

SAWYER COUNTY HIGHWAY DEPARTMENT

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PERMIT FOR ACCESS DRIVEWAY TO COUNTY TRUNK HIGHWAY

INSTALLATION OF DRIVEWAY BY: APPLICANT LAND OWNER

NAME AND ADDRESS OF APPLICANT	HIGHWAY	COUNTY	
DAYTIME TELEPHONE NUMBER	TOWNSHIP-VILLAGE-CITY		
TYPE OF DRIVEWAY	PROPOSED LAND USE	START DATE	COMPLETION DATE

LOCATION OF DRIVEWAY:

_____ SIDE OF THE HIGHWAY _____ MILES _____ OF _____ IN SECTION _____ TOWNSHIP _____ RANGE _____

SKETCH PROPOSED WORK INCLUDING SPECIAL RESTRICTIONS, INTERSECTION CLEARANCES AND OTHER DETAILS. MARK LOCATION OF PROPOSED DRIVEWAY WITH RIBBON OR LATHE. PLEASE ATTACH COPY OF PLAT BOOK PAGE.

ANY DRIVEWAYS SHALL BE CONSTRUCTED IN ACCORDANCE WITH ALL REQUIREMENTS PRINTED ON THE NEXT PAGE, 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 APPLICANTS OBLIGATION TO COMPLY WITH ANY MORE RESTRICTIVE REQUIREMENTS IMPOSED BY LOCAL ORDINANCES.

SIGNATURE OF APPLICANT _____ DATE _____

* DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY *

REQUIRED DRAINAGE STRUCTURE	IF NO DRAINAGE STRUCTURE, STATE WHY
PERMIT APPLIED	DATE
CONSTRUCTION APPROVED	DATE

ACCESS DRIVEWAY PERMIT REQUIREMENTS

GENERAL REQUIREMENTS

Conditions of Issuance

- FIRST:** The permittee, indicated on the reverse side hereof, represents all parties in interest, and that any driveway or approach constructed by or for him is for the bona fide purpose of providing access to his property, and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the highway right of way.
- SECOND:** Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the county in relation to a highway construction or reconstruction project, the permittee shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right of way. 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 works necessary in relation to the said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The nature of construction shall be as designated and subject to approval of the Highway Department. The driveway installation shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the preexisting conditions by the driveway constructor. Any such facilities disturbed by operation relating to the subsequent maintenance of the driveway shall be restored to the satisfaction of the Highway Department by the permittee.
- THIRD:** No revisions or additions shall be made to the driveway or its appurtenances on the right of way without the written permission of the Highway Department.
- FOURTH:** The Highway Department 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 maintaining of the highway, or to provide proper protection to life and property on or adjacent to the highway.
- FIFTH:** The permittee, his successors or assigns agree to hold harmless the County of Sawyer and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of exercise of this permit.
- SIXTH:** The Highway Department 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 any driveway or entrance along any county 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.
- SEVENTH:** If you have a driveway that has a culvert that is in need of repair or replacement, you the property owner will be responsible for any costs of repairs or replacement. Should the driveway culvert not be restored within 30 days of notice by the Highway Department, we will make arrangements for its removal and bill you for the costs incurred.

Location, Design and Construction

The location, design and construction of the driveway shall be in accordance with the following policy and limits, which limits are in no case to be exceeded unless specifically authorized by the Highway Department.

- (A) A driveway shall be located and restricted as to width as necessary so that the entire driveway roadway and its appurtenances are contained within the frontage along the highway of the property served. At public highway intersections a driveway shall not provide direct ingress or egress to or from the public highway intersection area and shall not encroach on or occupy areas of the roadway or right of way deemed necessary for effective traffic control or for highway signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the highway.
- (B) The number of driveways permitted serving a single property frontage along a county trunk highway shall be the minimum deemed necessary by the Highway Department for reasonable service to the property without undue impairment of safety, convenience, and utility of the highway.
- (C) The island area on the right of way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way line shall remain unimproved for vehicular travel or parking. Such areas shall be considered as restricted and may be filed in or graded down only as hereinafter provided in paragraph (G).
- (D) The surface of the driveway connecting with rural-type highway sections 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 onto the highway roadbed.
- (E) The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts, where necessary, shall be adequate for surface water drainage along the highway and in no case less than the equivalent of 15-inch diameter pipe. The distance between culverts under successive driveways shall be not less than 10 feet except as such restricted area is permitted to be filed in under the provisions of paragraph (G).
- (F) When curb or gutter is removed for constructing a driveway, the new connections shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. The driveway surface shall connect with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway construction shall include replacement of sidewalk areas which are inadequate or become damaged by reason of vehicular travel across the sidewalk.
- (G) The restricted area between successive driveways may be filed in or graded down only when the following requirements are fully complied with:
1. The filling in or grading down shall be to grades approved by the Highway Department and except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the highway roadbed in a suitable manner.
 2. Culvert extension under the restricted area shall be of like size and equivalent acceptable material of the driveway culvert, and intermediate manholes adequate for clean-out purposes may be required where the total culvert length exceeds 100 feet.
 3. Where no highway side ditch separates the restricted area from the highway roadbed permanent provision may be required to separate the area from the highway roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail, or posts deemed adequate by the Highway Department.

SPECIAL REQUIREMENTS

Commercial/Rural:

- Rural Type highway cross section. Driveways serving commercial or industrial establishment.
1. **WIDTH OF DRIVE.** NO driveway except as hereinafter provided shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii. In no instance shall a driveway have a width greater than 62 feet (including flare of return radii) measured along a line 10 feet from and parallel to the edge of the highway pavement.
 2. **RETURN RADIUS.** No return radius projected between the edge of the highway pavement and the driveway shall be greater than 40 feet. Usually these radii will be determined by the restrictions given in Section Numbers 1, 3, and 4.
 3. **ANGULAR PLACEMENT OF DRIVE.** The angle between the centerline of a driveway serving two-way traffic and the edge of the pavement shall not be less than 45 degrees. Where suitable precautions are taken, or one-way operation along divided highways permits only one-way operation of the driveways, the angle of entrance drive to grantees property may be decreased. The angle of the exit drive with the highway pavement shall not be less than 45 degrees.
 4. **ISLAND AREAS.** An island of a minimum length of 10 feet shall be maintained between driveways serving the same premises. (The measurement shall be along a line 10 feet from and parallel to edge of pavement.) The permit shall specify that the island area, if less than 20 feet in length or 10 feet in width, is to be defined by curbs, posts, boulders, masonry walls, guard rail, etc. Materials used to define the island, except concrete curbs, shall be painted white. The side of the island next to the highway shall be not less than 10 feet from the pavement edge. The side of the island farthest from the highway shall be at the right-of-way line. The area within 5 feet of a property line shall be a restricted area over which no driveway may be developed. The 5-foot restriction shall be measured parallel to the pavement edge and shall be effective between the right-of-way line and a line 10 feet from and parallel to the pavement edge. This is to serve as an island area should the adjoining property owner request a permit for a driveway.

Noncommercial - Rural:

Rural type highway cross section. Driveway serving farm or residence property.

1. **WIDTH OF DRIVE.** No noncommercial driveway or combination of driveways shall have a width less than 16 feet nor greater than 24 feet measured at right angles to the centerline of the driveway except as increased by permissible radii.
2. **RETURN RADIUS.** No return radius projected between the edge of highway pavement and the driveway shall be greater than 30 feet.
3. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the highway right of way shall always be at approximately right angles to the pavement.

Commercial/Urban:

- Urban type highway cross section. Driveway serving commercial or industrial establishment.
1. **WIDTH OF DRIVE.** No driveway shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
 2. **RETURN RADIUS.** The return radii projected between the line of face of curb of the highway and the driveway shall be determined by the Highway Department, basing their decision on the type of traffic and the restrictions given in Section Numbers 1 and 4. In all cases, the entire flare shall fall within the right of way.
 3. **ANGULAR PLACEMENT OF DRIVE.** The angle between the centerline of the driveway and the curb line shall be not less than 45 degrees.
 4. **ISLAND AREAS.** Case I: *Sidewalk adjacent to curb.* An island of a minimum length of 6 feet, measured along the curb line, shall be placed between each entrance to a county highway. The curb shall be left intact to this length.
Case II: *Sidewalk remote from curb.* An island of a minimum length of 10 feet measured along the right-of-way line shall be maintained between each entrance to a county highway. All flares shall be tangent to the curb line. A curb length of not less than 3 feet shall be left undisturbed adjacent to each property line to serve as an island area should the adjoining property owner request a permit for an entrance.

Noncommercial - Urban:

Urban type highway cross section. Driveway serving residence property.

1. **WIDTH OF DRIVE.** No noncommercial driveway or combination of driveways shall have a width greater than 24 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
2. **RETURN RADIUS.** The radius of the return connecting the line of face of curb of the highway and the edge of driveway shall not exceed 10 feet. In all cases the entire flare shall fall within the right of way.
3. **ANGULAR PLACEMENT.** The centerline of the driveway may be either parallel to the property line of the lot for which access is requested, or at right angles to the curb line.

COUNTY HIGHWAY DRIVEWAY POLICY

The Sawyer County Highway Department requires a permit for the placement of a driveway, field entrance or temporary access to any property adjoining a County Trunk Highway.

Location

When locating a driveway, several considerations must be made as follows:

1. Driveways should not be placed in a blind spot or area where there is limited vision. There should be 250 to 500 feet of vision (depending on posted speed limit) from the highway and driveways should not be located near hills or curves, if possible
2. Drainage must be maintained and ordinarily a culvert is required. The Department will inform you what size culvert will be required. Drainage restrictions are not allowed. Maintenance of the culvert is the property owner's responsibility. Used culverts are not recommended.
3. The Department will not permit "multiple driveways" on the same parcel of property unless there is a compelling reason. Owners should limit access to one point whenever possible.

Siting Procedure

The following steps should be taken when applying for a driveway permit:

1. Inspect the proposed site and choose the best location with respect to sight distance and drainage.
2. Mark the location for the proposed driveway using lathe and flagging or flagging tied to a tree or fence line.
3. Complete a driveway permit application (attached)

Processing

Upon receipt of your permit request, the Department will inspect the site and determine if a permit can be granted. If there are no problems found at the site, you will receive a permit authorizing you to construct your driveway. If the site does not meet standards, you will be contacted about any problems. Allow 3 to 4 weeks for inspection and response. There is no charge for a driveway permit.

Installation and Maintenance

The cost of furnishing and installing a culvert along with all costs associated with construction of the driveway are solely the owners. Driveways must be constructed in a workmanship like manner. Driveways that do not meet standards will have to be repaired at the owners cost. If they are not promptly repaired the County Highway Department will remove the driveway and bill the owner.

Other Streets, Roads and Highways

Town Road Driveways – Contact the Town Chairman or Town Clerk in your Town for requirements and necessary permits.

City and Village Streets – Contact the City or Village Hall for information on the appropriate party to contact.

State Highways – Contact the Wisconsin Department of Transportation, Superior Office at (715) 392-7925 and you will be directed to the party who administers permits for the State Highway System.