



Town of Grand Rapids

Driveway Approach Permit

(Permit is for that part of the driveway within road right-of-way)

Fee: \$50

Early Start Penalty Fee: \$50

FOR OFFICE USE ONLY

Date Received:	Date Paid:	Parcel #:	Permit #:
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APPLICANT INFORMATION

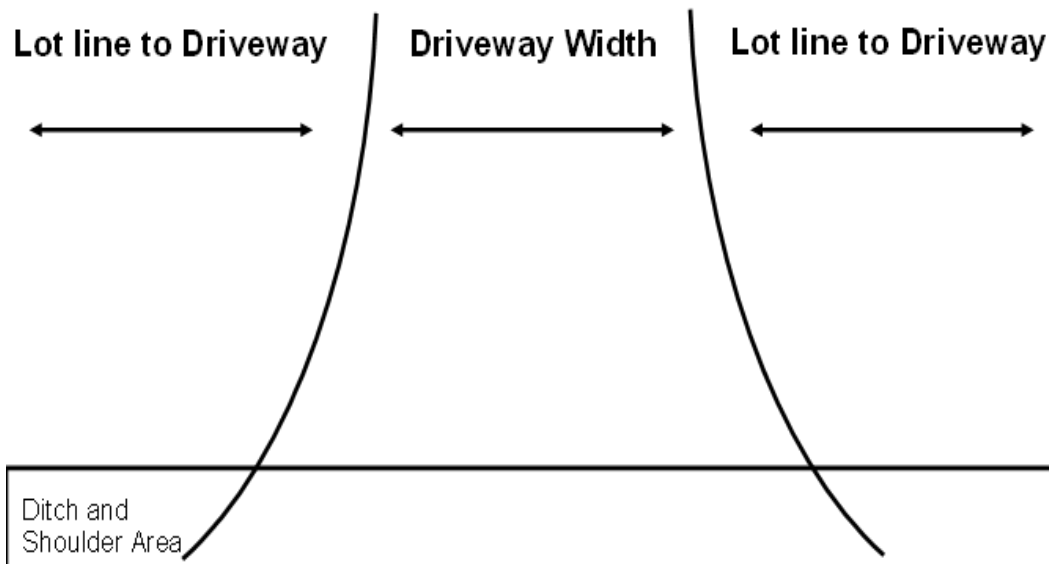
Contractor Name:		Contractor Address:	
Primary Phone:	Secondary Phone:	Email Address:	

PROPERTY INFORMATION

Owner Name:		Site Address:	
Primary Phone:	Secondary Phone:	Expected Date of work:	

This permit is to construct, alter or resurface with: ☐ Granite/Gravel ☐ Blacktop ☐ Concrete

Complete Information in the Sketch Area (Driveways should be at least 10' from lot line per 52.3(J)(7))



IMPORTANT: Please place flags or markers in the ditch area visible from the highway at the location of the driveway approach.

I Agree with the plans, specifications and conditions contained in this permit and have read and agree to comply with all provisions of Town Road Ordinance #19.11, including the plot plan and provisions and specifications on page 3 of this packet.

Applicant (Sign): _____ Print: _____ Date: _____

FOR OFFICE USE ONLY

Culvert:

☐ Required **Diameter:** _____ **Length:** _____ **Depth:** _____

Culvert must be installed by: _____

☐ Not Required

End Wall:

☐ Required

☐ Not Required

Approved By: _____

Permit Mailed to Resident: _____ Copy to Crew: _____

19.7 Right-of-Way

Within the Town of Grand Rapids there shall be no:

- A. Private structures or objects placed within the road right-of-way. The Town of Grand Rapids will not be responsible for such illegally placed structures or objects.
- B. Personal use of road right-of-way except for planting or maintaining a lawn.
- C. Pursuant to sec. 86.04 of Wis. Stat., the Town Board shall have the right to order the removal of any object or structure which lies within the bounds of the road right-of-way.
- D. For the safety of motorists, bicyclists and pedestrians, the Zoning Ordinance requires that the triangles of lots at intersections are clear of trees and shrubs to allow clear visibility of both streets.

19.9 Roadway Ditches

Roadway ditches shall be constructed consistent with the specifications set forth on Diagram A attached hereto.

- A. No property owner shall modify an existing roadway ditch in such a manner as to cause the depth to vary from the greater of:
 - 1) The original elevation; or
 - 2) A depth nine (9) inches below the edge of the paved surface of the road.
- B. A property owner may place up to four (4) inches of topsoil on the right-of-way from the lotline to the outside edge of the roadway shoulder. In any event, no property owner may modify an existing roadway ditch, nor install a driveway without culvert pipes, so as to impede the natural drainage of water.
- C. The Town Public Works Committee Chairman shall have authority to order, in the interests of the public safety, health, and welfare, that a deeper roadway ditch is required for drainage or road preservation.

19.10 Shoulders

All newly constructed roadways within the Town of Grand Rapids shall have a three (3) foot minimum shoulder which consists of a gravel or aggregate road base.

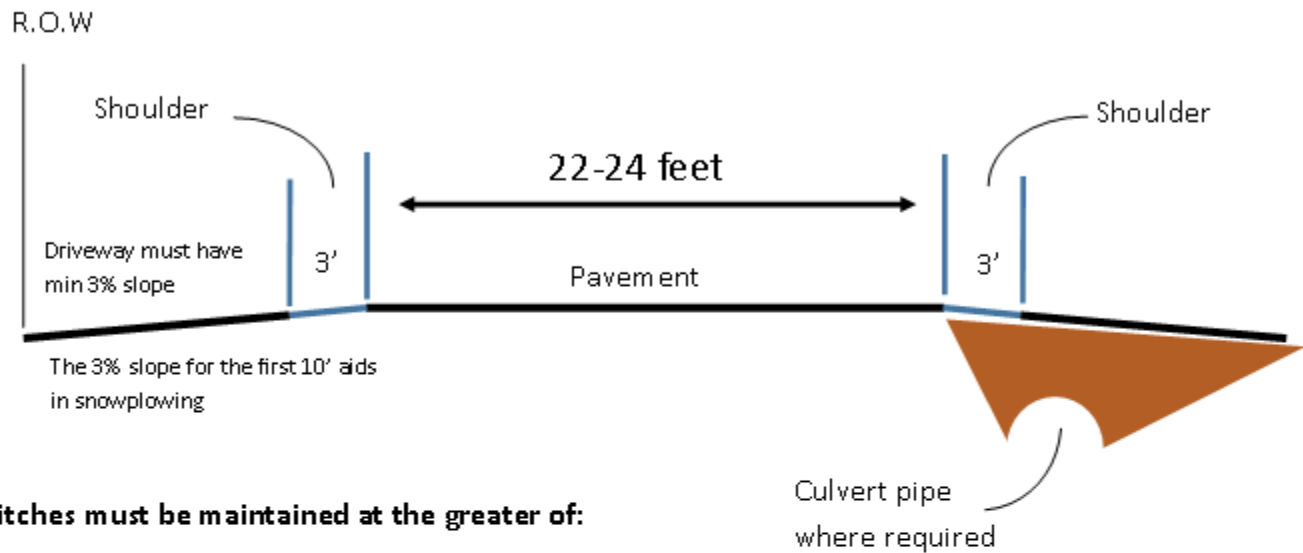
- A. If existing blacktopped roads are overlayed, the shoulder shall be of reasonable width consisting of a gravel or aggregate road base.

19.11 Driveways

Any person installing a driveway or a reconstruction or alteration of an existing driveway shall, prior to any such installation, obtain a Driveway Permit. Application for a Driveway Permit shall be made in writing to the Public Works Lead Person and shall describe the property and the road or street where the driveway will be constructed or altered. All driveways installed, altered, changed, replaced or extended after the effective date of this article shall meet the following requirements and must be approved as to location by the Town of Grand Rapids Public Works Lead Person or their designee.

- A. A plot plan showing the placement of the driveway access shall be required along with the permit application, and a fee as per Ordinance 39 "Schedule of Fees and Forfeitures" shall be paid with application submission.
- B. The maximum number of driveway openings for vehicular ingress and egress permitted for parcels with a width less than 100 feet shall be one and for parcels with a width greater than 100 feet, two driveway openings may be permitted with approval of the Public Works Lead Person. Agricultural-zoned (A) parcels with a width greater than 100 feet, may be permitted more than two driveway openings with approval of the Public Works Lead Person or their designee.
- C. Openings for vehicular ingress and egress shall be a maximum of 40 feet wide and a minimum of 15 feet wide. At the property line, driveways shall be a maximum of 30 feet wide and a minimum of 10 feet wide. Driveways are not permitted within ten (10) feet of any side or rear lot line.
- D. Driveway approaches may be constructed of the following material, bituminous, gravel, granite, sand, sod, concrete, and such materials as the Town Public Works Committee may approve from time to time in order to protect road grading equipment.
- E. The surface of the driveway connecting with the roadway 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 the roadside and ditch areas.
- F. Any repairs or cleaning of the roads adjacent to the installation of driveways shall be at the owner's expense.
- G. When grading or reconstructing a roadway, the Town of Grand Rapids will replace existing driveway(s) for each separate freehold. The portion of the driveway approach to be replaced will be from the portion of the edge of the roadway to the edge of the abutting right-of-way. A driveway shall be replaced with a surface similar to its original surface except for concrete. For a concrete approach the property owner will have the option of accepting a bituminous approach or accepting a payment from the Town of Grand Rapids equal to the cost of a bituminous replacement.

Typical Driveway Approach



Ditches must be maintained at the greater of:

- The original elevation minus 4" for topsoil
- A depth of 9" below the outside edge of the paved surface of the road.

Concrete Driveways:

- Provide an expansion joint at the road R.O.W
- Call 715-424-1821 one week prior to forming for layout inspection. Call again, after forming and before pouring driveway

Call Diggers Hotline before disturbing any ground:

811 or 1-800-242-8511