

Driveway Access Policy and Permit Application Instructions

It is the policy of the Town of Oakland that permission must be obtained to construct or maintain a driveway or other property access point within the town right-of-way through the following prescribed procedure. Sections 86.05 and 86.07(2) of Wisconsin State Statutes govern the requirements of driveways and property access points.

The Town of Oakland is obligated to reconstruct a driveway entrance to private property only when making major grading improvements past said property. At all other times, the property owner must (1) obtain the required permit from the Town; and (2) maintain the driveway henceforth. There is no fee for this permit.

The procedure for permit application and installation is as follows:

1. The applicant completes attached application form and submits it to the Town Clerk.
2. The applicant marks proposed entrance location with orange marking flags.
3. Field review is made by Town representative.
4. Applicant is notified of field review.
5. Applicant purchases approved materials from supplier (galvanized or concrete culverts only) no plastic pipes allowed.
6. Applicant informs town of purchased culvert. Town then installs culvert per permit. The town will not charge for this installation. The town may approve having the applicant, or the applicant's contractor, install the culvert. This permission must be obtained from the town chairman or his designee.

Temporary accesses require the same procedure as permanent, but approved used culverts may be utilized. End walls or retaining walls are not permitted on driveways.

Construction requirements and conditions of permit issuance:

1. The applicant on the permit represents all parties' interest. And any driveway or approach constructed by or for the applicants is for the bona fide purpose of providing access to the applicant's property.
2. The permittee shall furnish the steel culvert per size specified by the town. In every instance the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right-of-way shall be the responsibility of the indicated permittee who shall be obligated to pay all costs and accomplish all work necessary in relation to said maintenance of the driveway facility.

3. The driveway installation shall be made without jeopardy to or interference with traffic using the highway.
4. Highway surface, shoulders, ditches, and vegetation which is disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor.
5. The surface of the driveway connecting with the highway shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing on to the road bed.
6. The driveway shall not obstruct or impair drainage in highway side ditches. Driveway culverts where necessary, shall be adequate for surface water drainage along highway and the size and length shall be as approved by permit.
7. No revisions or additions shall be made to the access driveway or it's appurtenances on the right-of-way without the permission of the town.
8. The Town of Oakland does not assume any responsibility for the removal or clearance of snow, ice, sleet, or the opening of windrows of such material upon any portion of any driveway or entrance by its authorized representative engaged in normal winter maintenance operations.
9. The permittee, his successors, or assigns agree to hold harmless the Town of Oakland and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
10. If blast rock is used to construct the driveway, no blast rock shall be placed in the area of the ditch, blast rock shall stop at the town right-of-way line, nor any material shall be used that would interfere with normal road maintenance.

APPLICATION TO CONSTRUCT DRIVEWAY

Please fill out the required information on this form and submit to the Town Clerk per the attached instructions. PLEASE TYPE OR PRINT.

1. Applicant name _____
2. Address _____
3. Telephone number with area code _____
4. Driveway address or description

5. Property Owner (if not the applicant) _____
6. What type of driveway (check one)
 New Driveway Improved Driveway Relocating Exit
7. What type of use will the driveway serve? (check one)
 Rural-commercial Rural Residential Rural Agricultural
8. What side of the highway will the driveway be location? (check one)
 North South East West
9. Is the proposed driveway less than 300 feet from another driveway on the same highway?
 Yes No
10. What is the name of the nearest side road from the proposed driveway?

11. Approximately how far is the proposed driveway from the side road listed above?

12. How many driveways does this property currently have? _____
13. Are there any access restrictions limiting the number of driveways to this property, such as a subdivision plat, certified survey map, deed, access covenant (recorded or unrecorded)?
 Yes No
14. If yes, please submit a copy of the access restriction agreement with this application.
15. Are there any access easements across the property (recorded or unrecorded)? Yes
 No

APPLICANT SHALL PLACE A FLAG OR BRIGHTLY COLORED MARKER IN THE HIGHWAY DITCH VISIBLE FROM THE HIGHWAY AT THE LOCATION OF THE PROPOSED DRIVEWAY.

For safety purposes, construction of bituminous, stone, concrete, timber or any other type of vertical headwalls will not be permitted.

The driveway shall be constructed at right angles to the highway for the full width of the right-of-way. The construction and maintenance of the proposed driveway shall be the responsibility of the applicant. It is understood and agreed that approval is subject to the applicant's full compliance with the pertinent statutes, as well as any codes, rules, regulations, and permit requirements of other jurisdictional agencies.

The applicant shall also comply with all the permit provisions, superimposed notes, and detailed drawings, which may be added by the department. Any alterations of this form by the applicant are prohibited and may be cause for revocation of this permit.

Property Owner / Authorized Representative Signature & Date

TOWN OF OAKLAND USE ONLY:

Required drainage structure:

Permit approved by: _____

Date: _____