

**TOWN OF WAUPUN
FOND DU LAC COUNTY, WISCONSIN**

DRIVEWAY & CULVERT ORDINANCE

A. DRIVEWAY PERMITS; CULVERT REQUIREMENTS.

1. Purpose. For the safety of the general public, the Town of Waupun shall determine the location, size, construction and number of access points to public roadways within the Town limits. It is the Town's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.
2. Culvert Requirements. No person shall construct any driveway or private road in a public right-of-way of the Town of Waupun without installing a culvert in full compliance with this section. Included within the scope of this requirement are commercial driveways.
3. Driveway Permit Required; Application; Fee.
 - a. Permit Requirement. No person shall locate, establish, or construct a private driveway, road, or other access from a private property line to the traveled portion of any public Town road without first filing an application with the Town Chairperson or Town Clerk or other designated representative and obtaining a driveway permit from the Town of Waupun.
 - b. Application. Application forms for such permit shall be made available by the Town Chairperson or Town Clerk or other designated representative. The application and all attachments must be submitted to the Town Clerk or other designated representative, who will forward the application to the Town Chairperson or his/her designated representative for review. The request for such permit shall be in writing, signed by the owner of the real estate affected or his agent, and shall include design specifications and a drawing depicting the location and orientation of the proposed culvert in relationship to the real estate involved and the adjacent road, street, or highway.
 - c. Review. The Town Chairperson or his/her representative shall review all applications using this Chapter and the data and findings from the site visit. The review process shall take a maximum of 14 days from receipt of the completed application and associated fee.

Board, and driveways shall in all cases be placed wherever possible so as not to interfere with utilities in place.

- b. Number. The number of driveways to serve an individual residential or commercial property fronting on a street shall be one (1), except where deemed necessary and feasible by the Town Board for reasonable and adequate service to the property, considering the safety, convenience and utility of the street, and driveways may be approved for commercial and other use areas where deemed reasonable.
- c. Island Area. The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only as provided in Subsection (e).
- d. Drainage. The surface of the driveway connecting with street cross sections shall slope downward and away from the highway shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the street roadbed. No driveway apron shall extend out into the street further than the road edge or face of the curb, and under no circumstances shall such driveway apron extend into the gutter area where there is curbing. All driveway entrances and approaches shall be so constructed that they shall not interfere with the drainage of streets, side ditches, or roadside areas or with any existing structure on the right-of-way. All driveways and parking lots shall be graded in such way that no storm water reaches the roadway.
- e. Restricted Areas. The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
 - (1) The filling or draining shall be to grades approved by the Town Chairperson or his/her representative and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
 - (2) Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate catch basins are required in conformity with the standards adopted by Fond du Lac County which shall be the standard for this Town.
 - (3) Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or

- b. Length of Drive. No driveway shall be longer than three hundred fifty (350) feet in length measured from the road right-of-way to the outmost point of the main structure unless a greater length is approved by the Town Board, which approval may be approved, conditionally approved, or denied in its sole discretion.
 - c. Angular Placement. The center line of the drive must be parallel to the property line of the lot where access is required or at right angles to the curb line.
- 4. Appeal from Permit Refusal. Any person feeling himself aggrieved by the refusal of the Town of Waupun to issue a permit for the private driveway may appeal such refusal to the Town Board within twenty (20) days after such refusal to issue such permit is made.
- 5. Prohibited Driveways.
 - a. No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the limits of any public road, highway or street in the Town of Waupun except as permitted by this section. As used herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this Chapter.
 - b. No driveway shall be closer than one hundred (100) feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Town for effective traffic control or for highway signs or signals.
 - c. The grade of that portion of any private driveway located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
- 6. Culvert Construction Standards.
 - a. Size. Culverts shall be installed prior to construction work being commenced on the property served. No pipe smaller than eighteen (18) inches in diameter (or equivalent elliptical or arch pipe) will be allowed. All culverts shall be constructed of galvanized steel or reinforced concrete, and shall be of new manufacture, unless specifically accepted by the Town Chairperson or his/her representative.

- i. Enforcement. All costs incurred by the Town relating to the enforcement of this Chapter or in making the determinations or inspections necessary hereunder shall be paid by the property owner, including, but not limited to, Town administrative costs and engineers' and attorneys' fees. Such costs shall be payable from the permit fee established in Section A-3-(d) above. If a property owner refused to comply with the Chapter, the Town may install the culverts and charge back the cost or additional cost thereof as a special charge pursuant to Wis. Stat. § 66.60(16).

C. FIRE DEPARTMENT ACCESS.

- 1. Access to Buildings. A fire department access road shall extend to within 50 feet of at least one exterior door of every facility, building, or portion of a building hereafter constructed or relocated.
- 2. Access Road Width. Fire department access roads shall have an unobstructed width of not less than 20 feet.
- 3. Access Road Clearance. Fire department access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches.
- 4. Access Road Maintenance. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.
- 5. Access Road Turns. Turns in fire department access roads shall maintain the minimum fire department access road width.
- 6. Access Road Dead Ends. Dead end fire department access roads in excess of 150 feet in length shall be provided with approved provisions for fire apparatus to turn around.

Adopted February 9, 2009, amended May ____, 2014.

TOWN OF WAUPUN

By: _____
Randy Vande Slunt, Town Chairperson

By: _____
Ben Vellema, Town Supervisor

By: _____
Melvin Pluim, Town Supervisor

Attest: _____
Paula Vande Zande, Town Clerk