

Address Sign Required?

Yes \_\_\_\_\_ No \_\_\_\_\_

TOWN OF THREE LAKES ONEIDA COUNTY  
COPY OF ORDINANCE MUST BE ATTACHED  
PO BOX 565  
THREE LAKES, WI 54562  
PH-715-546-3316 FAX-715-546-3384

DRIVEWAY PERMIT APPLICATION

FEE-\$35.00

Applicants Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

Fire Number for driveway or description between fire numbers for new driveway. \_\_\_\_\_

Proposed driveway must be staked out and property boundary staked out. When laying out driveway the following are some criteria that will be used to approve or deny the permit:

- 1.) Is access to town road safe? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2.) Can you see down the road in both directions? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3.) Can oncoming traffic see you from a safe distance? Yes \_\_\_\_\_ No \_\_\_\_\_

*Trees and brush must be removed and maintained for safe visibility.*

- 4.) Is the driveway flat at the entrance to the road? Yes \_\_\_\_\_ No \_\_\_\_\_

Check here if the slope is greater than 12% \_\_\_\_\_

- 5.) A minimum road surface of 12ft. with a minimum width clearance from brush and trees of 24ft is required.
- 6.) Did the applicant contact Diggers Hotline prior to construction?

Yes \_\_\_\_\_ No \_\_\_\_\_ 1-800-242-8511

7.) The applicant agrees to hold harmless and indemnify the Town of Three Lakes, its officers, agents and employees against any loss or damage for any personal injury or property damage sustained by reason of exercise of this permit.

8.) Fences and retaining walls are not permitted within the town right-of-way. Concrete driveway on town road right-of-way is not permitted where curb and gutter is not installed.

9.) The Town Foreman will determine if a culvert is necessary to maintain drainage of the roadbed. If a culvert is necessary the cost of the culvert installation and maintenance will be the responsibility of the property owner. The Town Foreman will determine the size and any special installation requirements.

Culvert needed? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Three Lakes Town Foreman*

Not Approved: \_\_\_\_\_  
*Three Lakes Town Foreman*

Reason for denial: \_\_\_\_\_

Remedy: \_\_\_\_\_  
\_\_\_\_\_

## Sec. 66-9 Driveways

- (a) *Purpose.* The purpose of this Ordinance is to regulate the establishment, construction, improvement, modification, or the reworking of a driveway, or field road that connects to a Town road, and that changes the existing topography of the land to assure that the site, method of construction, and conservation practices to be used will promote the public health, safety, and general welfare of the community, preserve agricultural land and productivity, and enforce the goals and policies set forth in the Town of Three Lakes Comprehensive Plan.
- (b) *Jurisdiction.* Jurisdiction of these regulations shall include all driveways, and field roads that connect to a Town road, on land within the Town of Three Lakes.
- (c) *Authority.* These regulations are adopted under the general police powers authority granted pursuant to sec. 60.10(2)(c), 60.22(3), and 61.34(1) of the Wis. Stats.
- (d) *Definitions:*
- (1) Driveway-A private road or other avenue of travel that runs through any part of a private parcel of land or that connects or will connect with any public highway, but shall not include any field road.
  - (2) Field Road-A road used only for agricultural and logging purposes.
- (e) *Shared Driveways.* For shared driveways a legal agreement acceptable to the Town Board shall be in place establishing access provisions and major responsibilities including maintenance, plowing, vegetation control, and cost sharing. This requirement applies to all driveway sharing agreements or arrangements established or changed after adoption of this ordinance.
- (f) ***APPLICATION REQUIREMENTS AND PROCEDURES FOR OBTAINING A DRIVEWAY APPLICATION PERMIT.***
- (1) Who Must Apply.- No person or entity shall establish, construct, improve, modify, or rework a driveway that materially changes the existing topography of the land without first obtaining a Driveway Permit Application from the Town Office.
  - (2) Application for Driveway Permit. Driveway application is available at the Town Office located at 6965 W. School Street or on the town website at [www.townofthreelakes.com](http://www.townofthreelakes.com). Submit a **completed** Driveway Application with the appropriate fee to the Town Office.
  - (3) Application Review. Upon receipt of the Driveway Permit Application and application fee, the Town Office will contact the Three Lakes Town Foreman and provide a copy for his/her review and approval.
  - (4) Application Denial. If a Driveway Application is denied the Three Lakes Foreman will contact applicant to review and discuss how application may be amended to satisfy concerns in order to satisfy permit requirements
  - (5) Driveway Permit Period. The Driveway Permit is effective for 12 months from the date of issuance. The Permit shall expire after 12 months unless renewed.
  - (6) Renewal. The Driveway Permit may be renewed for 1 additional period of 12 months. If driveway has not been constructed by the end of this period, a new application must be submitted with appropriate fees and approved by Three Lake Foreman.
  - (7) Driveway Inspection. The applicant shall notify the Town Clerk within 30 days of completion of the driveway. Within 30 days of notification, the Town Foreman will conduct an inspection of the driveway to ensure full compliance with all of the provisions of this Ordinance.
  - (8) Application Fee. An application fee of thirty five dollars (\$35) will be charged.



(g) ***DRIVEWAY SPECIFICATIONS***

(1) The slope of the driveway shall be less than 12% whenever practical. Plans for driveways with slopes between 12% and 20% must have a hard surface. Driveway slopes shall not exceed 20%.

(2) The driveway shall be constructed with a minimum width of 12 feet that also includes a minimum clearance from brush and trees of 24 feet. There shall be a clear zone and no obstructions within 3 feet of the edge of the driveway. The side slope shall be a maximum of 1 foot of vertical drop or rise for each 3 feet of horizontal distance for a minimum of 3 feet from each edge of the driveway.

(3) Ditches along the right of way, roadway crowning, and culverts shall be provided by the property owner for acceptable drainage. The driveway shall be planned, constructed, and maintained in a manner that prevents diversion of surface water onto the public road and/or the lands of other persons.

(4) A length of driveway of a minimum of 12 feet shall have a maximum of 5% slope at the point where the driveway enters onto a public road. A slight dip across the drive will be placed at the entrance to a public road to prevent debris from washing onto the public road.

(5) The width of a driveway at the juncture with a public road shall be sufficient to allow access by emergency vehicles.

(6) A driveway entering a town road shall provide an adequately unobstructed view of the road.

(h) ***PENALTIES***

(1) Forfeitures. Should a driveway be constructed or modified in violation of the provisions of this Ordinance, or create a hazard that is not corrected within 30 days of notification, the owner(s) of the land through which the driveway passes shall, upon conviction, pay a forfeiture of \$500.00 plus applicable surcharges and court costs per violation. Each day that the violation continues to exist shall constitute a separate offense. An unlawful driveway constitutes a public nuisance and may be enjoined.

(2) Corrections. In addition, the landowner shall make the corrections ordered by the Town Board within 30 days or a period of time determined by the Town Board.

(Code 2015, § 12-1-2015)