



## Burnett County Highway Department

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8150 State Road 70, Siren, WI 54872

### ACCESS PERMITS

#### PERMIT PROCEDURES AND SPECIFICATIONS

#### DRIVEWAY/ENTRANCE ACCESS ON COUNTY ROADWAYS

1. Any work within the County right-of-way requires written permission from the Burnett County Highway Department. This includes any change in use or alteration to an existing access.
2. **The Burnett County Highway Department driveway/entrance access permit is not a wetland drain or fill permit. Any wetland impacts must be permitted through the Wisconsin Department of Natural Resources and/or the US Army Corps of Engineers. To find out what permits may be required, contact the local DNR Service Center:**

Spoooner DNR Service Center

810 West Maple Street

Spoooner, WI 54801

715-635-2101

3. The access permit form must be fully completed and returned to the Highway Department. **Each application shall include a copy of the parcel/layout or sketch of property showing exact location of proposed access, any existing accesses, and any other pertinent information.**
4. **Access permit requests require a non-refundable service fee of \$100.00. Please make check payable to "Burnett County Highway Department". This fee must be paid before any action is taken by the Highway Department.**
5. The applicant shall install lath with flagging, at the exact location desired for the center of proposed access.
6. No more than one access per parcel is allowed onto the county highway.
7. The applicant will then notify the Highway Department that the proposed access is ready for the first inspection. The location will be inspected for general safety, adequate sight distance on the county highway (ref. table 1A on permit form), proximity to other accesses and roads, and overland water drainage. Please allow 7-10 days for this inspection to take place.
8. If the access will require a drainage structure, approved culverts with accessories can be obtained from the local vendors. All culverts must conform to Wisconsin Department of Transportation Specifications. Used culverts are not allowed unless inspected and approved by Highway Department before installation.

- 9.** Prior to beginning any excavation work, Wisconsin Statutes requires that you or your contractor contact “Diggers Hotline” for location of buried utilities.
- 10.** Culverts will be placed in the ditch bottom. If two sections of culvert pipe are needed, an approved connector for the specific type of pipe will be required to join the sections together. It is the responsibility of the applicant to keep the culvert clean and free of debris.
- 11.** The driving surface of the driveway/entrance shall be a minimum of 20 feet wide. At least 4 inches of Class 5 gravel must be placed over the driving lanes. Whenever possible, the driving lane must have a negative grade from the county highway such that sediment does not flow onto the county highway. The driveway/entrance shall connect perpendicular to the county highway perpendicular at a 90-degree angle.
- 12.** Side slopes on the driveway/entrance shall be no steeper than a 2H:1V grade. (1 foot vertical drop for every 2 feet horizontally). Side slopes must extend from the edge of the driving lane to the end of the culvert pipe. Vegetation shall be established on the side slopes with topsoil, seed, and mulch. Turf needs to be established before final approval is granted. Other forms of side slope protection are not allowed unless approval is granted by the Highway Department.
- 13.** Placement of mailboxes is the responsibility of applicant. Contact your local postal carrier to determine which side of the roadway and the height and offset the mailbox.
- 14.** If equipment and vehicles need to be parked on the county highway during the work, proper traffic control shall be implemented. All traffic control devices, barricades, flashers, etc. shall be furnished by the applicant and shall be in accordance with the most recent edition of the Wisconsin Manual on Uniform Traffic Control Devices, including the Temporary Traffic Control Zone Layout Field Manual.
- 15.** Any damage to the county highway surface due to loading, unloading, or operating equipment will be billed to the applicant.
- 16.** Follow Specifications and Procedures carefully. Applicant will be assessed \$50.00 for each additional inspection due to applicant’s failure to meet specifications and procedures.
- 17.** If the completed work does not comply with the specifications, the applicant will be notified by mail requesting the work to be corrected within 30-days. This may entail complete removal of the driveway/entrance. If the corrections are not completed within the 30-days correction period, the Highway Department will make the required corrections and bill the applicant for the cost of the work.
- 18.** If the Highway Department does not approve the access request, the applicant can appeal the denial to the Burnett County Infrastructure Committee



## APPLICATION/PERMIT TO CONSTRUCT DRIVEWAY WITHIN COUNTY HIGHWAY ROADWAY

Please fill out the required information on this form and submit to Burnett County Highway Department. [Bradley.Dahlberg@BurnettCountyWI.gov](mailto:Bradley.Dahlberg@BurnettCountyWI.gov)

Applicant Name:		Telephone Number:		Email Address:		
Applicant Mailing Address:	City:	State:	Zip code:	* TOWN OF:	* VILLAGE OF:	
Property owner name & Property address (fire number):	City:	State:	Zip code:	Type of driveway:		
If not property owner, reason for application:			Driveway within the: (Section, Township, Range):			
Log mile or reference point (filled in by county):			Estimated completion date:			
What type of use will the driveway serve?	* RURAL, COMMERCIAL/INDUSTRIAL	* RURAL, RESIDENTIAL	How many times will vehicles use this driveway daily?	* 0-100		
	* RURAL, AGRICULTURAL	* URBAN, RESIDENTIAL		* 101-500		
	* URBAN, COMMERCIAL/INDUSTRIAL			* OVER 500		
What side of the County Highway is the proposed driveway?	* NORTH	* EAST	Is the proposed driveway less than 300 feet on the same side of the highway	* YES	* NO	
	* SOUTH	* WEST				
What is the name of the nearest Intersecting road from the proposed driveway?			In what direction from the intersection is the proposed driveway?	* NORTH	* EAST	
				* SOUTH	* WEST	
Approximate distance from intersection		* FEET	* MILES	Does Parcel of land abut or border another public road?	* YES	* NO
Are there any plans to divide parcel into smaller lots?	* YES	* NO	How many driveways does this property currently have? (a variance from Burnett County Zoning is required for more than one driveway per parcel)			
Are there any access easements across the property/ recorded or unrecorded? (If yes, please submit a copy of the access easement with the permit application)				* YES	* NO	
Are there any access restrictions limiting the number of driveways to this property? (I.E. subdivision plat, certified survey map, deed, access covenant (recorded or unrecorded)) if yes, please submit a copy of access restriction agreement with the permit application.				* YES	* NO	
The construction and maintenance of the driveway, shall be the responsibility of the applicant. It is understood and agreed that approval is subject to the applicant's full compliance with the pertinent statutes, as well as any codes, rules, regulations, and permit requirements of other jurisdictional agencies, (I.E. DNR, Corp. of Engineers, and Wetland Filling...)						
The applicant shall also comply with all permit provisions, superimposed notes, and detail drawings, which may be added by the Highway Department. Any alteration of this form by the applicant is <b>PROHIBITED</b> and may be cause to revoke permit.						
APPLICANT SHALL PLACE A FLAG OR BRIGHT COLORED MARKER IN THE DRIVEWAY DITCH, VISABLE FROM THE HIGHWAY, AT THE LOCATION OF THE PROPOSED DRIEWAY. PLEASE DESCRIBE LOCATION OF FLAG/MARKER.						

Will apron end walls be used?	*YES	*NO
Property Owner/Authorized Representative Signature: (By signing above you attest all information is true and correct.)	Date:	
For SAFETY PURPOSES, construction of bituminous, concrete, stone, or any other type of vertical headwalls, <b>WILL NOT BE PERMITTED</b> . The driveway shall be constructed at right angles to the highway for the full length of the right away.		

Applicant represents all parties of interest, and that any driveway or approach constructed by said party is for the bona fide purpose of securing access to their property and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the highway right of way.

The permittee shall furnish all materials, do all work, and pay all costs in connection with the construction and maintenance of the driveway and its appurtenances on the right of way. Materials used, type and character of work shall be suitable and appropriate for intended purpose. The type of constructions shall be designated and subject to approval of the county representative. The permittee shall make installation without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches and vegetation disturbed shall be restored to equivalent condition by permittee.

That no revisions or additions shall be made to the driveway or its appurtenances on the right away without written permission of the county representative.

The commissioner reserves the right to make such changes, additions, repairs and relocations without statutory limits to the driveway or its appurtenances on the right away at any time deemed necessary to permit the relocation, reconstruction, widening, and maintaining of the highway or to provide protection to life and property on or adjacent to highway.

That the permittee, his successors or assigns, agree to hold the County of Burnett, its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit.

The commissioner does not assume any responsibility for the removal or clearance of snow, ice or sleet. Or the opening of windrows of such material, upon any portion of any driveway or entrance along county highway even though snow, ice and sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.

**SPECIAL REQUIREMENTS:**

**COMMERCIAL—RURAL:** Rural type highway cross section. Driveways serving commercial or industrial establishments

**WIDTH OF DRIVE:** No driveway except as hereinafter provided shall have a width greater than 30 feet measured at right angles to the centerline of the driveway, except, as increased by permissible radii. In no instance shall a driveway have a width greater than 40 feet (including flair of return radii) measured along a line 10 feet from the parallel to the edge of the highway pavement.

**NON-COMMERCIAL—RURAL:** Rural type highway cross section. Driveway serving farm or residence property.

**WIDTH OF DRIVE:** No noncommercial driveway or combination of driveways shall have a width less than 20 feet nor greater than 30 feet measured at right angles to the centerline of the driveway except as increased by permissible radii

**BURNETT COUNTY HIGHWAY DEPARTMENT USE ONLY**

**FEE/DEPOSIT**

RECEIVED: \$	CHECK NUMBER:	DATE:
RETURNED: \$	CHECK NUMBER:	DATE:

**PERMIT APPROVAL**

PERMIT NUMBER:	
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<input type="radio"/>	
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BURNETT COUNTY HIGHWAY COMMISSIONER OR APPROVED REPRESENTATIVE	DATE
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DOCUMENTATION PROVIDED:	* YES	* NO
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REQUIRED DRAINAGE STRUCTURE:	
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WILL APRON WALLS BE USED?	* YES	* NO
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A \_\_\_\_\_ inch diameter culvert pipe, \_\_\_\_\_ feet in length shall be installed to provide proper drainage along the highway.

The work proposed under this permit will be completed by \_\_\_\_\_.  
(Date)

INSPECTORS INSTRUCTIONS/ COMMENTS	
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**GENERAL REQUIREMENTS: THIS PERMIT IS SUBJECT TO THE FOLLOWING RESTRICTIONS:**

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

**FINAL INSPECTION**

DATE INSTALLATION APPROVED: _____	BY: _____
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## HIGHWAY SPEED VS. STOPPING DISTANCE

DESIGN SPEED - (MPH)	STOPPING SIGHT DISTANCE *
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645
70	730

\* For the speed shown, there must be unimpeded vision from a driver and a 2 foot tall object on the proposed driveway for the distance shown. This is for both horizontal curves and hills or valleys. The distance shown are minimums and larger distances are preferred.

## DRIVEWAY CONSTRUCTION DETAILS

Driveway Type	Min Width	Max Width	Return Radii (Edge PVT to Driveway)	Angular Placement of Driveway	Minimum Spacing
Rural – Nonresidential	20'	35'	40'	45-90 degrees	300'
Rural - Residential	20'	24'	30'	90 degrees	300'
Urban - Nonresidential	20'	35'	Site Specific	45-90 degrees	300'
Urban - Residential	20'	24'	10'	90 degrees	300'

**Diagram:**

