

# Town of Bloomfield

## PERMIT: DRIVEWAY AND/OR ALTERATIONS ON PUBLIC RIGHT-OF-WAY

PROJECT

PERMIT NO.: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

*Present Mailing Address of Owner*

*Address of Permit Location*

Name: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

### PERMIT REQUESTED

Driveway \_\_\_\_\_ Culvert Addition \_\_\_\_\_ Culvert Removal \_\_\_\_\_

Driveway Relocation \_\_\_\_\_ Access Road Reconstruction \_\_\_\_\_ Utility \_\_\_\_\_

DRIVEWAY USE: Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Agriculture \_\_\_\_\_

### PROPOSED METHOD OF INSTALLATION:

Tunnel \_\_\_\_\_ Suspend on poles \_\_\_\_\_ Cased \_\_\_\_\_ Jack & Bore \_\_\_\_\_ Culvert \_\_\_\_\_

Open cut \_\_\_\_\_ Suspend on towers \_\_\_\_\_ Trench \_\_\_\_\_ Plow \_\_\_\_\_ Cut & Fill \_\_\_\_\_

### PROPOSED WORK:

Cross Right-of-Way \_\_\_\_\_ Parallel to Right-of-Way \_\_\_\_\_ Overhead \_\_\_\_\_

Underground \_\_\_\_\_ Culvert \_\_\_\_\_

Type of installation: \_\_\_\_\_

Plans prepared by: \_\_\_\_\_ Copy attached: YES \_\_\_\_\_ NO \_\_\_\_\_

How much frontage do you have on roadway? \_\_\_\_\_

Name of Road or Street involved: \_\_\_\_\_ Side of Street: E \_\_\_\_\_ W \_\_\_\_\_ N \_\_\_\_\_ S \_\_\_\_\_

The undersigned applicant is bound and obligated to construct the driveway or other alterations in accordance with the description contained herein and sketches attached hereto shall abide by the approved application after inspection by the authorized Public Works representative. A final inspection MUST be made after the proposed work is completed. This permit is issued subject to the conditions that the work shall be constructed in accordance with all applicable rules and regulations of any governmental agency applicable thereto and be performed and completed to the satisfaction of the Town of Bloomfield. The applicant shall be liable to the Town of Bloomfield for all damages which occur during the progress of said work or as a result thereof.

### **SKETCH OR PLAN DRAWING REQUIRED FOR PERMIT APPROVAL.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant

Approval based on the following condition: A \_\_\_\_\_ inch diameter pipe \_\_\_\_\_ feet in length will be installed with end walls under driveway to provide proper drainage.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENT: \_\_\_\_\_

22.30 DRIVEWAY AND CULVERT REGULATION

(1) Driveways regulated. Any new driveways or any alterations to existing driveways, in which such driveways shall connect from private property to a public right-of-way, shall require the issuance of a permit by the Town of Bloomfield Road Foreman prior to the beginning of such construction or alteration. The applicant, who may be the owner, agent, or contractor, shall submit a location construction plan showing specifications including grade, slope, width, and length of the driveway and erosion control procedures. The plan shall be submitted to the Town of Bloomfield Road Foreman on a form approved by the Town Board.

(a) The Road Foreman shall not issue a permit to an applicant unless the applicant's plan complies with the following specifications:

(i) Driveway surface width: minimum of 12 feet  
~~\_\_\_\_\_.~~

(ii) Minimum height clearance of trees, wires, etc: 18 feet.

(iii) Maximum driveway surface width at the lot line: 24 feet.

(iv) Maximum grade: 10 percent.

(v) Maximum driveway surface at the roadway not to exceed 35 ft. per parcel.

(vi) At least one 25 feet in length and 18 feet in width segment of road surface shall be provided for each 300 feet of driveway length to provide for the safe passage of meeting vehicles.

(vii) If grade conditions allow, the driveway within the area of the public right-of-way shall slope away from the public road at a minimum of 1 percent and a maximum of 5 percent to prevent erosion onto the public road.

(viii) An adequate road bed base of suitable material to support the projected traffic and any requirements for culverts shall be determined by the Town

in considering an application for driveway approval. If culverts are required they shall meet the design standards identified in Section 22.30(2) of this ordinance.

(ix) All driveways entering onto Town roads shall be at least five (5) feet off of the nearest side lot line at the point where the property line meets the Town road right-of-way unless approved by the Town Board.

(b) CONCRETE SURFACING OF PRIVATE DRIVEWAYS. If a driveway is installed as a concrete driveway, the concrete shall not extend beyond the lot line. The area between the concrete driveway and the traveled portion of the roadway shall be paved with asphalt.

(c) NUMBER OF APPROACHES LIMITED. The number of road accesses shall be limited as follows: No more than one driveway entrance and approach shall be constructed for any parcel or premises except when additional road accesses are approved by the Town Board. Where the Town Board approves more than one road access, any two approaches shall be at least fifty (50) feet apart unless waived by the Town Board.

(d) DRIVEWAY PLAN. A driveway plan shall be approved by the Town of Bloomfield Road Foreman before any construction permits can be issued.

(e) The Town Board may waive any requirements of this subsection, where the Town Board finds that compliance with these requirements is not reasonable due to topography or other natural features.

## (2) CULVERT REGULATIONS.

### (a) COMPLIANCE REQUIRED

- i. Prohibition. No person shall install a culvert unless the culvert fully complies with the regulations of this ordinance.
- ii. Culvert required. Culverts must be properly installed prior to an occupancy permit being issued. The installation of all culverts in the Town of Bloomfield shall be done by the property owner or its agent or designee.

iii. Purpose. The intent of this subsection of this ordinance is to assure drainage ditch preservation and to assure adequate surface and storm water drainage.

(b) DEFINITION

Culvert: Culverts are those structures which function to convey surface water through an embankment or under a roadway or under a driveway.

(c) DESIGN SPECIFICATIONS

i. Town Engineer's Determination.

- a) The location and grade of culverts shall be determined by the Town Engineer, consistent with the criteria stated in this ordinance.
- b) The size and specification of culverts shall be determined by the Town Engineer, consistent with the criteria stated in this ordinance.
- c) The inspection of culverts, after installation, shall be made by the Town Engineer, consistent with the criteria stated in this ordinance.

ii. Special Design Criteria.

- a) Apron ends shall be provided on cross-road culverts and driveway culverts.
- b) All driveway culverts shall be at least 15-inches in diameter and no driveway culvert shall be less than 20 feet long.

iii. Standard Material and Construction Specifications.

The applicable portions of the most current edition of the State of Wisconsin, Department of Transportation, Division of Highways, Standards Specifications for Road

e) CULVERT INSTALLATION MAY BE REQUIRED IN EXISTING DRIVEWAYS. Where the public welfare requires a suitable culvert for an existing driveway, the Town Board shall notify, in writing, the property owner, that the Town will install a culvert at the expense of the abutting property. The property owner shall deposit a sum in an amount equal to the estimated cost of installing such culvert within ten (10) days from the date of notice. If the deposit is not made, and if the cost of the installation to the abutting property is not paid to the Town Treasurer on or before November 1<sup>st</sup>, the same shall be entered on the tax roll as a special charge against the property.

(d) OBLIGATION FOR CORRECTIVE WORK. If any culvert is installed, driveway access is built, alteration is made in a right-of-way, or other unauthorized condition exists in violation of this chapter, the violation shall be corrected by the owner of the property, at the property owner's sole expense. If the violation of this ordinance is not corrected after ten (10) days written notice from the Town Building Inspector, the Town may make all necessary corrections, including removing the culvert or fill or other cause of the violation, and rebuilding conforming improvements if deemed necessary by the Town Building Inspector, and restoring the right-of-way, and bill the property owner for all of the expenses incurred by the Town in said corrective work. If said property owner fails to pay the Town's expenses, the charge shall be placed upon the tax roll and collected as a special tax under §66.0627, Wisconsin Statutes.