

**PLEASE SUBMIT THE CORRECT PERMIT FEE WITH PAGES 1 & 3 OF APPLICATION TO:**

Town of Mountain P O Box 95 13505 Weller Road Mountain, WI 54149-0095

**TOWN OF MOUNTAIN APPLICATION/PERMIT TO INSTALL ACCESS DRIVEWAY TO TOWN ROADS**

The undersigned and designated applicant/requests permission to construct the driveway(s) hereinafter described on Town Road right -of -way and in consideration of being granted permission as evidenced by the approval of the authorized representative of theTown of Mountain, binds and obligates himself to construct the driveway(s), in accordance with the description contained herein and sketches, if any attached hereto, and to abide by the general requirement, location design and construction requirements set forth on this and attached forms.

Town Road: \_\_\_\_\_ Actual or Nearest Existing Fire Number: \_\_\_\_\_

LOCATION: *(Example: Distance from nearest intersecting road.)* \_\_\_\_\_

Located on *(Circle One)*: North / South / East / West side of the road.

Number of Driveways: \_\_\_\_\_

Width of top of Driveway \_\_\_\_\_ feet.  
(See restriction #7 attached)

**Driveway Type:**

**Driveway Surfaces:**

**Proposed Land Use:**

\_\_\_\_\_ Rural (Culvert)

\_\_\_\_\_ Gravel

\_\_\_\_\_ Residential

\_\_\_\_\_ Duplex

\_\_\_\_\_ Urban (Curb Cut)

\_\_\_\_\_ Asphalt

\_\_\_\_\_ Farm

\_\_\_\_\_ Concrete

\_\_\_\_\_ Field Entrance

\_\_\_\_\_ Existing Driveway -  
Request to Apply Asphalt

\_\_\_\_\_ Commercial (Type) \_\_\_\_\_

\_\_\_\_\_ Existing Driveway- Extension, Culvert Replacement, or for Physical Address Requirement (NO FEE)

**Please place stake or flag at the center of proposed installation, or one on each side of desired location. A diagram may be attached to this application.**

This application and terms & conditions of proposed permit agreed to by:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Phone#: \_\_\_\_\_

Fax or Email: \_\_\_\_\_

Fax or Email: \_\_\_\_\_

Parcel # \_\_\_\_\_

**NOTE:** Permit to be issued to property owner only. Send permit to *(Circle One)*: Owner / Agent

The work proposed under this permit will be completed by: \_\_\_\_\_

FOR OFFICE USE ONLY
Payment Rec'd: _____
No Charge Existing: _____
Permit Returned: _____
Via _____ Date _____
Saved to File: _____

## GENERAL REQUIREMENTS AND RESTRICTIONS FOR TOWN DRIVEWAY PERMIT

1. The applicant represents all parties in interest, and that any driveway or approach constructed is for the bona-fide purpose of securing access to the property and not for the purpose of parking or servicing vehicles, or for advertising storage or merchandising of goods on the road right-of-way.
2. The permittee shall furnish all materials, complete all the 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, type and character of work shall be suitable for its intended purpose, and the type of construction shall be as designated and subject to approval of the Town of Mountain. The permittee shall make the installation without jeopardy to or interference with traffic using the road. Road surfaces shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permittee.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way, without the written permission of the Town of Mountain Chairman or Roads Supervisor.
4. Town of Mountain reserves the right to make such changes, additions, and relocations within the statutory limits on the right-of-way as may at any time be considered necessary to permit the relocation, widening and maintaining of the road, or to provide proper protection to life and property on the road.
5. The applicant, his successors or assigns agrees to hold Town of Mountain, its agents, and employees harmless against any action for personal injury or property damage sustained by reason or exercise of this permit.
6. The surface of the driveway connecting with rural-type road sections shall slope down and away from the road shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the roadbed. The driveway shall not obstruct or impair drainage in roadside ditches or roadside areas. Driveway culverts, where necessary shall be adequate for surface water drainage along the road and in no case less than the equivalent of an 18-inch diameter pipe in new or like new condition. (Size to be determined by Town representative).
7. No non-commercial driveway or combination of driveways shall be a width less than 16 feet, nor greater than 24 feet measured at right angles to the centerline of the driveway. No commercial driveway shall be less than 16 feet or greater than 35 feet measured at right angles to the centerline of the driveway. On a typical curb cut section, use a measured opening of the driveway at right-of-way line or if sidewalk is to be placed, use the sidewalk like plus a 5-foot flair (maximum) on each end of the driveway as the gutter line.
8. Town of Mountain does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of wind rows of such material, upon any portion of the driveway or entrance along any town and/or county road, even though snow, ice or sleet is deposited or wind rows on said driveway or entrance at the time engaged in normal winter maintenance operations.
9. Construction operation contemplated under the terms of this permit shall conform to all requirements for this specific class of work as may be set forth in the Wisconsin Statutes and to the regulations imposed by all legally empowered commission boards, or individuals having jurisdiction therein.
10. Driveway side slopes shall be of earth material only. No concrete, stone or bituminous side slopes shall be constructed.
11. 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 road of the property served. At public road intersections a driveway shall not provide direct ingress or egress to or from the public road intersection area and shall not encroach on or occupy areas of the roadway or right-of-way deemed necessary for effective traffic control, for road signs or signals. A driveway shall be so located and constructed that vehicle(s) approaching or using it will have adequate sight distance in both directions along the road.
12. The number of driveways permitted serving a single property frontage along a Town road shall be the minimum deemed necessary by the Town Chairperson or Roads Supervisor for reasonable service to the property without undue impairment of safety, convenience, and utility of the road.
13. Reserved
14. Town of Mountain reserves the right to correct any deficiencies that have not been addressed and shall charge all associated costs to the owner/applicant.
15. Any change in land use, which would generate greater traffic volumes, would nullify this agreement for access and a new application must be submitted.
16. If a used pipe is to be used, it must be inspected by the Town of Mountain Chairperson or Roads Supervisor
17. No culvert end or end-wall shall be closer than 10 feet from adjoining property line whether owned by permit applicant or another property owner - no exceptions.

**TO BE FILLED OUT BY OFFICE PERSONNEL**

\_\_\_\_\_ Permanent Driveway \_\_\_\_\_ Corrugated Metal Culvert Pipe  
 \_\_\_\_\_ Temporary Driveway: Expiration Date: \_\_\_\_\_ High Point  
 \_\_\_\_\_ (Driveway must be removed by above date)  
 \_\_\_\_\_ Apron End-walls Required \_\_\_\_\_ Curb Cut if applicable  
 \_\_\_\_\_ Feet Length of Culvert Pipe Required.  
 \_\_\_\_\_ Inches Diameter of Culvert Pipe Required.

SPECIAL REQUIREMENTS AND/OR RESTRICTIONS: \_\_\_\_\_

Sight distance from driveway looking:

\_\_\_\_\_ (Circle One) \_\_\_\_\_ (Circle One)  
 North South East West \_\_\_\_\_ feet. Curve Hill Straight/Flat

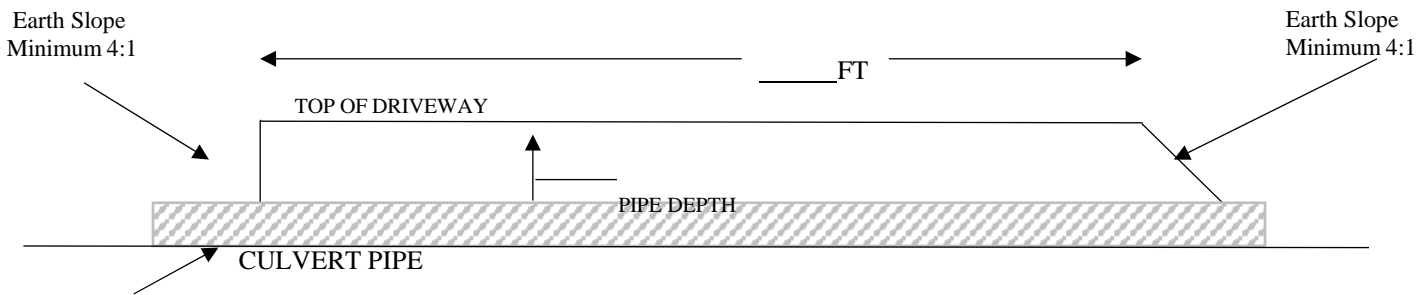
Sight distance from driveway looking:

\_\_\_\_\_ (Circle One) \_\_\_\_\_ (Circle One)  
 North South East West \_\_\_\_\_ feet. Curve Hill Straight/Flat

25 MPH = 348  
 30 MPH = 418 Posted Speed Limit \_\_\_\_\_ MPH  
 35 MPH = 488  
 40 MPH = 557 (Sight Distance using 3 1/2 feet to 3 1/2 feet)  
 45 MPH = 627  
 50 MPH = 697  
 55 MPH = 766

**COMPLETE THE SKETCH BELOW**

CULVERT LENGTH = (Top of Pipe Depth X 8) Plus top of Driveway width:



\_\_\_\_\_ feet, minimum length of Culvert Pipe \_\_\_\_\_ inches, diameter of Culvert Pipe

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 Town of Mountain Town of Mountain Board

The above access point is granted, with the conditions stated within the application.

The application to install driveway access has been denied.

**Application Approved:** \_\_\_\_\_, 20\_\_

**Application Denied:** \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
 Town of Mountain Chairman or Road Supervisor

By: \_\_\_\_\_  
 Town of Mountain Chairperson for the Town Board

## PERMIT FEES

- |   |             |
|---|-------------|
| 1. New Driveway Access Request:   | \$50        |
| 2. Newly Created Local Road Access,<br>Plat Required:<br>(As defined in Sec. 5.112 (6) (d)) | \$250       |
| 3. Permits Applied for after installation<br>are Considered Non-Compliant:                  | \$800       |
| 4. Blacktopping of Existing Driveway:<br>(Must Contact Town Office)                         | \$100       |
| 5. Permits Applied for after Blacktopping<br>of Access are Considered Non-Compliant:        | \$250       |
| 6. Removal of illegally placed driveway:  | Actual Cost |
| 7. Existing Driveway:<br>(Culvert Replace/Extend or Physical Address)                       | No Fee      |

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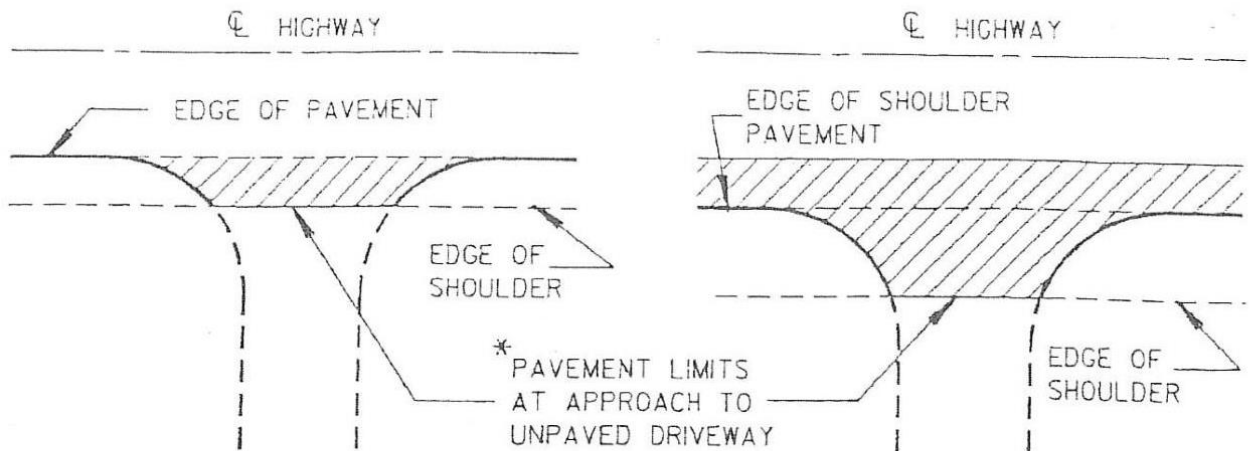
Please return pages 1 and 3 of application, along with payment, to:

Town of Mountain  
PO Box 95  
Mountain, WI 54149-0095

For existing driveways with no fee required, please submit permit via fax or email to:  
Fax number: 920-834-6887  
Email: [townofmountain@centurytel.net](mailto:townofmountain@centurytel.net)

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For questions, please call Town of Mountain 715-276-6474

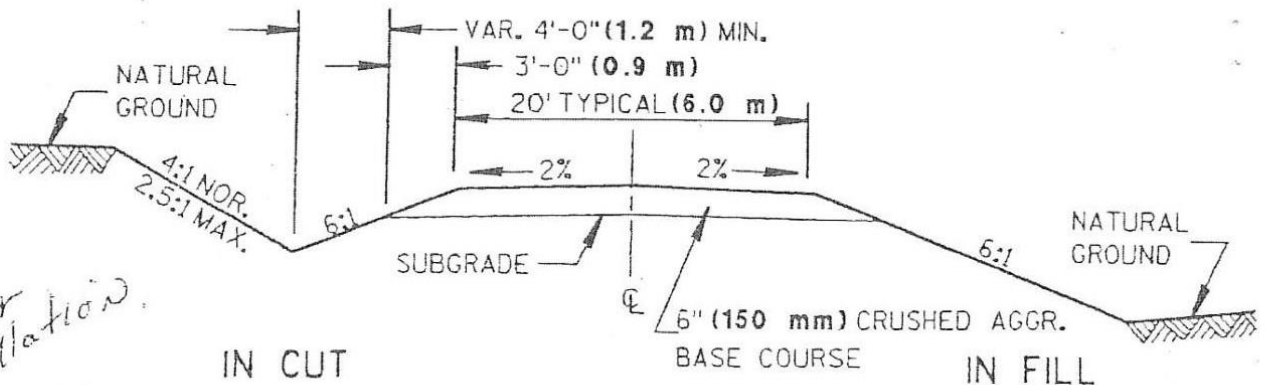


\* WHERE DRIVEWAY IS PAVED, APPROACH PAVEMENT SHOULD BE EXTENDED TO MATCH DRIVEWAY PAVEMENT.

PLAN VIEW

PLAN VIEW  
(PAVED SHOULDER ON HIGHWAY)

RURAL DRIVEWAY INTERSECTION DETAIL



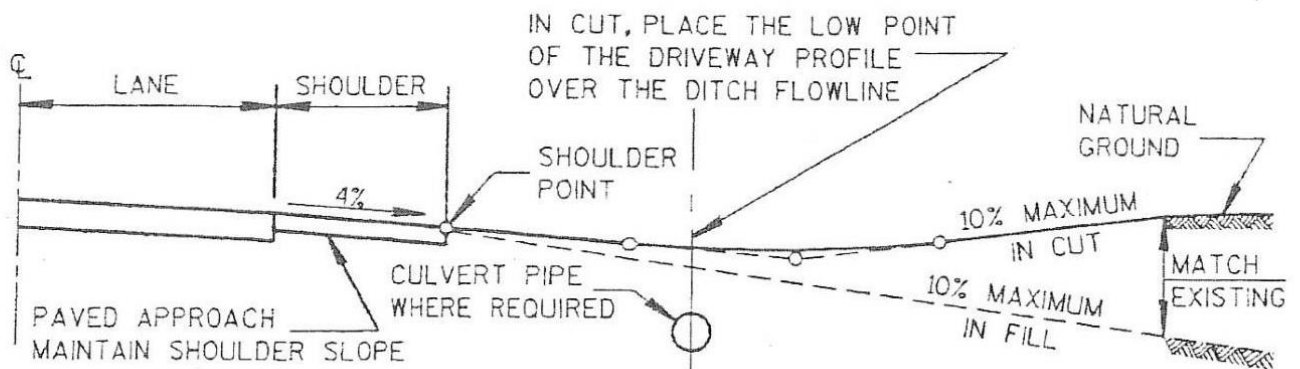
*Proper Installation*

IN CUT

BASE COURSE

IN FILL

TYPICAL CROSS SECTION FOR PRIVATE DRIVE OR FIELD ENTRANCE



TYPICAL DRIVEWAY PROFILES