

DRIVEWAY/ACCESS PERMIT APPLICATION INSTRUCTIONS

Rusk County Trunk Highways

It is the policy of the Rusk County Highway Department that a permit must be obtained to construct or maintain a driveway or other property access point within the County Highway right-of-way through the following prescribed procedure. Wisconsin State Statutes govern the requirements of driveways and property access points as follows:

Statute 86.05 provides that "Whenever it is necessary, in making any highway improvement to cut or fill otherwise grade the highway in front of any entrance to abutting premises, a suitable entrance to the premises shall be constructed as a part of the improvements; and if the premises are divided by the highway, then one such entrance shall be constructed on each side of the highway. Thereafter each entrance shall be maintained by the owner of the premises. During the time the highway is under construction, the state, county, city, village or town shall not be responsible for any damage that may be sustained through the absence of an entrance to any such premises.

Statute 86.07 (2) provides that "No person shall make any excavation or fill or install any culvert or make any other alteration in any highway or in any manner disturb any highway or bridge without a permit therefore from the highway authority maintaining the highway. Such permit shall contain the statement and be subject to the condition that the work shall be constructed subject to such rules and regulations as may be prescribed by said authority and performed and completed to its satisfaction."

In summary, the County Highway Department is obligated to provide a driveway to private property only when making major grading improvements past said property. At all other times, the property owner must (1) obtain the required permit from the County Highway Department office, (2) install his/her own driveway, supplying the required culvert where necessary, and (3) maintain the driveway henceforth.

Effective in 2008 all new, improved or relocated driveway permits shall have attached to it a Rusk County Mailbox Installation Guidelines Form and all approved driveway applicants must install their mailbox according to the attached Rusk County mailbox guidelines. Final inspection of the installed driveway culvert will include inspection of a properly installed mailbox according to Rusk County guidelines.

The permit application has an associated non-refundable fee.

Application Fee (all cases) - **\$50.00**

Governmental Agencies are exempt from all fees.

The procedure for permit application is as follows:

1. Complete attached application form and submit with required fee **at least 10 days prior to the anticipated start date.**
2. Mark proposed entrance location with orange marking flags.
3. Field review is made by Highway Department representative.
4. Applicant is notified of findings of field review.
5. Applicant purchases approved materials from supplier (galvanized or corrugated polyethylene; **only.**
6. Applicant installs/constructs access without interfering with highway traffic flow.
7. Applicant notifies the County Highway Department of access completion.
8. Highway Department representative performs final inspection.

End walls or retaining walls are not permitted on driveways.

Temporary accesses require the same procedure as permanent, but approved sued culverts may be utilized. Temporary culverts must be removed and installation site must be restored within 12 months of owner **or** the Highway Department will do so and the charges will be assessed to the owner.

APPLICATION/PERMIT TO CONSTRUCT DRIVEWAY Please fill out the required information on this form and submit to the Rusk County Highway Department per the attached instructions. PLEASE PRINT OR TYPE		
1. Applicant Name	5. Area Code – Telephone Number	6. Highway Letters
2. Applicant Mailing Address		7. Town Village OF:
3. Property Owner Name and Complete Address, Telephone #, If Not Applicant		8. What Type of Driveway <input type="checkbox"/> New Driveway <input type="checkbox"/> Improve Existing Driveway <input type="checkbox"/> Relocate Existing Driveway
4. If Not Property Owner, Reason for Application?		9. Driveway Within the: (Section, Township, Range)
Log Mile or Reference Point: (filled in by County)		10. Completion Date
11. What type of use will the driveway serve? (check one) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Rural – Commercial/Industrial <input type="checkbox"/> Rural – Residential <input type="checkbox"/> Rural – Agricultural </div> <div> <input type="checkbox"/> Urban – Commercial/Industrial <input type="checkbox"/> Urban – Residential </div> </div>		
12. What side of the highway is the proposed driveway located? (check one) <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West		
13. Is the proposed driveway less than 300 feet from another driveway on the same highway? <input type="checkbox"/> Yes <input type="checkbox"/> No		
14. What is the name of the nearest side road from the proposed driveway?		
15. Approximately, how far and what direction is the proposed driveway from the side road listed in #14? _____ Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W		
**If the driveway is not completed by the "Completion Date" specified, a time extension must be obtained from the County Highway Department or this permit is null and void and the driveway shall not be constructed unless authorized through a subsequent permit.		
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.		
The applicant shall also comply with all permit provisions, superimposed notes, and detail drawings, which may be added by the Department. Any alterations of this form by the applicant are prohibited and may be cause to revoke this permit.		
ALL CULVERTS MUST BE 16 GAUGES OR BETTER AND PLASTIC MUST BE DOUBLE WALL, SMOOTH BORE SPECIFICATIONS M294, TYPE S.		
<div style="border: 2px solid black; background-color: yellow; padding: 10px; margin: 0 auto; width: 80%;"> PLEASE CALL WHEN PROJECT IS COMPLETED FOR FINAL INSPECTION. </div>		_____ Property Owner Signature
Permit Number:		_____ Date
		PERMIT Approved by County Highway Department
		_____ Rusk County Highway Commissioner or Representative
<div style="background-color: yellow; padding: 5px;"> <input type="checkbox"/> Provisions for a mailbox will be required. </div>		_____ Date

16. Does this parcel or land abut or border alongside another public road? ☐ Yes ☐ No If yes, please describe.

17. Are you aware of any future plans to change the zoning or land use for this parcel?
☐ Yes ☐ No ☐ Don't Know If yes, please explain.

18. Are there any plans to divide the property into small lots? ☐ Yes ☐ No

19. How many existing driveways does this property currently have?

20. Are there any access restrictions limiting the number of driveways to this property, i.e. subdivision plat, deed, access covenant (recorded or unrecorded)? ☐ Yes ☐ No (If yes, please submit a copy of the access restriction agreement with the permit application.)

21. Are there any access easements across the property (recorded or unrecorded)? ☐ Yes ☐ No
(If yes, please submit a copy of the access easement agreement with the permit application.)

APPLICANT SHALL PLACE A FLAG OR BRIGHT COLORED MARKER IN THE HIGHWAY DITCH VISIBLE FROM THE HIGHWAY AT THE LOCATION OF THE PROPOSED DRIVEWAY.

For **SAFETY PURPOSES**, construction of bituminous, concrete, stone, timber or any other type of vertical headwalls will not be permitted.

The driveway shall be constructed at right angles to the highway for the full width of the right-of-way.

COUNTY HIGHWAY DEPARTMENT USE ONLY:

Required Drainage Structure:

If drainage structure not required, explain reasons:

Amount Received:

Date Installation Approved: _____

Approved by:

Rusk County Highway Commissioner or Representative

Return Completed Application to:

Rusk County Highway Department
N4711 Highway 27
Ladysmith, WI 54848
715-532-2633