made according to Statute prior to legal authority.

4.04 APPLICATION FOR PERMIT.

- A. All driveways proposed to be installed for residential purposes, any driveway serving open land without improvements (a "field driveway") and entering onto a Town road, or any field driveway being converted to a driveway for residential purposes shall make application for a driveway permit and pay an application fee to the Town before installation or use of the driveway. Construction or use shall not begin until approval and a permit is received for such driveway.
- B. The applicant who may be the owner, agent, or contractor shall pay the permit fee and submit a plan showing the specifications including grade, slope, width and length of driveway, erosion controls and culvert specifications at the time of application.
- C. A driveway permit is valid for a period of one year from the date of issuance. If a driveway has not been completed and inspected within one year, reapplication is required.

4.05 DEFINITIONS. For purposes of this Chapter, certain words or phrases as used herein are defined as follows:

- A. Committee. The Town Board of the Town of Alden or its designee.
- B. Town. The Town of Alden.
- C. Driveway. A private road used for purposes of ingress and egress that intersects with a Town road and serves open unimproved land (a "field" driveway) or serving not more than two (2) residential or commercial lots.
- D. Easement. Any part of a lot so designed on a Certified Survey Map or plat and utilized for a specific purpose, such as driveway, drainage or utility.

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- (8) No owner of the driveway shall allow any material including mud, snow, ice or any other material onto the public road. This includes the plowing of such material across the highway.

4.07 FEES AND AGREEMENTS.

A. Fees

- (1) Each driveway permit application requires an application fee.
 - a. The fee for a field driveway is \$50.00
 - b. The fee for a residential driveway is \$100.00
- (2) Inspection when not in compliance;
 - a. The first non-compliance notice shall be written and shall state the nature of the changes required to meet the driveway ordinance. This notice will result in a forfeiture of \$50.00. A time to bring the driveway into compliance shall be stated in the notice. A minimum of 30 calendar days shall be given for compliance unless an immediate safety peril has been identified.
 - b. A driveway permit is required before construction can begin, so an inspection of the driveway shall occur at the time a house number is issued. Notice of any failure to comply with this ordinance shall be given at that time. This notice shall constitute a 30-day notice to comply.

- c. A second inspection shall be made after the expiration of the time given in the first notice to cure the violation. If the driveway remains in a state of non-compliance, the forfeiture amount shall increase to \$100.00, and every day the driveway remains non-compliant thereafter shall be considered a separate offense that incurs an additional \$100.00 forfeiture.

B. Agreements.

- (1) As part of the application process, applicants for a Town driveway permit shall acknowledge in writing that they have received a copy of the DRIVEWAY ORDINANCE, an application in conformity therewith, and agree to reimburse the Town for its expenses in excess of the permit application fee, such as the independent engineering analysis referred to in 4.06 (E) (3) of this ordinance. This agreement can be obtained from the Town Chair or Clerk or their designee.
- (2) For any lot or structures served by a driveway which is substandard, or cannot be easily traversed by emergency response vehicles due to overhanging trees, narrow width, tight turns, steep grades, obstructions close to the sides or excessive length, the Town of Alden cannot be responsible for damages from emergency response vehicles gaining access to the property or being unable to access the property.


4.08 VIOLATIONS AND PENALTIES. Any person, partnership, corporation or other entity that fails to comply with the provisions of this Chapter shall, upon adjudication of violation, be subject to penalties and forfeitures as provided in secs. 236.30, 236.31, 236.32, 236.335, and 236.35, Wisconsin Statutes.

This ordinance shall be in effect and in force from and after the date of its passage and publication all in accordance with the Wisconsin State Statutes.

Ordinance first Adopted: December 18, 1997
Ordinance Amended: August 1998

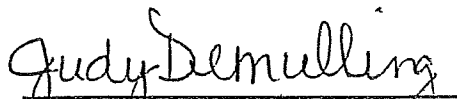
Amended by Town Board Action: March 11, 2004
Published in Osceola Sun: March 3, 2004

Amended by Town Board Action: March 10, 2005
Published in Osceola Sun: March 23, 2005



Bradley Johnson, Chairman

ATTEST:



Judy Demulling, Town Clerk

TOWN OF ALDEN

Polk County, Wisconsin 54026

Office: 715-248-7859 Fax: 715-248-7966 Public Works: 715-248-3714

RESOLUTION # 40-2008

SUPPLEMENT TO TOWN OF ALDEN DRIVEWAY ORDINANCE

BE IT RESOLVED:

THAT THE, Town of Alden has a Driveway Ordinance covers the requirements of the town relating to the construction of a safe field or residential driveway. At this time, it is not the intention of the board to revise the ordinance but to use this resolution to help get driveways installed in a timely way and to have them inspected.

THEREFORE, be it resolved that after adoption of this resolution, a deposit of Three-Hundred Dollars (\$300.00) will be deposited with the town clerk along with the driveway permit fee. Upon completion of the driveway and notification to the town, our road workers will inspect the driveway. If the driveway is completed satisfactorily, the deposit will be returned.

WHEREAS, if the driveway is not completed acceptably, the first option will be to address discrepancies. The town reserves the right to use the following options to help us get compliance by all: (1) Contact Polk County Offices to notify them to deny the property owner a Sanitary Permit or Land Use Permit. (2) Notify the Town Building Inspector to deny inspection of a building. (3) Assess a per day penalty as provided by our Driveway Ordinance.

BE IT FURTHER RESOLVED, Driveway permits will only be accepted by the legal property owner of the parcel involved.

ADOPTED this 14th day of August 2008 by the Board of the Town of Alden, Polk County, Wisconsin.


Bradley T. Johnson, Chairman

Attest: 
Judy Demulling, Town Clerk

PROCEDURE FOR DRIVEWAY APPROVAL IN THE TOWN OF ALDEN

The following checklist is a record for driveway(s) within the Town of Alden.

Company or Individual(s) Proposing a Driveway _____

Address _____

Phone Number (_____) _____

Contact Person _____

1. **Received Driveway Ordinance and Permit. Signed by person(s) requesting driveway permit.**

Date ____/____/____.

2. **Submitted Application.**

Date ____/____/____. Received by _____.

3. **Reviewed by Road Worker.**

Date ____/____/____.

Does this need further review for approval? YES _____ NO _____.

Date ____/____/____. Signature by _____.

4. **Construction approved by building inspector or road worker.**

Date ____/____/____. Final Approval by _____.

5. **Are there any requirements for corrections in construction? YES _____ NO _____.**

Date ____/____/____. Signature by _____.