

Driveway Ordinance
Town of Greenfield
Sauk County Wisconsin

ORDINANCE # _____

Greenfield Township considers it appropriate and necessary to regulate the location, design, and construction or modifications of driveways to ensure: public safety, access to the property by emergency services, the prevention of damage to public property and/or adjacent properties by minimizing storm water runoff, and while promoting new development consistent with conserving the Township's agricultural, natural and cultural resources.

1.1 - JURISDICTION

Jurisdiction of these regulations shall include all driveways on land within the Town of Greenfield. Existing driveways that undergo repairs involving changes to the existing grade and/or re-routing are subject to the provisions of this ordinance. The provisions of this ordinance do not apply to field roads.

1.2 - AUTHORITY

These regulations are adopted under the general police powers authority granted pursuant to section 60.10(2) (c), 60.22(3) and 61.34(1) of the Wisconsin Statutes, and under the controlled access highway power granted pursuant to section 83.027(10) and 84.25(10) of the Wisconsin Statutes.

SECTION 2 - DEFINITIONS.

1. Driveway: A private open way for vehicles that runs through any part of a private parcel of land to provide access to a residence or business and is connected by means of a road access to a public roadway.
2. Field Road: A private open way for vehicles that is used for the sole purpose of providing access to agricultural buildings, cropland, or forested areas.
3. Road Access: A private open way for vehicles which is constructed in the public right-of-way, extending from the edge of the traveled (paved or unpaved) roadway to the property line or beyond. A road access may extend into private property to accommodate field conditions.
4. Town Representative: The individual(s) and/or agent(s) appointed or employed by the Town Board to act in that capacity.

SECTION 3.0 - APPLICATION REQUIREMENTS AND PROCEDURES

1. Any person or entity wishing to establish, construct, improve, or change the existing grade or route of a driveway or road access, must first obtain a Driveway Construction Permit from the Town Board.
2. There shall be no more than one driveway for any given buildable parcel of land. Upon application, the Town Board may, by special permit, allow an additional driveway where the landowner shows satisfactory evidence that the same is necessary because of existing natural barriers or some other special condition of the land.
3. Application Forms. The Town Board shall approve an application form for Driveway Construction Permits.

Driveway Ordinance
Town of Greenfield
Sauk County Wisconsin

SECTION 4.0 - MINIMUM SPECIFICATIONS FOR DRIVEWAYS

1. 4.1 Layout

Wherever possible, the driveway and associated structures shall be sited to maintain the natural, existing landscape and minimize fragmentation of agricultural and forested lands as set forth in the Town of Greenfield Comprehensive Plan.

2. 4.2 Public Safety

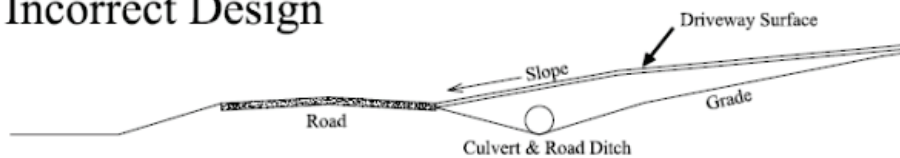
1. Visibility From the Roadway. Driveways shall be so located as to not create a safety hazard for vehicles traveling on the roadway or exiting and entering the property. The Town Representative, will evaluate the proposed location of the driveway considering the roadway's classification, topography and posted travel speed to determine the driveway's compliance with this ordinance.

(a) The near edge of a driveway shall be at least 100 feet from public roadway intersections measuring from along the property line where the driveway centerline intersects the road right-of-way to the centerline of the intersecting roadway.

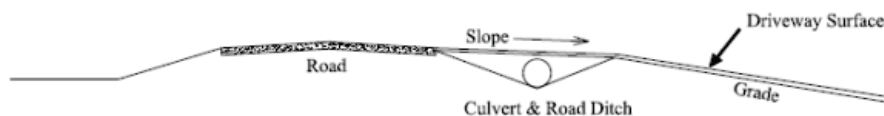
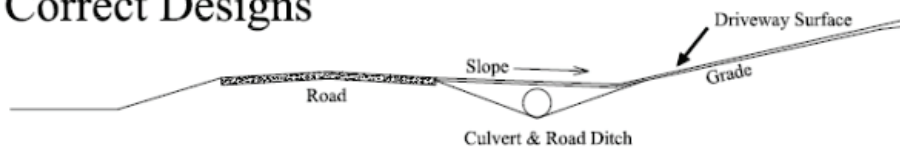
2. Juncture With Public Roadway. The angle between the centerline of the driveway and the centerline of the roadway shall be no less than 70 degrees.

(b) A minimum distance of 12 feet shall have a maximum grade of 5 percent when the first section of driveway grade is positive from the point where the driveway connects with the public roadway. A slight dip across the drive shall be placed to direct drainage into the ditch and prevent debris from washing onto the public roadway.

Incorrect Design



Correct Designs



Driveway Ordinance
Town of Greenfield
Sauk County Wisconsin

4.3 Access by Emergency Services to Property with Structures

1. Driveway Width. Minimum driveway width shall be 12 feet.
2. Driveway Length. The maximum driveway length shall be 400 feet unless exceptional circumstances warrant a longer length.
3. Clear Space. A clear space 14 feet high and 16 feet wide shall be maintained at all times for emergency vehicle access along the entire length of the driveway.
4. Turnaround. A turnaround at or near the structures is required to ensure safe and efficient access for emergency vehicles.
5. Fire Numbers. A numbered sign shall be placed at the entrance to a driveway serving a residence or any other structure so emergency service personnel can accurately and expediently locate the driveway. The sign shall conform to current Sauk County regulations.
6. Driveway Surface. Driveways shall have a firm surface capable of supporting cars and emergency vehicles under all weather conditions. Such surfaces may include asphalt, concrete, or compacted crushed aggregate (gravel). The driveway must be maintained in a condition that complies with these specifications.
7. Maximum Finished Grade. The maximum finished driveway grade shall not be greater than 13 percent as measured in any 20 foot segment.
8. Radius of Curves. Driveway curves shall have an inside radius of no less than 36 feet. Construction of “switchbacks” shall be avoided wherever possible. If requested by the Town Representative, layout of a driveway shall be reviewed with the local fire department.

4.4 Preventing damage to adjacent public or private property by maintaining the water flow capacity of the ditches

1. Culverts. A culvert shall be installed beneath a driveway when the driveway crosses a ditch line. A temporary culvert or other means of channeling rain water run-off may be installed with permission of the Town Representative during construction to avoid damage to a permanent culvert. A permanent culvert shall be installed at the end of construction work on the property. All culverts shall be constructed of material acceptable to the Town Representative. Culverts shall be sufficient gauge or schedule to provide adequate bearing capacity for vehicles expected to use the driveway as determined by the Town Engineer.
 - (a) Minimum Size. Culverts shall be a minimum of 20 feet in length, and shall be no smaller than 15 inches in diameter, or equivalent. Larger culverts may be required by the Town Representative where needed to accommodate the area’s water drainage.
 - (b) Placement. Culverts shall be placed in the ditch line to adequately maintain water flow and assure proper drainage.
2. Grade. No land with a grade of 20 percent or more shall be disturbed to construct, establish, improve, modify or re-work a driveway. Under extraordinary circumstances, the Plan Commission may recommend and the Town Board may approve development on land with grades equal to or greater than 20 percent only if all minimum environmental criteria are met and a public hearing is held if necessary to assess the effects on surrounding property owners.
3. Drainage. The driveway shall be planned, constructed and maintained in a manner that prevents diversion of surface water onto a public roadway and/or the lands of other landowners. Culverts shall be provided by the landowner when maintaining good drainage requires them.
4. Natural Drainage Patterns. Construction of driveways shall not interfere with the natural drainage patterns. Natural drainage crossings shall be rip-rapped or otherwise stabilized below drainage

Driveway Ordinance
Town of Greenfield
Sauk County Wisconsin

and culvert discharge points for a distance sufficient to carry the discharge water without channel erosion.

5. Alignment With Natural Terrain. Grading should attempt to retain existing trees and other natural vegetation to stabilize hillside cuts. The maximum grade of cut and fill slopes shall be 2 horizontal to 1 vertical. The top and toe of the slopes shall be rounded to avoid additional erosion.
6. Restoring Roadways and Disturbed Surfaces. All public roadway surfaces and right-of-ways, shoulders, curbs, ditches, slopes and vegetation disturbed during driveway construction shall be restored to original conditions. Temporary road accesses shall be restored to the original ditch line configuration (elevation and grade).

SECTION 5.0 - APPLICATION FORM FOR DRIVEWAY CONSTRUCTION PERMIT

The driveway application form shall consist of an agreement by the applicant to construct a driveway based upon the design specifications enumerated in the preceding sections and will include:

1. An Application for Driveway Permit in Greenfield Township containing the applicant's name and contact information, location of proposed driveway project, and a sketch map of the proposed driveway (at 1" = 40' or the largest scale which will fit on a legal sheet- 8 1/2" x 14") or:

An Aerial Photo, obtained from Sauk County GIS Mapping office, showing the project area and tax parcel lines or:

A Contour Map, obtained from Sauk County GIS Mapping Office, showing the project area with five-foot (5') contour lines.

2. Other documentation determined as necessary by the Town Representative may include but are not limited to: grade profiles before and after construction, retaining walls, culverts, storm water management plans and erosion control plans during and after construction. (These may require hiring an engineer to complete).

SECTION 6.0 - SITE EVALUATION

1. The applicant will contact Greenfield's Town Representative. A meeting will be set between the applicant and Town Representative at the location of the proposed driveway. The representative shall evaluate the driveway proposal and suggest modifications as necessary to determine a plan suitable for submittal to the Plan Commission and Town Board.
2. If the Representative determines the driveway location cannot meet the required standards, the representative may refer the owner to consult with a licensed engineer before submitting an application.
3. **(Note: Driveways intersecting Sauk County or State of Wisconsin roads may require a separate permitting process. It is the applicant's responsibility to obtain such permits.)**
4. The applicant must sign the application form agreeing to construct the driveway based upon this Driveway Ordinance and agree to pay all other fees associated with the application process.

Driveway Ordinance
Town of Greenfield
Sauk County Wisconsin

SECTION 7.0 - APPLICATION REVIEW AND APPROVAL

1. The applicant will need to appear before the Greenfield Town Plan Commission at a regularly scheduled meeting for review of the driveway application with additional information provided by a licensed engineer correcting or mitigating the site problems (if necessary).
2. The Plan Commission will review the application and may or may not recommend to the Town Board the application be granted.
3. If the Town Board denies two consecutive applications for a Driveway Construction Permit, the applicant may not submit an application for a Driveway Construction Permit within three months of the last denial.
4. The Driveway Construction Permit is active for 2 years from the date of issuance. The permit may be renewed for a period of 12 months by a written request to the Town Board.

SECTION 8.0 - FINAL DRIVEWAY INSPECTION

1. The Town Representative may monitor construction of the driveway and report to the Board as necessary.

SECTION 9.0 - PENALTIES:

1. Forfeitures. Should a driveway be constructed or modified in violation of the provisions of this Ordinance, or create a hazard that is not corrected within 30 days of notification, the owner(s) of the land through which the driveway passes shall pay a forfeiture of not less than \$100.00 nor more than \$200.00 plus applicable surcharges and court costs, for each violation. Each day the violation continues to exist shall constitute a separate offense and subject to another penalty. An unlawful driveway constitutes a public nuisance and may be enjoined.
2. Corrections. In addition, the landowner shall make the corrections ordered by the Town Board within a period of time determined by the Town Board, but not less than 10 days.
3. Special Charge for Correction by Town. If the owner(s) of the land through which the driveway passes fails to make required corrections ordered by the Board that affect a public roadway or right-of-way within the specified time period, the Town Board shall cause the required corrections to be made and charge the cost of correcting such violations, including, when necessary, the return of disturbed land to its original condition. The Town's direct and indirect costs of correcting the violation, including but not limited to engineering, legal, administrative, materials and construction expenses shall be imposed as a special charge against the property through which the driveway passes pursuant to Wis. Statutes 66.60. Any funds escrowed with the Town shall be disbursed to the Town in partial compensation for its above costs.

End of Ordinance