

Village of Edgar – PO Box 67, Edgar, WI 54426

Approval: _____
Date Issued: _____
Receipt #: _____

FEE - \$25.00

DRIVEWAY PERMIT

To construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of public street. (not need for new home construction)

☐ Complete set of plans are attached accurately showing the location on the entire lot of the proposed driveway, showing all dimensions with distances to alleys, streets, property lines, and other structures.

Name: _____ Address: _____

Type of surface and width of driveway and approaches:

Zoning: _____ Cost: _____

List intersecting roads/streets within 300 feet: _____

Number of Driveways on property: _____

Length of Driveway: _____ *If over 150 feet see Ord 6-3-2*

The number of driveways to serve an individual property fronting on the street shall be (1); except when deemed necessary and feasible by Village Board for reasonable and adequate service to property.

Will Sidewalk or curb and Gutter be disturbed? _____

See regulations for sidewalk/curb and gutter in 6-2-2

RESIDENTIAL: * Width - no greater than 30 feet wide or less than 10 feet wide at the outer or street edge * Angular Placement: The center line of the drive may be parallel to property line of the lot where access is required or at right angles to curb line.

COMMERCIAL and INDUSTRIAL DRIVEWAYS: * Maximum permitted width shall be 35 feet at curb line. * Angular Placement of Driveway - the angle between the center line of drive and curb line shall not be less than 45 degrees.

- The applicant represents all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his/her property and not for the purpose of parking or servicing vehicles, advertising, storage of merchandising of goods with in the dedicated portion of the Village Street, or for any other purpose.
- The Village of Edgar, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or or relocations within the dedicated portion of the Village street at any time, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damage or destruction of such private roadway.
- The permittee, his/her successor or assignee, agree to indemnify and hold harmless the Village of Edgar, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of such permit.
- The Village of Edgar does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the Village Street.

I, the undersigned, agree that I understand the Driveway Ordinance and my driveway complies with Village Ordinance.

Signature

BUILDING PLOT PLAN FORM

Use this page if: This building permit application is for a new home, addition, garage, fence, sign, pool, deck, shed or any other structure that will require the use of **land space** on the property.

In the space below, sketch a *layout (birds eye view)* of the property. The drawing should be as close to "scale" as possible. Show the lot, with dimensions; adjacent streets and alleys; and **existing buildings** (with dimensions and identification ie. house, garage). Then, outline the location and size of the structure you want to build. Indicate the distance in feet between the proposed structure, existing buildings, and lot lines.

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for sketching a building plot plan. The grid is empty and occupies the majority of the page below the instructions.

Title 6 ► Chapter 3

Driveways; Private Streets

6-3-1	Driveway Permit Required
6-3-2	Driveway and Culvert Location, Design and Construction Requirements
6-3-3	Construction Standards for Private Streets
6-3-4	Snow Removal on Private Driveways/Streets

Sec. 6-3-1 Driveway Permit Required.

- (a) **Purpose.** For the safety of the general public, the Village of Edgar shall determine the location, size, construction and number of access points to public roadways within the Village limits. It is the Village'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.
- (b) **Permit Required to Construct, Reconstruct, Alter or Enlarge.** No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the Village of Bangor without first obtaining a driveway permit therefor as provided by this Chapter from the Public Works Department. A driveway permit is not required when a new driveway is to be constructed in conjunction with the construction of a new principal structure; the driveway is included in the building permit process in such cases. For bond and insurance requirements, see provisions of Section 6-2-3(g) and (h).
- (c) **Application.**
 - (1) Application for such permit shall be made to the Village Administrator for referral to the Public Works Department and shall be accompanied by a drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street, the dimensions thereof and a statement of the materials proposed to be used. The applicant shall pay a fee as prescribed in Section 1-3-1. Upon receipt of the application and the fee if required, unless the proposed private driveway is a part of construction for a building or other structure for which a building permit has been applied for, in which case no additional fee is required, the Public Works Department shall approve such application if the proposed driveway complies with the terms and conditions of this and any other applicable Village of Edgar ordinances.

- (2) All applications for permits shall be made on a form prescribed by the Village Administrator and be accompanied by a sketch in duplicate showing exact location of any naming:
 - a. Driveway and approaches.
 - b. Property lines.
 - c. Right-of-way lines.
 - d. Intersecting roads, streets or roadways within three hundred (300) feet.
 - e. Width of right-of-way.
 - f. Width and type of road surface.
 - g. Distance from right-of-way line to gasoline pumps and other structures on the site.
 - h. Type of surface and width of driveways and approaches.
 - i. Proposed turning radii.
 - j. Other pertinent information as may be required.
- (d) **Application Provisions.** All driveway permit applications shall contain the applicant's statement that:
 - (1) The applicant represents all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his/her property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the Village street, or for any other purpose.
 - (2) The Village of Edgar, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Village street at any time, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damage or destruction of such private roadway.
 - (3) The permittee, his/her successors or assigns, agrees to indemnify and hold harmless the Village of Edgar, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of such permit.
 - (4) The Village of Edgar does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the Village street.

Sec. 6-3-2 Driveway and Culvert Location, Design and Construction Requirements.

- (a) **General Requirements.** The location, design and construction of driveways shall be in accordance with the following:
 - (1) **General Design.** Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting

the street of the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least ten (10) feet apart except by special permission from the Village Board where special circumstances exist, and driveways shall in all cases be placed wherever possible as not to interfere with utilities in place. The minimum width of a residential driveway approach shall be ten (10) feet at the curb line.

- (2) **Number.** The number of driveways to serve an individual property fronting on a street shall be one (1), except where deemed necessary and feasible by the Village Board for reasonable and adequate service to the property, considering the safety, convenience and utility of the street.
- (3) **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 (a)(6).
- (4) **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 face of the curb, and under no circumstances shall such driveway apron extend into the gutter area. 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.
- (5) **Reconstruction of Sidewalks and Curb and Gutter.** When the construction of a driveway requires the removal of a curb or gutter the new connections shall be of equivalent acceptable material and curb returns shall be provided or restored in a neat, workmanlike manner. The driveway surface shall be connected with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway construction shall include the replacement of such sidewalk areas which are inadequate or which are or may be damaged by means of vehicle travel across the sidewalk. All driveway entrances and approaches which are constructed across sidewalks shall be paved in accordance with the requirements for sidewalk construction in Section 6-2-2 of this Code of Ordinances insofar as such requirements are applicable, including thickness requirements. Standard thickness of residential driveway approaches will be six (6) inches thick.
- (6) **Restricted Areas.** The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
 - a. The filling and/or draining shall be to grades approved by the Public Works Department 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.

- b. Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate manholes adequate for cleanout purposes may be required where the total culvert length is excessive.
- c. 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 parking purposes by construction of a border, curb, rail or posts as may be required by the Public Works Department.
- (7) **Relocation of Utilities.** Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Public Works Department necessary before any utility may be relocated and the driveway installed.
- (8) **Construction Across Sidewalks.** All driveway entrances and approaches which are constructed across sidewalks shall be paved in accordance with the requirements for sidewalk construction in Section 6-2-2 of this Code of Ordinances insofar as such requirements are applicable, including thickness requirements.
- (9) **Special Requirements for Driveways Over 150 Feet in Length; Special Situations.**
 - a. In addition to those driveway requirements prescribed herein, private driveways one hundred and fifty (150) feet and over in length, measured from the edge of the traveled surface of the intersecting highway to the structure, shall meet the following standards to permit access to principal buildings by the Fire Department and/or other public safety authorities:
 1. A minimum of a twenty-four (24) foot right-of-way;
 2. A minimum clear-cut width of twenty (20) feet;
 3. A minimum driving surface of sixteen (16) feet;
 4. A minimum height clearance of fifteen (15) feet; and
 5. A minimum width of twenty (20) feet for all aprons and approaches.
 - b. Driveways of one hundred fifty (150) feet and over accessing parcels on which there are no structural improvements are exempt from the requirements of this Subsection. However, if a structure is subsequently built, all standards and requirements for driveways and culverts prescribed by this Section shall then be fully complied with.
 - c. The Public Works Department, based on recommendations of the Fire Department, may require additional clear-cut width clearances and extra driving surface widths to alleviate concerns caused by sharp curves, steep inclines or other situations which could interfere with emergency vehicles properly and safely utilizing the driveway.
- (10) **Variances.** Any of the above requirements may be varied by the Village Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.

- (b) **Special Requirements for Commercial and Industrial Driveways.** The following regulations are applicable to driveways serving commercial or industrial establishments:
- (1) **Width of Drive.** The maximum permitted width of a commercial or industrial driveway approach shall be thirty-five (35) feet at the curb line, except as increased by permissible radii. In instances where the unique nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Village Board in its discretion may permit a driveway of additional width.
 - (2) **Angular Placement of Driveway.** The angle between the center line of the driveway and the curb line shall not be less than 45°.
 - (3) **Island Areas.** Where the public sidewalk is adjacent to the curb, an island of a minimum length of six (6) feet measured along the curb line shall be placed between each entrance to a Village street. The curb shall be left intact for the length of this island. Where the public sidewalk is remote from the curb, an island of a minimum length of ten (10) feet measured along the right-of-way line shall be maintained along each entrance to the Village street. All flares shall be tangent to the curb line. A curb length of not less than three (3) feet shall be left undisturbed adjacent to each property line to serve as an island area in the event an adjoining property owner applies for a driveway permit to serve his/her property.
- (c) **Special Requirements for Residential Driveways.** The following regulations are applicable to driveways serving residential property:
- (1) **Width.** Unless special permission is first received from the Village Board, a residential single-type driveway shall be no greater than twenty-four (24)³⁰ feet wide or less than ten (10) feet wide at the outer or street edge of the sidewalk; residential double-type driveways shall be no greater than twenty-four (24)³⁰ feet wide at the curb line and eighteen (18) feet wide at the outer or street edge of the sidewalk.
 - (2) **Angular Placement.** The center line of the drive may be parallel to the property line of the lot where access is required or at right angles to the curb line.
- (d) **Appeal from Permit Refusal.** Any person feeling himself/herself aggrieved by the refusal of the Public Works Department or Village Administrator to issue a permit for a private driveway may appeal such refusal to the Village Board within fourteen (14) days after such refusal to issue such permit is made.
- (e) **Prohibited Driveways.**
- (1) 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 Village of Edgar 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.
 - (2) No driveway shall be closer than thirty-five (35) 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 Village for effective traffic control or for highway signs or signals.

- (3) The grade of that portion of any private driveway or pedestrian path 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. Whenever possible, the driveway area located within the right-of-way area shall consist of at least four (4) feet of flat surface area from the pavement edge.
- (4) No driveway apron shall extend out into the street further than the facing of the curb and under no circumstances shall such driveway apron extend into any gutter area. All driveway entrances and approaches shall be constructed as not to interfere with the drainage of streets, side ditches or roadside areas, or with any existing structure on the right-of-way.
- (5) No portion of any curb, parapet or retaining wall, rising above the grade of the driveway, erected by the owner of the premises involved shall extend beyond the culvert spanning the water course located in such public way.

(f) **Culvert Construction and Standards.**

- (1) **Culvert Requirement.** The Village Board may require the property owner to provide for adequate surface water drainage along the street, and the property owner shall provide any necessary culvert pipe at his/her expense.
- (2) **Culvert Permit.**
 - a. No person shall lay, remove, replace or repair any culvert within the Village of Edgar unless he/she is under contract with the Village to do such work or has obtained a permit therefor from the Public Works Department at least three (3) days before work is undertaken. The Public Works Department shall determine the diameter of the culvert to be installed which shall not be less than twelve (12) inches and shall approve of the laying of said culvert so as to provide proper drainage.
 - b. No person, not under contract to the Village of Edgar, shall lay, remove, replace or repair any culvert until a permit has been obtained from the Public Works Department at least three (3) days before work is undertaken. The fee for such permit shall be as prescribed in Section 1-3-1. The Public Works Department shall view the site for installation of the culvert and determine the position and diameter of the culvert necessary to provide adequate drainage.
- (3) **Existing Driveway Situations.** The owner of a driveway existing at the time this Section originally became effective may be required to install a culvert if such existing driveway shall impede the flow of surface waters. The Public Works Department shall advise the Village Board of any driveway which intersects with a public street that impedes the flow of surface water, and the Village Board shall order

the owner thereof to install a proper culvert as directed by the Public Works Department. The cost of such installation shall be borne by the owner. If the owner refuses or neglects to install a culvert, the Village shall, after notice to the owner, proceed to make such installation and charge the cost therefor to the owner. If such costs are not paid by November 1st, the Village Administrator shall place the charges on the tax roll in the same manner as a special assessment to be collected with real estate taxes.

- (4) **Size.** Culverts shall be installed prior to construction work being commenced on the property served. No pipe smaller than twelve (12) 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 made of new manufacture, unless specifically excepted by the Public Works Department or Village Engineer in the case of quality used culverts. PVC plastic culverts may only be used in exceptional situations if the Public Works Department or Village Administrator determines there is adequate cover.
- (5) **Gauge.** The minimum wall thickness for the galvanized steel pipe culverts shall be in accordance with the following:

Pipe Diameter	Gauge
15 to 24 inch	16
30 to 36 inch	14
42 to 54 inch	12
60 to 72 inch	10
78 to 84 inch	8

The class of reinforced concrete pipe shall be in accordance with the following:

Height of Cover (in feet)	Class of Pipe
0-2	IV
2-3	III
3-6	II

- (6) **Drainage.** The culverts shall be placed in the ditchline at elevations that will assure proper drainage.
- (7) **Endwalls.** Culverts shall be provided with earthen, concrete or metal apron endwalls as directed by the Village Engineer or Public Works Department.
- (8) **Backfill Material.** Material used for backfill shall be of quantity acceptable to the Village Engineer or Public Works Department and shall be free from frozen lumps, wood, or other extraneous or perishable materials. The minimum cover, measured from the top of the pipe to the top of the subgrade, shall be six (6) inches.

- (9) **Erosion Control.** Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Village Engineer or Public Works Department.
- (10) **Distance.** The distance between culverts under successive driveways shall not be less than ten (10) feet except as such restricted area is permitted to be filled pursuant to Subsection (a)(6).
- (11) **Cost.** The property owner shall install the culvert and be responsible for the cost thereof. The property owner shall keep his/her culverts unobstructed and clean.
- (12) **Appeal.** Persons may request a variance from the culvert requirements of this Section by filing a written appeals request with the Village Administrator, who shall place the matter as an agenda item for the Village Board's next meeting. The Village Board may only waive the requirement for a culvert upon a finding that unique physical characteristics of the location in question render a culvert unnecessary. The Village Engineer or Public Works Department may be asked to render an opinion on the request.

Sec. 6-3-3 Construction Standards for Private Streets.

- (a) **Standards.** All private streets shall be constructed in accordance with the specifications and requirements of Title 14 of the Village of Edgar Code of Ordinances for public roads.
- (b) **Drainage.** Street ditch construction along private streets shall be required in those areas where storm water runoff would otherwise be forced onto the traveled street's surface due to the topography. All drainage easements necessary to construct these ditches shall be previously provided by the property owner.
- (c) **Maintenance Costs.** All costs necessary for the continued maintenance of the private street to conform to these requirements for the safe passage of emergency vehicles shall be at the property owner's expense.
- (d) **Non-Compliance.** If inspection of the private street by the Fire Chief, Building Inspector, Public Works Department, or other Village Board representative indicates maintenance is needed, a letter shall be sent to the owner(s) of the property requiring the maintenance. The property owner shall have thirty (30) days to comply. If the property owner does not comply, the work shall be ordered done by the Village Board and costs billed to the property owner. If the property owner does not pay the bill, said costs shall be assessed to the property.

Sec. 6-3-4 Snow Removal on Private Driveways/Streets.

Snow removal for all private driveways and streets shall be addressed by the property owner to allow for emergency services even if the house is not occupied during the winter.