

Permit No. _____

VILLAGE OF RAYMOND INSPECTOR
2255 - 76th Street, Franksville, WI 53126 (414)835-4426

PERMIT TO INSTALL ACCESS DRIVEWAY

MAILING ADDRESS OF OWNER:

PERMIT LOCATION ADDRESS:

Name _____

Address _____

City/State/Zip Code _____

Telephone Number _____

Time _____ to _____

PERMIT REQUESTED:

DIGGERS HOTLINE MUST BE CALLED IN TO CHECK FOR UNDERGROUND WIRES BY OWNERS!

DRIVEWAY USE: COMMERCIAL ___ RESIDENTIAL ___ AGRICULTURAL ___ CULVERT REPLACE ___

OWNER IS RESPONSIBLE FOR INSTALLATION!

CULVERT SIZE: _____ INCH DIAMETER PIPE, CULVERT LENGTH SHOULD HAVE NO WIDTH LESS THAN 20 FEET AND NO GREATER THAN 30 FEET.

3/4" TB STONE MUST BE AROUND CULVERT, ALSO THE CULVERT MUST HAVE FLARED ENDS!

INITIAL HIGHWAY CONDITION: _____ GOOD _____ BAD (IN FRONT OF DRIVEWAY)

APPROVED BY: _____ **DATE:** _____

FINAL APPROVED BY: _____ **DATE:** _____

FINAL BLACK TOP CONDITIONS: _____ GOOD _____ BAD (IN FRONT OF DRIVEWAY)

PLANS PREPARED BY: _____ **CCOPY ATTACHED:** YES ___ NO ___

NAME OF ROAD/STREET INVOLVED: _____ **SIDE OF STREET:** N ___ E ___ S ___ W ___

The undersigned applicant is bound and obligated to construct the driveway or other alterations in accordance with the description contained herein and sketches attached hereto shall abide with the approved application after inspection by the authorized Public Works Representative. A final inspection MUST be made after the proposed work is completed. This permit is issued subject to the condition that the work shall be constructed in accordance with all applicable rules and regulations of any governmental agency applicable thereto and be performed and completed to the satisfaction of the Village of Raymond. The applicant shall be liable to the Town of Raymond for all damages which occur during the progress of said work or as a result thereof. SKETCH OR PLAN DRAWING REQUIRED FOR PERMIT APPROVAL.

THIS APPLICATIONS AND TERMS:

SIGNED: _____ **DATE:** _____

APPROVED: _____ **DATE:** _____

(VILLAGE OF RAYMOND AGENT)

COMMENTS: _____

FEE: _____

PERMIT REQUIREMENTS

General Requirements:

This permit is subject to the following restrictions:

FIRST: That applicant represents all parties in interest, and that any driveway or approach constructed by him is for the bona fide purpose of securing 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: That the permittee shall furnish all materials, do all work, and pay all costs in connection with the construction and maintenance of the driveway and its appurtenances on the right-of-way. Materials used and type and character of work shall be suitable and appropriate for its intended purpose, and the type of construction shall be as designated and subject to approval of the Village of Raymond Department of Public Works. The permittee shall make the installation without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permittee homeowner.

THIRD: That no revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without the written permission of the Department of Public Works.

FOURTH: The Department of Public Works 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 permit 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: That the permittee, his successors or assigns, agrees to hold harmless the Village of Raymond and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit. The permittee shall be responsible to notify Digger's Hotline and comply with any directives.

SIXTH: The Department of Public Works 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 town roadway or 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.

Location, Design and Construction Requirements:

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 Department of Public Works:

(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 intersection 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 Department of Public Works 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 filled in or graded down only as hereinafter provided in paragraph (G).

(D) The surface of the driveway connecting with rural-type highway section 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 12-inch diameter pipe. The distance between culverts under successive driveways shall be not less than 20 feet except as such restricted area is permitted to be filled 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 filled 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 Department of Public Works 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 provisions 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 Department of Public Works.

H. Special Requirements, Commercial Rural:

Rural type highway cross section. Driveways serving commercial or industrial establishments.

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 RADII.** 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 the entrance drive to grantee's 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 15 feet shall be maintained between driveways serving the same premises. (The measurement shall be along a line 15 feet from the 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 15 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.

I. Special Requirements, Non-Commercial Rural:

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

1. **WIDTH OF DRIVE.** No non-commercial driveway or combination of driveways shall have a width less than 20 feet nor greater than 24 feet measured at right angles to the centerline of the driveway except as increased by permissible radii.

2. **RETURN RADII.** 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 right-of-way shall always be at approximately right angles to the pavement.

J. Special Requirements, 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 RADII.** The return radii projected between the line of face of curb of the highway and the driveway shall be determined by the Engineer, basing his 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 state highway. The curb shall be left intact for 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.

K. Special Requirements, Non-Commercial -- 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 RADII.** 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.