

ORDINANCE NO. 2003-10, 2010-13

An Ordinance Requiring a Permit for New Driveway Entrances from Land Abutting County Trunk Highways in Richland County.
The Richland County Board of Supervisors does hereby ordain as follows:

1. No owner of real estate, owner of an easement of ingress and egress or tenant of real estate in the unincorporated areas of Richland County which abuts a County Trunk Highway shall open, establish or utilize a driveway entrance onto that County Trunk Highway without obtaining a permit under this Ordinance.
2. All permits applied for under this Ordinance shall be filed with the County Highway Commissioner and shall be accompanied with an application fee of \$150.00. The County Highway Commissioner shall issue a permit under this Ordinance for driveway entrances which meet the following standards:
 - (a) As to location: All new driveways entrances must be constructed at the safest point. Access should be obtained off of a town road whenever possible, rather than off of a County Trunk Highway. There must be a sight distance of at least 500 feet in both directions. In doubtful cases, the Commissioner may require the applicant to submit, at the applicant's expense, a sight/distance study performed by an engineer licensed to practice in the State of Wisconsin.
 - (b) As to design, all driveways entrances must:
 1. Be at a 90° angle to the County Trunk Highway which it abuts, for at least 20 feet from the edge of the traveled portion of the County Trunk Highway.
 2. Be level with the roadway of the County Trunk Highway for at least 20 feet from the edge of the traveled portion of the County Trunk Highway.
 3. The minimum width for all driveway entrances shall be 30 feet.
 4. Have a 6 inch gravel base.
 5. The County Highway Commissioner is authorized to determine that a culvert is required, with that culvert to be at such diameter and length as the Commissioner deems appropriate. Any required culvert is to be installed entirely at the applicant's expense.
 - (c) Construction of the driveway entrance must be completed within 6 months of the County's issuance of the driveway entrance permit. If the driveway entrance is not completed within this deadline, the permit shall be null and void and construction must stop on the driveway entrance until a new permit has been issued by the County.
 - (d) All costs of installing the new driveway entrance shall be the responsibility of the applicant, unless the new driveway is necessitated by a County highway improvement project, in which case the County will install the new driveway entrance at its expense. All costs of maintaining the driveway entrance shall be the responsibility of the applicant.
 - (e) All disturbed areas shall be seeded and the applicant shall maintain such erosion control measures during the construction of the driveway entrance as are approved by the Highway Commissioner before the start of construction of the new driveway entrance. There shall not be any debris remaining in the County's right-of-way after completion of the driveway entrance.
3. All driveway entrances currently existing and used as of the effective date of this Ordinance shall be deemed to be permitted driveway entrances and no further permits shall be required for such driveway entrances under this Ordinance, except that a permit is required if an existing driveway entrance which was used solely as a field entrance, and which did not serve an inhabited structure or structures, on the effective date of this Ordinance is to be changed so as to serve an inhabited structure or structures.
4. Any owner or tenant of lands abutting a County Trunk Highway who uses, or allows others to use, a driveway entrance in violation of the Ordinance shall be subject to a forfeiture of at least \$50.00 plus court costs, for each offense. Each week of violation shall be deemed a separate offense.
5. Applicants shall be notified in writing of the County's decision on their application. In addition to any other rights provided by law, an applicant for a driveway entrance permit under this Ordinance whose application has been denied may appeal that decision to the County Highway Committee within 30 days of receiving written notice of the denial from the County. Appeals shall be in writing and shall be addressed to the County Highway Commissioner and shall be postmarked with said 30 day period.
6. The County Highway Committee shall, with the assistance of the Corporation Counsel, administer and enforce this Ordinance. The County may seek injunctive relief in the case of a violation of this Ordinance.
7. This Ordinance shall be effective immediately upon its passage and publication.

Dated: December 10, 2002 Passed: December 10, 2002 Amended: February 18, 2003 Passed: February 18, 2003
Amended: October 26, 2010 Passed: October 26, 2010

Permit Application to Construct a Driveway to a County Trunk Highway, Richland County, Wisconsin

Original - File Office
Copy - Applicant
Copy - Zoning Office

Ordinance No.2003-10 An Ordinance Requiring a Permit for New Driveways from Land Abutting County Trunk Highways in Richland County.

APPLICANT INFORMATION

Applicant Name: Last _____
First _____ MI _____
Address: _____
City: _____
State: _____ ZIP: _____
Phone: _____

DATES

Project Starting Date: _____
Project Completion Date: _____

NOTES

****If culvert is required, Culverts are the Applicant's Expense****
**** If the driveway is not completed by the "Project Completion Date" Specified, this permit is null and void and the driveway shall not be constructed unless authorized through a subsequent permit.****

LOCATION

(Circle one)
Which side of Highway: N S E W
Name of Road: CTH _____ (Circle one)
Nearest Intersection: _____ feet N S E W
of Hwy / Rd _____
Section _____ T. _____ N., R. _____ E. or W.
Town / Village / City of: _____
Proposed Land Use: _____

DRIVEWAY

Driveway Type: Residential ☐ Urban ☐
(Check all that apply) Commercial ☐ Rural ☐
Type of Finished Surface: Concrete ☐ Gravel ☐
Blacktop ☐

DESCRIPTION OF PROPOSED WORK:

(Be specific: attach any drawings, sketches, etc. necessary to clarify work)

ACCEPTANCE OF CONDITIONS

I, the above named applicant, certify, that the statements contained in this application are true and correct, and that I have read and understand the conditions stated in the permit, and that I will comply with all the terms and conditions as they apply, and I also understand that any changes in the work described in this application will require the filing for another permit before such changes are allowed. I further understand that maintenance of the driveway and any required drainage structures are the responsibility of the applicant, successors, or assigns; and the use of rock, concrete, timber, or other embankment retention or driveway marking treatments are prohibited. Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with more restrictive requirements imposed by local ordinances. Permittee shall be responsible for: proper traffic control and signing during construction, contacting municipality and following local road ordinances within the permit jurisdiction, cost's incurred by the Richland County Highway Department for cleanup or other work done by county forces on the right-of-way during or after construction, and providing survey map.

SIGNATURE OF APPLICANT

X _____
(Applicant Signature)

(Applicant Name - PLEASE PRINT)

(Applicant Signature)

(Applicant Name - PLEASE PRINT)

OFFICE USE ONLY

PERMIT NUMBER: _____

FIELD REVIEW BY: _____

FEE: \$ _____
CASH ☐ CHECK ☐

DATE PAID: ____/____/____
EFFECTIVE DATE: ____/____/____
EXPIRATION DATE: ____/____/____

CULVERT REQUIRED: YES ☐ NO ☐
ENDWALLS REQUIRED: YES ☐ NO ☐

DIAMETER: _____ LENGTH: _____

APPROVED: ☐ DENIED: ☐ REASON DENIED _____

AUTHORIZED SIGNATURE

DATE: _____

(Signature)
