

**DRIVEWAY PERMIT APPLICATION  
TOWN OF ALDEN, POLK COUNTY  
183 155<sup>th</sup> STREET, STAR PRAIRIE, WI 54026**

**PERMIT FEES**

Permit Number \_\_\_\_\_

**Field Driveway - \$50.00      Residential Driveway - \$100.00**

**Deposit on all Driveways – \$300.00 (Resolution #40–2008)      Make check(s) payable to: Town of Alden**

**Swinging Arm Mailbox Post - \$175.00 tax included (Amended Resolution #69-2012)**

Owner (Applicant) Name and Address _____ _____ _____ Phone# _____		Contractors Name and Address _____ _____ _____ Phone# _____	
_____ Residential or _____ Field Driveway	_____ Gravel _____ Asphalt _____ Concrete	Estimate Date of Construction _____ Estimate Date of Completion _____	

**Location of Proposed Driveway:**

Subdivision Name (if applicable) \_\_\_\_\_ Lot Number \_\_\_\_\_  
 \_\_\_\_\_ Side of the road \_\_\_\_\_ miles/feet \_\_\_\_\_ of \_\_\_\_\_  
 (N, S, E, W) (N, S, E, W) (reference point, i.e. intersection, etc.)

Any driveways shall be constructed in accordance with all requirements printed on the reverse side, and any special conditions stated herein. The maintenance of the driveways shall be the responsibility of the applicant.

Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by local ordinances.

\_\_\_\_\_  
Signature of Applicant Date

**TO BE COMPLETED AND APPROVED BY ROAD WORKER**

Any restrictions to access? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Drainage Structure Required Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes Diameter \_\_\_\_\_ Length \_\_\_\_\_ Material \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

ROAD WORKER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY TOWN OF ALDEN: \_\_\_\_\_ Date \_\_\_\_\_ Approval Expires \_\_\_\_\_

FINAL INSPECTION APPROVED BY ROAD WORKER: \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETE**  Date \_\_\_\_\_

#### 4.04 APPLICATION FOR PERMIT

- C. A driveway permit is valid for a period of one year from the date of issuance. If a driveway has not been completed and inspected within one year, reapplication is required.**

#### 4.06 DRIVEWAY STANDARDS

The following are the standards for field and regular driveways. Where other Town requirements are more restrictive, they shall apply.

- A. Driveways shall meet the following objectives: to permit the safe, efficient, and orderly movement of traffic; to respect natural features and topography; and to permit proper drainage.**
- B. No more than two (2) driveways, including existing driveways, will be permitted per forty-acre tract, i.e., within the parcel 1320 feet frontage with a Town Road, without special permission of the committee. Driveways within new subdivisions not accessing existing roads are exempt from this provision and are subject to 4.06 E. (6) and (7).**
- C. All driveways shall be designed and constructed in accordance with applicable road standards adopted by the Town or standards set forth in sec. 86.26(l)(b), Wisconsin Statutes, and shall also satisfy the following:**

- (1) 15" culverts, or as otherwise specified, with a minimum cover of one foot to the top of the sand lift.
- (2) All culverts shall be galvanized, corrugated steel pipe, pipe arch, plate, reinforced concrete, or plastic pipe in conformity with American Association of State Highway Transportation officials' (AASHTO) specifications and all culverts shall be installed to include end walls.
- (3) The minimum culvert length shall be 30 feet
- (4) Widths and grades.

Driveways serving one or two lots:

Minimum easement width for driveways serving more than one lot shall be 66"

Maximum Grade: 10%

- D. The construction requirements for the portion of driveways located in Town road right-of-ways or private road easements.**

- (1) 3' to 5' ditch bottom;
- (2) 24' minimum road width before gravel or base course;
- (3) 20' road width after base course;
- (4) 2' shoulders;
- (5) 12" sub base of sand, measured after being compacted;
- (6) 6" base of WisDOT Grade 2 crushed limestone or 7" base of Wisconsin grade 2 gravel, measured after being compacted;
- (7) -1% minimum grade to the edge of the right of way toward public road not to exceed 10% slope away from public roads.
- (8) Decomposable material shall not be used in construction;
- (9) Shoulder slopes of 4%;
- (10) Fill slopes of 3:1 on fills to 3 ft.; 2:1 maximum below top 3 ft.;
- (11) Back slopes 3:1 or flatter desirable; 2:1 maximum.

- E. The Committee or designee shall examine the proposed design and location of driveways to assure that they are laid out in a way that will produce intersections, grades and other features meeting the following standards:**

- (1) The intersection angle of a driveway to a road shall be 90 degrees. Or as near as practical at the discretion of the Town Board.
- (2) The Committee shall require intersection vision clearances.
- (3) The vertical alignment of the centerline shall be based on the minimum safe stopping sight distance in accordance with the design standards of the AASHTO. See attachment "Road Construction Standards". The Committee shall authorize an independent engineering analysis to be completed by the Town Engineer, where site conditions merit such an analysis. The Committee has sole discretion to require such an analysis, for which the applicant shall promptly reimburse the Town.
- (4) The Committee may require joint driveways.
- (5) The Committee shall require additional driveway construction beyond the right-of-way where deemed necessary to prevent erosion, provide emergency response vehicle access, or address any other public safety concern.
- (6) No driveway shall be located within 200' of any other driveway on the same side of the road, except in Conservation Design subdivisions where no driveway shall be located within 125' of any other driveway on the same side of the road.
- (7) No driveway shall be located within 200' of any public or private road intersection, except in Conservation Design subdivisions where no driveway shall be located within 125' of any public or private road intersection.

- (8) No owner of the driveway shall allow any material including mud, snow, ice or any other material onto the public road.  
This includes the plowing of such material across the highway.

**ATTACH A DRAWING OR MAP SHOWING ACCESS LOCATION ON ABOVE PROPERTY. Specify footage from lot lines and show all existing accesses.**