

## Permit for Access Driveway to Otter Creek Town Road

Mailing Name and Address of Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Type of Driveway (circle one)  
(residential, farm, logging, recreational)  
Number of driveways \_\_\_\_\_  
Telephone number of landowner/applicant \_\_\_\_\_  
Town road where driveway will be located/address of driveway \_\_\_\_\_  
Tentative Completion date \_\_\_\_\_  
Length of Driveway \_\_\_\_\_ Driveway surface (gravel/paved) \_\_\_\_\_  
Location of Driveway (clearly marked so it can be checked during the approval process)  
(N/S/E/W) \_\_\_\_\_ side of the road \_\_\_\_\_ miles (N/S/E/W) \_\_\_\_\_ of \_\_\_\_\_  
Dunn County WI  
Quadrant \_\_\_\_\_ Section \_\_\_\_\_ Town \_\_\_\_\_ North Range \_\_\_\_\_  
Parcel # \_\_\_\_\_ Diggers Hotline Job # \_\_\_\_\_  
Contractor who will be installing driveway \_\_\_\_\_  
Contractor's telephone number \_\_\_\_\_  
\*Overweight permit request approval date (logging, etc.) \_\_\_\_\_  
**This section to be filled out by town patrolman.** (Description of driveway in town right-of-way. Culvert needed? Slope required. Other notes specific to this driveway. Sketch if needed.)

**Town of Otter Creek must be notified at least one day in advance of contractor beginning work on driveway.  
Contact town patrolman, town clerk or town chair.**

Any driveways shall be constructed in accordance with all requirements and any special conditions stated on permit. The maintenance of the driveways shall be the responsibility of the applicant.  
Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by other local ordinances or county ordinances.

Patrolman's signature \_\_\_\_\_ Date: \_\_\_\_\_

Town approval (chair, Supervisor 1 or 2) \_\_\_\_\_ Date: \_\_\_\_\_

Landowner's signature \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permit Fee Paid (date) \_\_\_\_\_ (amount) \_\_\_\_\_

**The following specifications for driveways are required for the part of the driveway in the road right-of-way:**  
Minimum site distance each way from end of the driveway in the town right-of-way shall be 100 feet. The driveway within the area of the town right-of-way shall slope away from the public road at a minimum of 1 percent and a maximum of 5 percent to prevent erosion onto the town road. An adequate road bed base of suitable material to support projected traffic turning into and out of driveway and any requirements for culverts shall be determined by the town in considering driveway permit approval.

### Driveway permit procedure for Town of Otter Creek

1. Obtain copy of permit and procedures.

- May be downloaded from the Town of Otter Creek website at [www.townofottercreek.com](http://www.townofottercreek.com) and printed out, or a hard copy may be obtained from the town clerk.
- 2. Fill out the landowner's portion of the permit and return to town clerk, who collects the permit fee and notes the date and amount on the permit.
- 3. Town clerk provides permit to town patrolman.
- 4. Town patrolman inspects the location, notes requirements, and signs permit.
- 5. Patrolman obtains signature of town chair, Supervisor 1 or Supervisor 2.
- 6. Town patrolman returns permit to the town clerk.
- 7. Town clerk makes three copies of the permit.
- Original stays with the clerk for the clerk's records. One copy goes to the patrolman for the patrolman's records at the town shop. One copy is for the landowner. One copy is for the contractor.
- 8. The town clerk then provides the permit and copies to the landowner and contractor. (in person or by U.S. Mail)
- 9. Congratulations! You now have a driveway permit.
- 10. At least a day before the contractor starts work, you must contact the Town of Otter Creek (patrolman, town clerk or town chair) so the patrolman can monitor driveway installation. (There have been instances of contractors installing driveways contrary to the specifications in the permit and the Town of Otter Creek not being aware of it until after the fact.)
- 11. Town clerk, town patrolman and town official who signed the permit report to the Otter Creek Town Board at the next meeting.

It is recommended that at least one 25 feet in length and 18 feet in width segment of road surface should be provided for each 300 feet of driveway length to provide for safe passage of meeting vehicles.

It is recommended that at the dead end of all new driveways, a turn-around be available of at least 25 feet radius. Local EMS services have reported instances of ambulances having to back down long, twisting driveways, at night, during the winter when it is slippery, sliding off the driveway and having to call another ambulance for the patient, which delayed critical medical services. If you need the fire department, it is important for the fire department to be able to turn around and to maneuver.

If you so choose, you can request that the Town of Otter Creek construct that portion of the driveway in the town's right of way. Landowner will be invoiced for materials, equipment, and labor cost.

The Town of Otter Creek Driveway ordinance states, "If construction of a new driveway in the road right-of-way does not meet the construction requirements specified in the driveway permit, the town may reconstruct the drive way to meet the conditions of the permit. Materials, equipment, and labor cost will be billed to the landowner or person applying for the driveway permit. The town board will set rates for this work."

The Town of Otter Creek driveway ordinance also states, "In cases where access to a town road without using an approved driveway has caused road damages, the town board shall have authority to bill an amount equal to triple the resulting damage plus any fines to the responsible parties."

In addition, the Town of Otter Creek's driveway ordinance states, "The town board shall have the authority to levy the following penalties to enforce this ordinance: a fine of up to \$100 per day for driveways installed without permission after the date which this ordinance takes effect; a fine of up to \$500 per occurrence for gaining access to a town road without use of a driveway which results in damage to the road right of way or with any type of equipment with a gross weight of over 20,000 pounds; a fine of up to \$1,000 per occurrence for conducting unauthorized logging operations within road rights of way." The complete driveway ordinance is available at [www.townofottercreek.com](http://www.townofottercreek.com).