

# TOWN OF RICHMOND

## PERMIT FOR ACCESS DRIVEWAY

**DISTRIBUTION:**

1. White – Applicant
2. Yellow – County
3. Pink - Town

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

<b>Name and Address of Applicant</b>	<b>Highway</b>	<b>Town</b>
	<b>Driveway Type</b>	<b>Land Use</b>
	<b>Est. Completion Date</b>	<b>Permit Expiration Date</b>

**Permit Fee Amount** \_\_\_\_\_ **Check # or indicate cash received** \_\_\_\_\_

*(Non-refundable permit fee due at time of permit issuance)*

**Location of driveway**

\_\_\_\_\_ side of the highway \_\_\_\_\_ miles \_\_\_\_\_ Of \_\_\_\_\_

Quadrant \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ North \_\_\_\_\_ Range \_\_\_\_\_

<b>Required drainage structure</b>	<b>Surface treatment</b>
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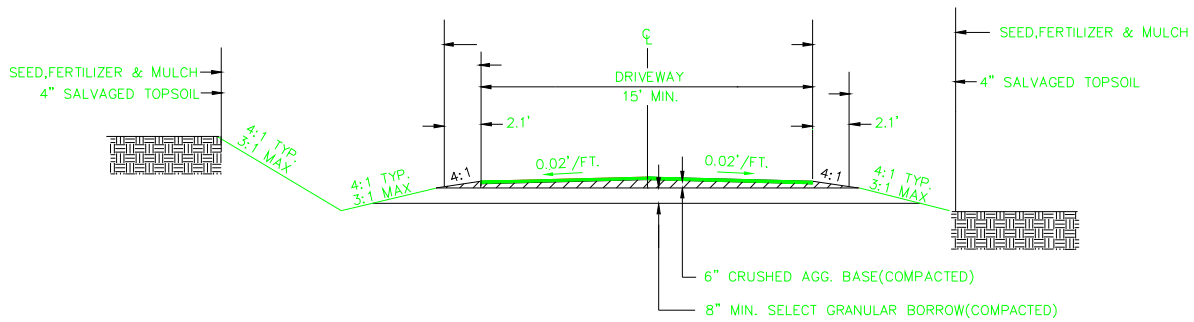
**Description of proposed work:** (include special restrictions, intersection clearances, other details and references to and sketches which may be attached.)

**Any driveway shall be constructed in accordance with all requirements printed on the reverse side** and any special conditions stated herein. The maintenance of the driveway shall be the responsibility of the applicant. This permit is valid for a maximum of (1) one year from date of issuance.

\_\_\_\_\_

**Signature of Applicant** **Date**

<b>Approved by Town Board</b>		
<b>Approval Authority</b>	<b>Date</b>	<b>Approvers Signature</b>



TYPICAL SECTION FOR PRIVATE DRIVES AND FIELD ENTRANCES

**NOTES:**

1. Decomposable material shall not be used in construction.
2. If desired an asphaltic or concrete pavement at a minimum of (10) ten feet width shall centered on the (15) fifteen foot minimum aggregate base. Pavement thickness should be consistent with the Town’s required minimum weight load.
3. Driveways that require a culvert shall use a 15” minimum pipe, unless otherwise specified by the Town of Richmond, with a minimum cover of 12” to the top of the select granular material. All culvert pipes shall be galvanized, corrugated steel, arch, or reinforced concrete in conformity with WISDOT standards.
4. Intersection angle of driveway to road or road to road shall not be less than 75 degrees.
5. All driveways shall have a width clearance of at least (15) fifteen feet, with a height clearance of at least (14) fourteen feet and shall be maintained in such a way as to allow for adequate emergency vehicle access.
6. All driveways shall be constructed to the road right-of-way as part of the roadway construction. To qualify for a building permit, driveways must be extended not less than (50) fifty feet in length from the edge of the traveled road surface into the lot. The final driveway must be constructed from the public roadway to the building location.
7. A minimum distance of (200) two hundred feet spacing shall exist between driveways and/or intersecting roadway as measured from centerline of driveways and/or roadway along the centerline of intersecting roadway.
8. All driveways in excess of (300) three hundred feet which terminate in a dead end shall have a (14) fourteen feet height clearance and shall terminate at a turnaround with either a minimum (45) forty five foot radius or sufficient area and design to enable the turnaround of a tandem axle truck of at least (40) forty feet in length.
9. Driveways shall be constructed to sustain a minimum weight load of (9) nine tons per axle.
10. Driveway slopes as they enter other roads are limited to 2% grade for the first (50) fifty feet and are measured from the edge of the pavement or driving surface. Exceeding this restriction will require Town Board approval.
11. Remaining driveway slopes shall not exceed 8% in grade. Exceeding this restriction will require Town Board approval.
12. Approved erosion and sediment control measures per WISDOT’s product acceptability list shall be installed and approved prior to, during and after construction. If applicable, suitable erosion and sediment control plans shall be submitted to the Town for review and approval with the preliminary plat.

Residential Driveway – Typical Section Town of Richmond	<b>Last Revision:</b>
	September 2009