

## **ORDINANCE # 01-2009**

**STATE OF WISCONSIN  
Town of Little Rice  
Oneida County**

### **Amended Ordinance # 01-2009 Driveway Permit**

#### **SECTION I – PURPOSE**

The purpose of this ordinance is to promote and protect the safety, welfare, aesthetics and general prosperity of the citizens of the Town of Little Rice.

#### **SECTION II – AUTHORITY**

The authority of this ordinance is set forth by the Town of Little Rice Board.

#### **SECTION III – DRIVEWAY CONSTRUCTION**

The Town of Little Rice requires a permit from landowners that desire to access Public Roads that fall under the responsibility of the Town of Little Rice. All points of access must be personally reviewed by one of the following, a Town Chairman, Town Supervisor, Public Works Director or Fire Chief, as directed by the Town Board. Notification of approval, approval with conditions, or denial shall be given by the Town Board or its agent. Following a field visit by one of the representatives, the Town Board is to approve the permit. These requirements do not apply to existing driveways. All permits shall be submitted to the Public Works Director. The cost of the Driveway Permit is \$100.00. Payment is required with application submission.

The Town of Little Rice acknowledges the rights and privileges of landowners and private property; however, there are certain minimum requirements necessary for the Town to provide emergency services to individuals and property owners for the welfare of the public in general.

1. The Town's right-of-way is 33ft. from the centerline of the road, no objects other than fire number/address post or mailboxes are allowed. Mailboxes that are not break-a-way style are not allowed. (See Post Office Requirements)
2. Private driveways shall be on grade with the town road. The grade of the driveway, where it meets the shoulder of the existing town road, to a point that is 33 ft. from the centerline of the town road, shall be flat or at a negative grade from the shoulders edge.

3. Width Requirements: Residential minimum - 16 ft. with a 24 ft. maximum  
Commercial minimum - 16 ft. with a 35 ft. maximum
4. No residential driveway shall be u-shaped or have more than one (1) entrance or exit.
5. The angle at which the private driveway meets the town road shall not be less than 60 degrees.
6. Culvert, when required, will have a 12 inch minimum diameter and shall be installed with the bottom of the culvert at the same elevation as the bottom of the town road ditch. The culvert shall extend 1 ft. beyond the driveway shoulder where it intersects the natural ground elevation or bottom of the road ditch, unless an appropriate apron is installed. No concrete vertical walls are allowed. Maintenance of the culvert is the landowner's responsibility.
7. Each private driveway shall establish and maintain a sight distance of 200 ft. in both directions when applicable, when viewed from a minimum of 33 ft. from the centerline of the road. This sight distance shall be clear of all visual obstructions including vegetation, structures and topography (hills and embankments) so as to allow full view of traffic approaching from both directions on the public roadway. (See detail)
8. Driveway entrance (within town's right-of-way) must be a gravel base with a 4" inch minimum depth. The owner will be responsible for damage to roadway (see Stats).
9. Concrete driveways will end at the edge of the 33 ft. right-of-way and be finished with the same material as the road surface. Paved driveways will end at the edge of the 33 ft. right-of-way and will be finished with the same materials as the road surface unless paved. All paved driveways shall be flush with paved road surface so as to not allow water to run into the roadway.
10. When a driveway permit application is applied for, an address number will be issued at the same time. The standard fire number/address sign and post, set by Town Board must be displayed. Cost of replacement signs and posts damaged by landowners will be the landowner's responsibility.

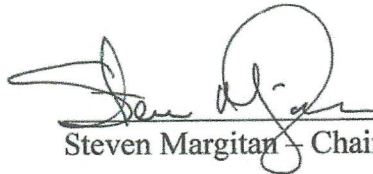
11. It is strongly recommended that those portions of driveways outside of the 33 ft. town's right-of-way shall be wide enough for emergency vehicles to gain entrance, have reasonable corners and should be kept free from obstructions and hazards. The Town official who is reviewing and approving these requirements for the driveway permit will note and make recommendations to the landowner, as necessary to facilitate an emergency vehicle.

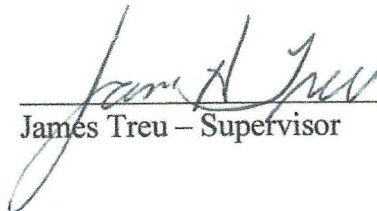
#### SECTION IV

This ordinance as amended shall be effective after its adoption by the Town Board of Supervisors and proper publication and posting as required under s60.80, Wis. Stats.

Adopted this 12<sup>th</sup> day of October 2021.

Town of Little Rice – Town Board

  
\_\_\_\_\_  
Steven Margitan – Chairman

  
\_\_\_\_\_  
James Treu – Supervisor

\_\_\_\_\_  
Theodore Albright - Supervisor

Attest:   
\_\_\_\_\_  
Christine Sully – Clerk

Original Ordinance 01-2009 passed November 11, 2008  
Amended Ordinance 01-2009 passed October 12, 2021

TOWN OF LITTLE RICE  
ONEIDA COUNTY  
3737 COUNTY ROAD Y  
TOMAHAWK, WI 54487  
(715) 224-2591 – OFFICE  
(715) 453-5134 – PUBLIC WORKS

Fee: \$100  
Received on: \_\_\_\_\_  
Check # \_\_\_\_\_

DRIVEWAY ACCESS PERMIT APPLICATION

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

Property Owner / Applicant Name

(Print) : \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Driveway Location – Road Name : \_\_\_\_\_

Side of Road – N S E W

Closest Intersection Roads : \_\_\_\_\_

Section : \_\_\_\_\_ Town : \_\_\_\_\_ Range : \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Will the Driveway access a County Roadway ? Y / N

(An Application that intersects with a County Highway needs to apply for an Oneida County Driveway Permit only)

Proposed use of driveway : \_\_\_\_\_

Current use of driveway : \_\_\_\_\_

Address and distances each way from new driveway to nearest driveways or distance to nearest intersections. (Fill out or include drawings, map or sketch)

Address or Intersection #1 \_\_\_\_\_

Distance in feet : \_\_\_\_\_ Direction : \_\_\_\_\_

Address or Intersection #2 \_\_\_\_\_

Distance in feet : \_\_\_\_\_ Direction : \_\_\_\_\_

Applicant Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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To be completed by Public Works Director :

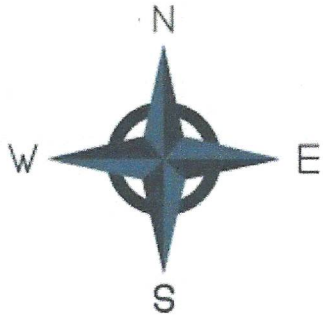
Culvert Needed ? Yes / No Diameter : \_\_\_\_\_ Length : \_\_\_\_\_

Recommendations / Conditions : \_\_\_\_\_

Visibility : \_\_\_\_\_ Stopping Distance : \_\_\_\_\_ Emergency Vehicles : \_\_\_\_\_

Town of Little Rice Public Works Director : \_\_\_\_\_

**DRAW SKETCH BELOW**



Return to: Town of Little Rice  
 Christine Sully  
 3757 County Y, Tomahawk, WI 54487  
 PH: 715-224-2657 Office: 715-224-2591  
 Email: littlericetownhall@frontier.com

PLEASE CONTACT YOUR TOWN FOR POSSIBLE  
 DRIVEWAY PERMIT AND/OR FEES  
**Oneida County Address Application**  
 Return to your Town with appropriate fee

<b>Office use only</b>		Municipal Township _____
<input type="checkbox"/> Building Site		Driveway Permits Required? Yes No Permit# _____
<input type="checkbox"/> Existing Dwelling		

**Contact Information**

Applicants name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Landowners name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Driveway Information**

Tax Parcel # \_\_\_\_\_ Road name \_\_\_\_\_ Side of Road N S E W  
 Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ Forty or GL # \_\_\_\_\_  
 Subdivision name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**IMPORTANT** - If any of the information contained on this form is found to be inaccurate, you may be required to change your address at the time of the discovery. The information presented below is accurate to the best of my knowledge.

**You must indicate the address and accurate distance, each way, from your driveway to the nearest neighbors' driveways. The neighbors can be across the road as long as the closest neighbors are used. Please indicate if you share a driveway with others.**

Neighbor 1 address _____	Distance _____	Direction _____
Neighbor 2 address _____	Distance _____	Direction _____
Nearest intersection 1 _____	Distance _____	Direction _____
Nearest intersection 2 _____	Distance _____	Direction _____

**Sketch**



Name Printed _____	Signature _____	Date _____
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<b>Office Use Only</b>	
Received by _____	Date _____
Address _____	By _____ Date _____
Assigned _____	
Verified by _____	Date _____ Address Compliant? Yes No

# Instructions

## Contact Information

1. *Applicants* – Provide your name, present phone, fax, email and address information.
2. *Land Owners* – Provide the owners name, phone and address information if it differs from the applicant's info.

## Driveway Information (most of the following information can be obtained from your tax bill)

1. *Pin#* - Provide the parcel identification number shown on your tax bill for the parcel of land containing the intersection of the driveway and the road.
2. *Road name, Side of road* – Provide the Road name and circle the side of the road that the driveway is on.
3. *Section, Town, Range, Forty or GL#* – Provide the section, township, range and forty or GL# (i.e. NWSE, GL3, etc.) that the driveway/road intersection is located.
4. *Subdivision Plat Name, Lot and Block* – Specify the lot, block and subdivision name of the driveway parcel, if applicable and indicated on your tax bill.
5. *Neighbors* – Provide the addresses, distances and directions to the two nearest neighbors' driveways **on either side of the road** OR
6. *Intersection-if closer than a neighbor*, measured along the road, **in both directions** use either neighbors or intersections **WHICHEVER IS CLOSEST.**

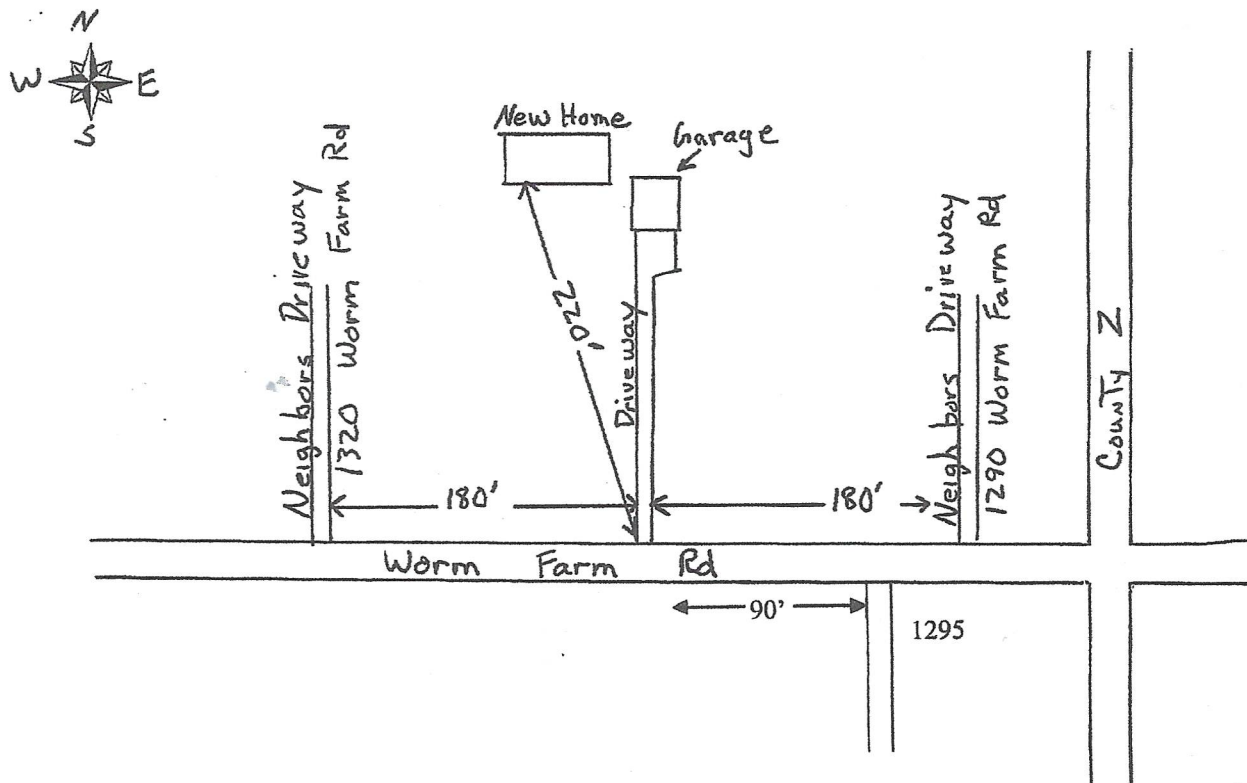
## Building Information

1. *Building type* – Provide the building type for building receiving the address with this application (house, commercial building, etc...).
2. It is only necessary to fill out the other lines in this section if the information is different from the information for the driveway.

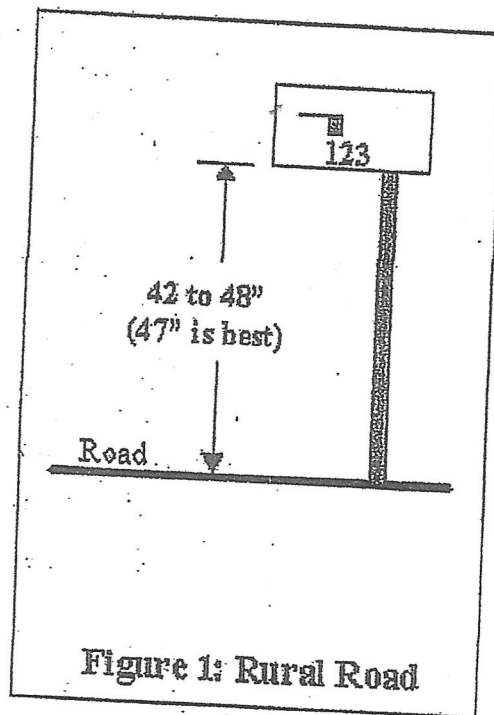
**Sketch** – Please draw a sketch of the location of your driveway as accurately as possible. This sketch should show the following items:

1. Show the distances between your driveway and you neighbors' driveways or road intersections.
2. Driveway information -see sample sketch below. Make sure your distances are accurate to the nearest 10'
3. Miscellaneous information – Must have the compass shown with directions, any other explanatory text that would be helpful, etc...)

## Sample Sketch



# The Proper Way to Mount a Rural Mail Box



Mount your mailbox on the side of the road in the direction the letter carrier travels on his or her route.

If you are mounting your mailbox on a rural road (figure 1), mount it so the bottom of the mailbox is between 42 and 48 inches from the surface of the road. (If the letter carrier has to drive off the road, mount it so the mailbox is between 42 and 48 inches above the ground where the tire rolls.) A height of 47 inches is actually the preferred height by local postal officials.

Mount the mailbox far enough off the side of the road where it won't get hit. Front of the mailbox 18 to 24 inches from the edge of the pavement.

Proper Winter Mailbox Maintenance;

