

TOWN OF MEENON  
BURNETT COUNTY

**Permit for the Installation of Driveways**

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described on the Town of Meenon highway right of way, and in consideration of being granted permission, as evidenced by the approval of the authorized representative of the Meenon Town Board of Supervisors, binds and obligates themselves to construct the driveway(s) in accordance with the description contained herein and sketches, if any, attached hereto, and to abide by the general requirements and location design and construction requirements set forth on this form, the Town of Meenon Installation of Driveways Ordinance, and Burnett County Zoning Ordinance Section 4.3(3).

Property Owners Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Address at Driveway Location: \_\_\_\_\_

The Driveway will access (town roadway): \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Number of Driveways: \_\_\_\_\_ Type: \_\_\_\_\_

Driveway will be primarily used for (residential, commercial): \_\_\_\_\_

Describe proposed work on right of way, materials used (gravel, sand, etc.), Special highway safety restrictions, intersection clearances and other details of proposed installation to meet the Town of Meenon Driveway Ordinance and Burnett County Zoning Section 4.3(3), including references to attached sketches (use space below):

A \_\_\_\_\_-inch diameter culvert pipe, \_\_\_\_\_ feet in length shall be installed under each driveway, if needed, to provide proper drainage along the Town of Meenon roadway. All work will be completed by (date) \_\_\_\_\_.

This application and terms and conditions of proposed agreed to by:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Approved by Town of Meenon Board of Supervisors

Board Member(s) name (print): \_\_\_\_\_

Board Member(s) signature: \_\_\_\_\_

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

**TOWNSHIP OF MEENON**  
**ORDINANCE REGULATING PRIVATE ACCESS ROADS**

**PERMIT REQUIRED.** No access road or driveway providing ingress or egress to a Town road shall be hereafter constructed, altered or removed without first obtaining a permit from the Town Board.

**MINIMUM STANDARDS FOR CONSTRUCTION.** Prior to the granting of the permit, the applicant shall submit plans for construction which shall satisfy the following minimum standards:

- (A) The access road shall be so designed as to avoid an unreasonable interference with the natural flow of water. The first 20 feet of the access road from the edge of the highway shall be near level but slightly lower than the highway in order to assure that water from the access road does not run on to the traveled portion of the highway. Flooding of the surface of the Town road in any manner shall create a presumption of unreasonable interference.
- (B) The access road shall intersect with the Town road at right angle. Burnett County erosion control specifications must be followed.
- (C) The culvert must be new galvanized steel or N12 grade plastic pipe with end wall sections a minimum length of 20 feet (may be longer), and of appropriate size to allow for adequate drainage (size to be determined by the Township with standard diameter of 12 inches and minimum length of 20 feet). The culvert shall be installed at the preexisting installation road grade and shall set back as far as possible or to center of ditch. End wall sections required on all culverts. Variance in culvert diameter may be issued by permit grantor.
- (D) The access road shall be of such reasonable width to serve its intended purpose. Minimum width of an access road shall be 20 feet.
- (E) Driveway access shall be at least 100 feet from any intersection and 10 feet minimum from property line.
- (F) Sand and breaker rock then crushed rock on right of driveway.
- (G) With regard to access road providing ingress and egress from a Town road to a subdivision, speed limit being posted at 35 mph or less (both subdivision and Town road), the access road shall be located so as to provide a sight distance of 250 feet in any direction along the Town road being intersected, not veering from road surface. Sight distance is computed with observer at height of 3.50 feet and object work "subdivision" shall be given the meaning set for the Wis. Stats. 236.02 (12). In all other cases, the access road shall be located so as to provide a sight distance of 500 feet in any direction along the Town road being intersected, not veering from road surface. Sight distance in those cases shall be computed with the observer at a height of 3.50 feet and the object seen at a height of 6 inches.
- (H) Variances, for good cause, may be granted as to the above standards. Application for such variances shall be made to the Town Board through the issuer of permit. Additional fee of \$\_\_\_\_\_ for variance will apply.

**APPLICANT TO PAY ALL EXPENSES.** All expenses of construction, reconstruction, alteration or removal of any access road and all expenses of repair or redesign of the Town road necessarily caused by any access road shall be the liability of the applicant.

**INSPECTION.** The owner or driveway installer must notify the Town at least 48 hours (not including Saturday, Sunday or Holidays) prior to driveway installation inspection. The Town Chairman and/or Supervisors will meet with the owner or driveway installer for this inspection during normal working hours. If there are any problems with the driveway, the Town Board will be contacted. To schedule the driveway installation inspection, phone the serving chairman or supervisor. (Some driveways may or may not require a culvert.)

**BOND.** The Town Board may, in its discretion, require the applicant to furnish the Town an indemnification bond in the amount indemnification bond shall satisfy the sole discretion of the Town Board.

**PENALTY.** Failure to comply with the above ordinance will result in a written notification by certified mail. Seven (7) working days will be allowed for compliance with this ordinance. Upon failure to comply, a penalty of \$500 will be imposed and the Town Board reserves the right to reconstruct driveway at owner's expense to meet Town specifications.

Adopted this 11<sup>th</sup> day of December, 2006.

Acting Chairman \_\_\_\_\_

Acting Supervisor \_\_\_\_\_

Acting Clerk \_\_\_\_\_