

Town of Sugar Creek

N6641 County Rd. H
P.O. Box 287
Elkhorn, WI 53121
(262) 742-3383 • Email: townsugarcreek@elknet.net

INSTALLATION OF DRIVEWAYS AND CULVERTS ON TOWN ROAD RIGHT-OF-WAYS

The Town Board of the Town of Sugar Creek, Walworth County, Wisconsin, do hereby ordain as follows:

Section I - Permit for New Driveways

No person shall hereafter lay or install any driveway or install a culvert in connection therewith in the town road right-of-way within the Town of Sugar Creek without first obtaining a permit from the Town of Sugar Creek. All permits must be obtained before building permit may be issued. There shall be a permit fee of \$50.00. The said permit is good for a period of 24 months from the date of original approval. In the event that construction commences prior to said permit, the permit fee will be \$100.00.

Section II - Permit For Existing Driveways

No person shall hereafter install a culvert or resurface any existing driveway in the town road right-of-way within the Town of Sugar Creek without first obtaining a permit from the Town of Sugar Creek. There shall be a permit fee of \$50.00. In the event that construction commences prior to said permit, the permit fee will be \$100.00.

Section III - Form of Application

Every such application for a permit shall describe the public road adjacent to the culvert and/or driveway, the location of the culvert and/or driveway, and the nature of the work being undertaken by the applicant, together with the name and address of the applicant, the estimated date of commencement of work, and such other information as may be required by the Town Board. Permits shall be issued by the Highway Patrolman on a permit form approved by the Town Board.

Section IV - Condition of permit, New Driveways

Any permit issued by the Town, pursuant to this ordinance, is subject to the following terms and conditions:

A. Placement. The driveway shall be placed as near as possible at a right angle to the roadway and shall be so located that there is a minimum of four hundred (400) feet of sight

distance along the road in each direction. Any sight distance of less than four hundred (400) feet shall require a variance. A driveway shall not provide direct ingress or egress to or from a road intersection area and shall not occupy areas of the road right-of-way deemed necessary by the Town Board for effective traffic control or for highway signs or signals.

B. Culvert. When required to provide for adequate surface water drainage along the road, the property owner shall provide any necessary culvert pipe at their own expense. The culvert, if needed, shall be of a type which will withstand the nature and type of traffic to be driven over it. Culvert shall be of such size to facilitate the drainage of water common to that area through said culvert. All excavation for culverts, etc. in the right-of-way will be done in a workmanlike manner and that said excavation, etc. will be completed in such a way as to cause minimal inconvenience to the public.

C. Elevation. The elevation of the finished driveway surface directly atop the culvert shall be four (4) inches below the elevation of the road edge at the driveway. Width of the driveway at the culvert shall be a minimum of sixteen (16) feet. The driveway shall be crowned so as to direct the runoff water away from the roadway and into the ditch. Any excavation or lawn seeding must slope away from the shoulder of the road for a minimum distance of four (4) feet at a minimum 6 to 1 grade. The property owner shall make another application to the Town for permission to place asphalt surfacing on the driveway if planned subsequent to the original culvert installation.

D. Obstructions. There will be no obstructions in connection with the construction of the driveway or the installation of a culvert to be placed in the right-of-way of any highway or street in the Town of Sugar Creek at an elevation any higher than the finished grade of the roadway adjacent thereto.

E. Concrete Surface. Any driveway, new or existing, which is to be surfaced with concrete, shall only be surfaced within two (2) feet of the right-of-way. However, this shall not obstruct the town road right-of-way and shall not be placed in the right-of-way of the town road at an elevation higher than the finished grade of the roadway.

F. Use of Driveway During Construction. All driveways shall be in place before any type of new construction begins. The driveway shall provide the only means of ingress to or egress from the construction sight. Any damage to the town road right-of-way including the road surface shall be repaired at the property owners expense and in accordance with the road commissioners recommendation. All repairs must be completed before occupancy permit will be issued.

Section v - Conditions of Permit, Existing Driveways

Any existing driveway which is to be resurfaced in any manner will also be required to comply with Section IV (B), (C), (D), (E) and (F) of this ordinance.

Section VI - Variance

If a property owner feels hardship has been created due to the unusual terrain of their property an appeal may be made to the road commissioner for a variance on the conditions set forth by this ordinance.

Section VII - Penalty

Any person who shall violate provisions of this ordinance shall be fined \$250.00, upon conviction of said violation.

Section VIII - Additional Relief

Any driveway or culvert installed upon, under or over any highway right-of-way without a permit, or any such driveway or culvert which is installed contrary to the terms and conditions of the issued permit or of this ordinance, shall be deemed a highway encroachment and shall be subject to removal pursuant to Section 86.04 of the Wisconsin Statutes as it presently exists or as it may hereafter be renumbered or amended. Failure to obey or order for removal under Section 86.04 of the Wisconsin Statutes may result in a per diem forfeiture and the recovery of the Town's costs of removal.

Section IX - Repeal of Previous Ordinances

Any existing ordinances pertaining to the installation of driveways or culverts are hereby repealed.

Section X - Effective Date

This ordinance shall become effective upon and after its passage and publication.

PASSES AND ADOPTED by the Town Board of the Town of Sugar Creek, Walworth County, Wisconsin, this 15th day of November, 2021.




Dale Wuttke, Town Chairman



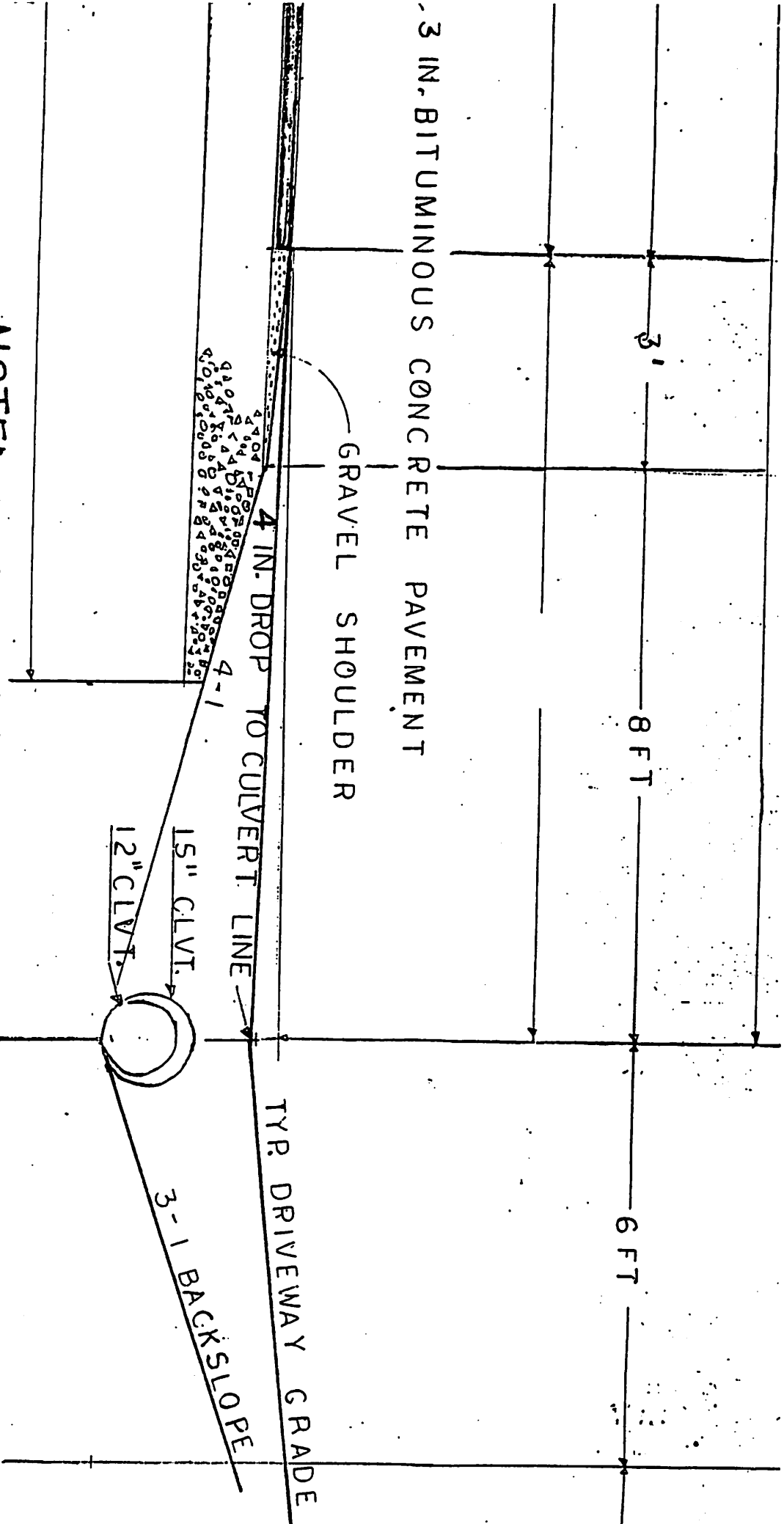
Attest: Diane Boyd, Town Clerk



David Robers, Supervisor I



David Clarbour, Supervisor II



NOTE: IF THIS CULVERT AND DRIVEWAY GRADE CAN NOT BE ACCOMPLISHED SEE THE TOWN ROAD COMMISSIONER FOR AN OPTIONAL VARIANCE

SCALE $\frac{1}{4}$ IN = 1 FT.
 DATE 5-3-93
 BY *Steven E. Waite*

Fee: \$50.00

TOWN OF SUGAR CREEK

PERMIT FOR DRIVEWAY/CULVERT INSTALLATION OR ALTERATION ON
TOWN ROAD RIGHT OF WAY

The undersigned and designated applicant request permission to construct a new driveway or alter an existing driveway on town road right-of-way, and in consideration of being granted permission, binds and obligates himself to construct or alter the driveway in accordance with the following description and attached sketches, and to abide by the general requirements set forth by town ordinance and special requirements which may be set forth on this form.

(Please type or print the following)

Property Owner: _____

Tax Parcel Number: _____

Name of Town Road: _____

Type of Drive: _____

Culvert Length & Diameter: _____

Description of proposed work on right-of-way. Attach sketch (using exact footage) showing placement, intersection clearances, culvert placement and other details of the proposed work.

Work to be completed by: _____

Signed:

Applicant: _____ Date: _____

Address: _____ Phone: _____

Office use only:

Approved: _____ Date: _____

Special Requirements: