

Culvert Ordinance & Driveway Permit Application

Section 16.01 - Culvert and driveway required.

No person shall, by means of any vehicle, enter or exit, or cause any other person to enter or exit, any adjoining parcel or property from or onto any highway in the Town unless a culvert and gravel driveway have been provided for said parcel or property and except where a culvert or driveway has been determined to be unnecessary by the Town Official.

Section 16.02 - Permits required.

No person shall construct, install, repair, maintain, or reconstruct any culvert or driveway on town roads without first obtaining permits for such culvert or driveway from the Town, the fees for which shall be established by the Town Board. Such permit shall be issued in a timely manner using a form provided by the Town. Permits for county and/or state highways must be obtained from either the Sheboygan County Highway Department or Wisconsin Department of Transportation.

Section 16.03 – Permit Period.

The Driveway Construction Permit is effective for 12 months from the date of issuance. Driveways not completed by this time must have a new permit to continue construction.

Section 16.04 – Driveway Inspection.

The holder of the Driveway Construction Permit shall notify a Town Supervisor within 30 days of completion of the construction. Within 30 days of notification, a Town Road Supervisor shall conduct an inspection of the driveway to ensure full compliance with all of the provisions of this Ordinance.

Section 16.05 - Specifications for constructions of new driveways, temporary culverts and temporary driveways:

- A. Culverts: Culvert materials are restricted to corrugated steel, and Corrugated Polyethylene Pip (HDPE), meeting AASHTO M 294, Type S Specifications, at least 15

inches in diameter at the ditch line where the driveway meets the public or private road, unless modified by the Road Supervisor. The culvert length and type will be determined by the Road Supervisor.

- B. Juncture with Public Road: A length of driveway a minimum of 24 feet shall have a maximum of 5% slope at the point where the driveway enters onto a highway or private road. A slight dip (6 inches lower than the road surface) across the drive shall be placed just before the culvert at the entrance to a public highway or private road to prevent water and debris from washing onto the public highway or private road.
- C. Drainage: Ditches along the right-of-way, roadway crowning, and culverts shall be provided by the property owner for acceptable drainage. Property owners are responsible for the maintenance of culverts, which must be also kept clean and free of debris at all times. The driveway shall be planned, constructed, and maintained in a manner that prevents diversion of surface water onto the public road and the lands of other persons.
- D. Costs: All costs of construction of said driveway, including the cost of culverts and Driveway Plan, if required, shall be paid by the owner requesting the permit.
- E. Joint Driveways: Joint driveways will not be permitted without prior review and specific approval by the Town Board of the legally recorded Joint Driveway Agreement establishing the proposed joint driveway and the manner of its construction, maintenance and use.
- F. General Design: A driveway shall be such width and so located that all such driveway is within the limits of the public highway or private road fronting on the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the public highway required for effective traffic control or for street signs or signals. A driveway shall be located and constructed so that vehicles approaching or using it shall have adequate sight distance along the public highway or private road as determined by the zoning Administrator. Driveway approaches shall be at least twenty (20) feet apart and there shall be at least ten (10) feet from the edge of the driveway to the property line except by special permission from the Town Board, and driveways shall in all cases be placed wherever possible as not to interfere with utilities in place.
- G. Temporary culverts and driveways: Temporary culverts and temporary driveways are permissible for construction purposes; provided, however, that permits shall be obtained from the Town prior to commencement of such construction. Any such temporary culvert or temporary driveway must be removed and replaced with a permeant covert or driveway constructed in accordance with this chapter prior to the issuance of an occupancy, zoning, or use permit for the building or structure located upon the parcel or property served by such culvert or driveway.

Section 16.06 - Existing Driveways; Hazardous Conditions

When washing or other conditions created by existing driveways or field roads obstruct or become a potential hazard to a public highway or private road, the Town Board shall notify the property owner of the conditions. Any property owner failing to correct such condition within 30 days after notice by the town Board shall be subject to the penalties described in the penalty section of this ordinance.

Section 16.07 - Violations and penalties; enforcement.

Any person who violates this chapter shall pay a forfeiture in an amount equal to twice the fee required for the culvert or driveway permit and, further, shall remove, alter, reconstruct or correct the culvert or driveway as ordered by the Town. If the person does not remedy such violation as and within the time ordered by the Town, the Town may, in addition to any other methods of enforcement, including injunctive relief and revocation any permits, engage qualified contractors to remedy such violation, and the expense thereof shall be chard to such person as a special assessment after notice and hearing, or otherwise collect such forfeiture as provided by law. Any permits issued in conflict with the provision of this chapter shall be null and void.

Driveway Application

Town of Sherman PO Box 88 Adell, WI 53001					Fee Required: <i>See Current Fee Schedule</i>
➔	Contact Town Clerk at 920-994-9421 for initial instructions.				
➔	Complete all sections of this form and return to Clerk's office or Road Supervisor with fee .				
Name			Phone		
Address			City	Zip	
Site Address			City	Zip	
Parcel #: <div style="text-align: center; font-size: 1.2em;">59028</div>					
SECTION 1 - TYPE					
Type of Driveway you are applying for:					
		16' – 40' Residential Driveway			
		16' – 40' Agricultural Field Entrance			
		16' – 40' Commercial Driveway			
		16' – 40' Relocation of an Existing Driveway			
		Agricultural or Commercial greater than 40'. ** See Section 4 below.			
SECTION 2 - LOCATION					
Name of the nearest intersection of town, county and/or state roads: _____					
Driveway is approximately _____ (miles) _____ (N,E,W or S) of said intersection.					
Looking both ways down the road, is vision clear for at least 600'? ___ Yes ___ No					
This driveway will result in how many driveways in total serving this property? _____					
**Applicant shall place stakes in ditch line where he/she wants to place driveway so the proposed location may be inspected to Town Road Supervisor or another Town Official.					
SECTION 3 - CULVERTS					
I have read and understood the attached Culvert Ordinance and specifications.					
_____, (initial here)					
SECTION 4 – AGRICULTURAL AND COMMERCIAL DRIVEWAYS WIDER THAN 40'					
*If an agricultural or commercial driveway is requested wider than 40', the owner is required to install catch basins every 30', not to exceed 60' in width.					
➔ If ordering a steel culvert from Sheboygan County Highway Department, it will be ordered in 2' length increments.					
➔ If order a HDPE from Sheboygan County Highway Department, it will be ordered in lengths of 20', 24' or 30'.					
I, the undersigned applicant, do hereby certify that I have requested this driveway and culvert permit and that I understand and agree to abide by all applicable provisions and restrictions which are shown on this application.					
_____, Applicant Signature					
Town Approval By: _____ Date: _____					