

PERMIT FEES:
\$50.00 Driveways, All Types

Town of Lucas
E2301 State Highway 29
Menomonie, WI 54751

Revised 05/10/2022

PERMIT FOR ACCESS DRIVEWAY TO TOWN ROAD

Installation of Driveway Responsibility of Applicant

NAME AND ADDRESS OF APPLICANT		HIGHWAY	COUNTY DUNN
		TOWN-VILLAGE-CITY	
NUMBER OF DRIVEWAYS	TYPE OF DRIVEWAY (field, residential, commercial)	PROPOSED LAND USE	COMPLETION DATE
TYPE OF STREET (public, private)	ESTIMATED AVERAGE DAILY TRAFFIC	NUMBER OF PARCELS DRIVEWAY/STREET WILL SERVE	
LOCATION OF DRIVEWAY/STREET			
_____ side of highway, _____ miles / feet _____ of _____			
Quadrant _____ Section _____ Township _____ N Range _____ W			
REQUIRED DRAINAGE STRUCTURE		IF NO DRAINAGE STRUCTURE, STATE WHY.	
DESCRIPTION OF PROPOSED WORK (INCLUDE SPECIAL RESTRICTIONS, INTERSECTION CLEARANCES, OTHER DETAILS, AND REFERENCE TO ANY SKETCHES WHICH MAY BE ATTACHED.)			

*******PLEASE PLACE VISIBLE STAKES AT THE DESIRED LOCATION FOR OUR INSPECTION.*******

All driveways shall be constructed in accordance with all requirements printed on the reverse side, and any special conditions stated herein. The installation and maintenance of the driveway shall be the responsibility of the applicant.

Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by local ordinances.

If the permitted driveway/street has not been installed and used for its intended purpose within **1 year** from the date the permit was approved, this permit is **Null and Void**. The applicant must re-apply for a driveway application along with a permit fee before proceeding with the installation of a driveway/street within the county right-of-way.

_____ Phone # _____ Signature of Applicant _____ Date _____

APPROVED BY LUCAS TOWN BOARD		
Town Chair	Date	Permit Number
HIGHWAY DIVISION SPECIAL PROVISIONS/COMMENTS:		Check # _____

ACCESS DRIVEWAY PERMIT REQUIREMENTS

PURSUANT TO WISCONSIN ADMINISTRATIVE CODE - CHAPTER TRANS 231

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 Town 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 Town Board. 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 pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored to the satisfaction of the Town Board 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 Town Board.

FOURTH: The Town of Lucas 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 Town of Lucas 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.

SIXTH: The Town of Lucas 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: Any current driveway which changes the type of use, (*Example: From a field entrance to a residential driveway*) must apply for a Town of Lucas driveway permit. The Town of Lucas reserves the right to approve or restrict the change of use based on the driveway meeting current safety standards.

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 Town of Lucas.

(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. A driveway shall have a minimum distance of 150 feet from centerline to centerline between successive driveways and intersecting roads.

(B) The number of driveways permitted serving a single property frontage along a town highway shall be the minimum deemed necessary by the Town of Lucas 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 (H).

(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 18-inch diameter pipe.

(F) The area within 10 feet of a property line shall be a restricted area over which no driveway may be developed. The 10-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.

(G) 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.

(H) 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 Lucas Town Board 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 County Highway Commissioner.

(I) In each quadrant of every public street intersection, there shall be a visual clearance triangle that is bounded by the street centerlines and a line connecting points on them 200 feet from a state highway intersection, 150 feet from a county highway intersection, and 150 feet from a town road intersection. No driveway/street shall be permitted within these vision triangles.

(J) A proposed driveway/street may be required to adhere to certain intersection standards connecting to the county highway, based on the average daily traffic entering and exiting the said access from the town highway.

(K) If the permitted driveway requires the installation of the driveway to run parallel along the right of way, the setback from the centerline of the roadway to the nearest edge of the permitted driveway must be at a minimum of 75 feet.

(L) If the permitted driveway has not been installed and used for its intended purpose within **1 Year** from the date the permit was approved, the permit is **Null and Void**. The applicant must re-apply for a driveway application along with a permit fee before proceeding with the installation of a driveway within the Town right-of-way.

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 65 feet (including flare and return radii).

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the Town right-of-way shall always be at approximately right angles to the pavement. (90° +/- 10°)

Noncommercial - Rural:

Rural type highway cross section. Driveway serving a farm, field or residential property.

1. **WIDTH OF DRIVE.** No noncommercial driveway or combination of driveways shall have a width less than 16 feet nor greater than 30 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 60 feet (including flare and return radii).

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the Town right-of-way shall always be at approximately right angles to the pavement. (90° +/- 10°)

Commercial - Urban

Urban type highway cross section. Driveway 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 65 feet (including flare and return radii).

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the Town right-of-way shall always be at approximately right angles to the pavement. (90° +/- 10°)

Noncommercial - Urban:

Urban type highway cross section. Driveways serving a residential 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.

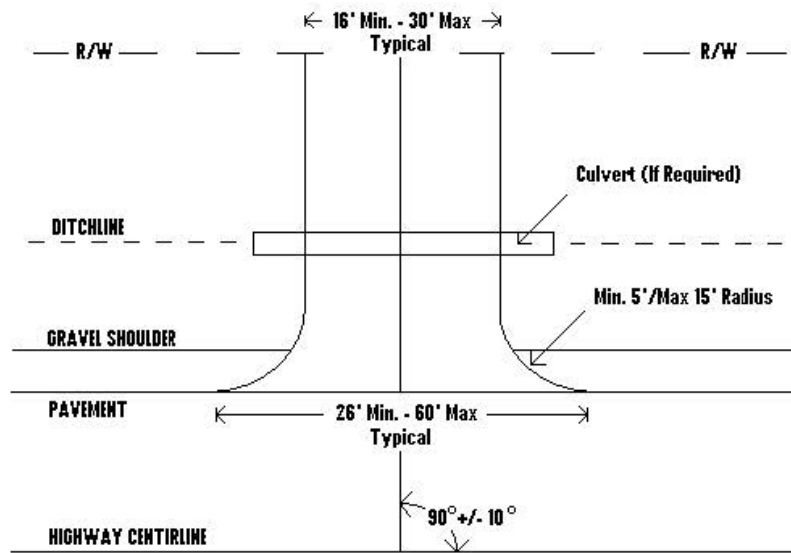
2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the Town right-of-way shall always be at approximately right angles to the pavement. (90° +/- 10°)

See Plan and Profile View Standards on next sheet

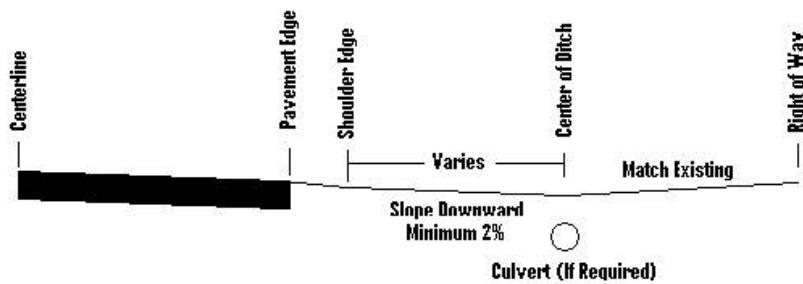
Town of Lucas

Access Driveway Permit Plan & Profile Typical Standards

A driveway shall have a minimum distance of 150 feet from centerline to centerline between successive driveways and intersecting roads



PLAN VIEW (Non-Commercial Typical)



PROFILE VIEW (Typical)