

# TOWN OF HARTLAND

Shawano County, WI

Ordinance #2001-02 (revised #2013-01)

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## ORDINANCE ESTABLISHING

### MINIMUM DRIVEWAY DESIGN STANDARDS

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#### 1.1 AUTHORITY.

The Town Board of the Town of Hartland has the specific authority, powers and duties pursuant to ss 60.61, 60.62 and 60.63 Wisconsin Statutes, pursuant to the specific statutory sections noted in this ordinance and/or by its adoption of village powers under ss 60.10 to zone certain areas in the Town of Hartland and to regulate, prohibit and restrict construction, alteration, erection and enlargement of certain structures and buildings in the Town of Hartland, and to regulate and control certain uses, activities, businesses and operations in the Town of Hartland.

The Town Board of the Town of Hartland has been granted village powers pursuant to ss 60.10, 60.22(3) at the Annual Meeting dated April 11, 1995 approved the authority of the Town Board of the Town of Hartland to zone pursuant to ss 60.62 Wisconsin Statutes.

#### 1.2 PURPOSE.

The purpose of this ordinance is as follows:

Whereas interest has been expressed to establish standards for driveways that will provide for better and safer provisions for adequate access from private development to a public right-of-way.

#### 1.3 ADOPTION OF ORDINANCE.

The Town Board of the Town of Hartland 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 Hartland.

#### 1.4 MINIMUM REQUIREMENTS.

All new driveways proposed to be installed or any driveway alleged to be existing and serving open land without improvements and proposed to be converted to a driveway to

serve one or more structures shall be subject to an inspection fee as established by the Town Board to be paid to the township prior to the start of any construction on a new driveway and prior to the issuance of a zoning permit. An approved driveway shall be in place before a zoning permit can be issued.

The applicant who may be the owner, agent, or contractor shall submit a location construction plan showing specifications including grade, slope, width, and length of the driveway and erosion control procedures.

Authorization for a driveway is subject to the approval of the town board wherein located and when so approved the town board shall notify the zoning administrator. If there is a dispute on the adequacy of an alleged existing driveway the decision of the town board will be the deciding factor. If there is not clear evidence, as determined by the zoning administrator, that a driveway has been in place prior to December 26, 2012, the owner is in violation of this ordinance if owner does not have town board approval for the driveway.

The following specifications shall apply:

- 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 turnaround 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.
- Illegal culverts will be removed at landowner's expense.

**1.5 DEFINITIONS**

Driveway/access: any area where travel occurs from a public road over land (whether by easement or ownership) not considered to be part of the public road for the purpose of gaining access to land or improvements.

**1.6 EFFECTIVE DATE**

This ordinance shall take effect from and after it’s passage and posting as provided by law.

Originally adopted October 16, 2001.

Revision adopted this \_\_\_\_\_ day of February 2013.

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_

Attested: \_\_\_\_\_  
Marlin Noffke – Clerk

\_\_\_\_\_  
Robert Woldt – Chairman

\_\_\_\_\_  
Frank Heller – Supervisor

\_\_\_\_\_  
Jay Teschke – Supervisor

Posted in the following 3 public places.

Hartland Town Hall

# 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 \$200.00 (payable to Town of Hartland) is required to be submitted with the applications for a driveway. Please send fee and application to the Chairman’s address found under the Government link on the town website. 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