



## DRIVEWAY / CULVERT PERMIT APPLICATION

Send Form to Attention of:  
Tim Kienbaum, Community Development Director  
2445 S. AFTON ROAD BELOIT, WI 53511  
PHONE: 608-364-2980 FAX: 608-364-2999

Permit Number:

Tax Parcel Number:  
6-2-

Fee: \$100.00

***Driveways on State Highways 51(Riverside Dr), 81(Liberty Ave), 213(Madison Rd) must obtain a DOT Permit***  
***Driveways on County Trunk Hwys D(Afton Rd), Q(Newark), G(Prairie Ave) must obtain a Rock County Permit***

Please Print or Type:

Owners Name/Mailing Address:

Phone:

Driveway Location:

Construction Contractor:

License Number:

Contrator Mailing Address:

Phone:

**The applicant agrees to perform all work in accordance with Town of Beloit  
Driveway/Culvert Ordinance Sec. 6.17 and Sec. 6.18**

Please make a sketch of the proposed driveway/culvert:

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

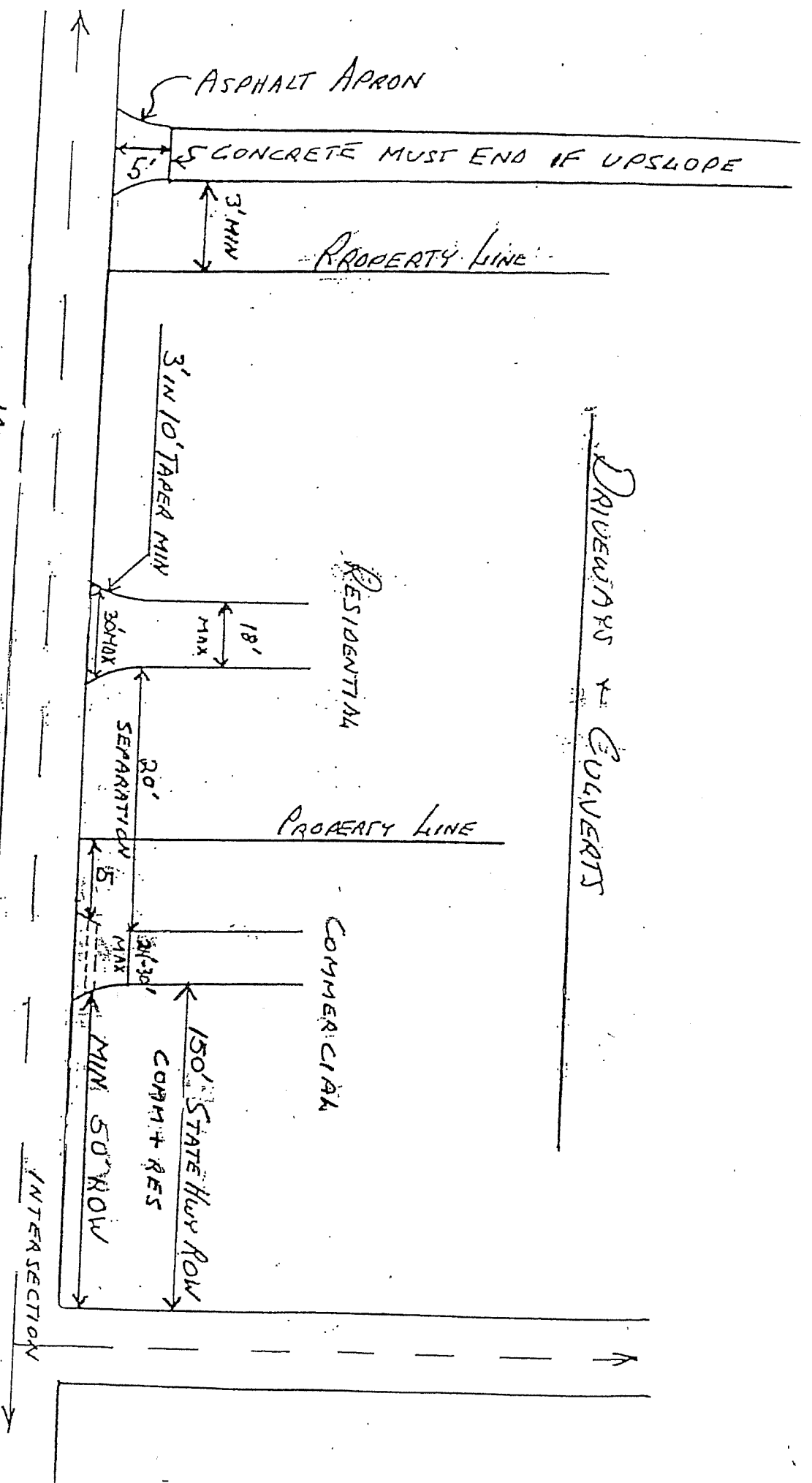
Date Signed: \_\_\_\_\_

Town of Beloit by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# DRIVEWAYS & COVERTS



MINIMUM COVERT 15" DIAMETER X 24' LONG

SEC 6-4-2 →  
 SEC 2.03 (I) (5) (6) ⇒ 3'/15' SETBACKS

STATE HIGHWAYS 51 + 81 + 213 ⇒ DOT PERMIT  
 COUNTY TRUNK HWY AFTON NEWMARK PRAIRIE ⇒ ROCK CO PERMIT ⇒ LOREN 757-5457

# DITCHWORK



4/12 ≈ 18°

5/12 ≈ 23°

6/12 ≈ 27° ≈ 1:2

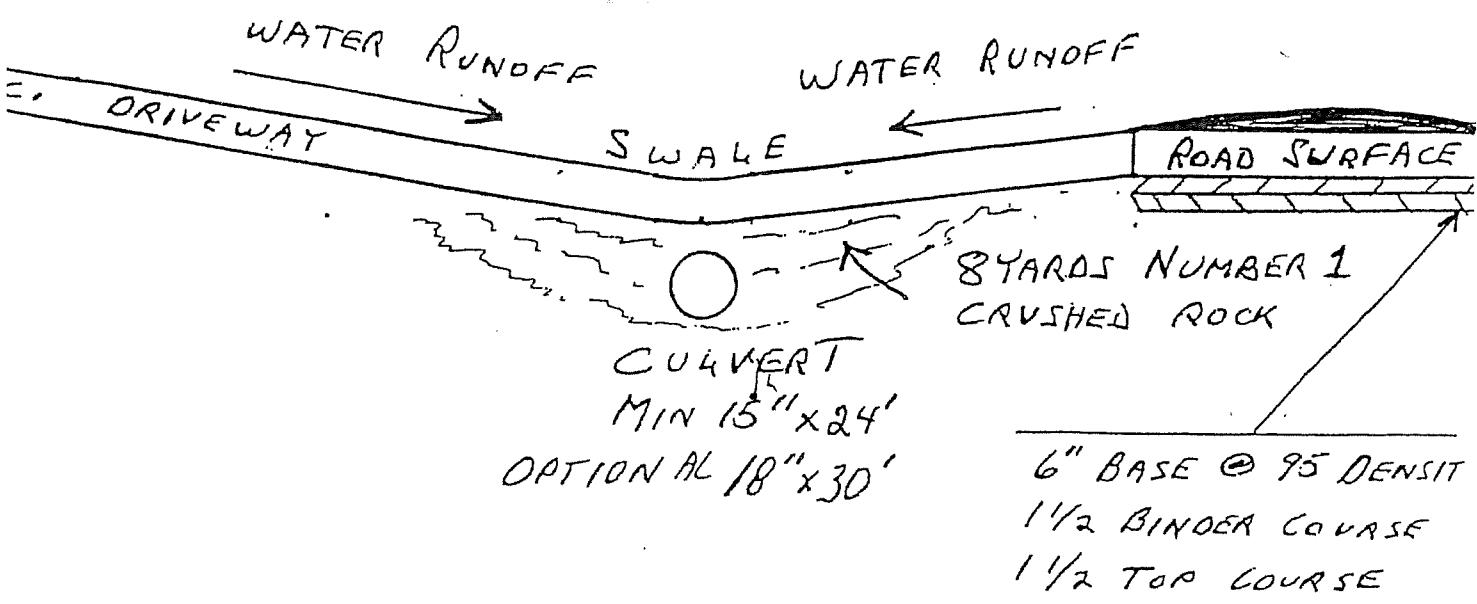
7/12 ≈ 30°

8/12 ≈ 34°

12/12 = 45°

- DA {
- 1:20 SLOPE
  - 3° SLOPE SIDEWALK
  - 1:12 SLOPE
  - 5° SLOPE CURB RAMP
  - 1:8 SLOPE (MAX)
  - 7° SLOPE RAMP

## CULVERT / DRIVEWAY @ TERRACE



the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

**6.17 DRIVEWAYS; CULVERTS & DRAIN TILE.**

1. Instillation Regulated. No person shall construct or install any driveway, private road, drainage tile or culvert in a public right-of-way of the Town of Beloit without first obtaining a permit for such installation from the Town of Beloit. Included within the scope of this requirement are commercial driveways.
2. Driveway, Culvert & Drainage Tile Location, Design and Construction Permit Required.
  - a. Building Permit Issuance. No building permit shall be issued by the Town of Beloit until the requirements of Sections 1 & 2 have been complied with by the property owner.
  - b. Application. Application for a permit for a driveway or drainage tile or culvert installation shall be made to the Building Inspector of the Town of Beloit upon forms made available at the Town Hall.
  - c. Installation Authorization. The application for driveway drainage tile or culvert installation shall be the responsibility of the property owner or contractor associated with the project. The Town does not incur costs, or the labor associated with the physical installation of culverts for private access to a property.
3. General Requirements. The location, design and construction of driveways shall be in accordance with the following:
  - a. General Design. Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of 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 street right-of-way required for effective traffic control or for street sign or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. The edge of the driveway, at the center of the highway ditch, shall not be closer than twenty (20) feet from the edge of another driveway at its closest side, at the center of the highway ditch, 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.
  - b. Island Area. The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded.
  - c. Driveway Approach to Town Road.
    - i. The apron from the center of the culvert to the road pavement must have a minimum of a three (3) feet to ten (10) feet taper on each side of the apron. Example: If the distance from the center of the culvert to the pavement is ten (10) feet, then the apron must be three (3) feet wider on each side than the width at the culvert.
    - ii. The sides of the apron, at least to the culvert, should be beveled down to grade so as to have no abrupt surface that could damage a snow plow or create a hazard to any vehicle that should travel off the pavement.
    - iii. No barricade, fence or guard that extends higher than the roadbed may be constructed in the area from the pavement to the center of the culvert.

- d. Restricted Areas. The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
  - i. The filling or draining shall be to grades approved by the Town Engineer and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
  - ii. Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate catch basins are required where the total culvert length is greater than three hundred (300) feet and/or where a bend or curve in the pipe is required.
  - iii. Where no street side ditch separates the restricted area from the street roadbed, permanent provisions may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the Town Board.
4. Relocation of Utilities. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Town Board necessary before any utility may be relocated and the driveway installed.
5. Variances. Any of the above requirements may be varied by the Town Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirement impossible or impractical.
6. Special Requirements for Commercial and Industrial Driveways. The following regulations are applicable to driveways serving commercial or industrial establishments:
  - a. Width of Drive. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width less than twenty-four (24) feet or greater than thirty (30) feet in length measured at right angles to the center line of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Town Board in its discretion may permit a driveway of additional width.
  - b. Angular Placement of Driveway. The angle between the center line of the driveway and the curb line or road edge shall be no be less than 70°.
7. Special Requirements for Residential Driveways. The following regulations are applicable to driveways serving residential property:
  - a. Width. Unless special permission is first received from the Town Board, or committee thereof, a residential single-type driveway shall be no greater than thirty (30) feet wide at the curb line or pavement edge and eighteen (18) feet wide at the outer or street edge of the sidewalk; residential double-type driveways shall be no greater than thirty (30) feet wide at the curb line and thirty (30) feet wide at the outer or street edge of the sidewalk.
  - b. Angular Placement. The center line of the drive may be parallel to the property line of the lot where access is required or at right angles to the curb line or pavement edge.
8. Prohibited Driveways and/or Filling.
  - a. No person, firm or corporation shall place, construct, locate in or cause to be placed, constructed or located in, any obstruction or structure within the limits of any public road, highway or street in the Town of Beloit except as permitted by this ordinance. As used

herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this ordinance.

- b. No portion of a driveway shall be closer than fifty (50) feet from the nearest edge of the right-of-way of an intersecting public road at an intersection. At street intersections, a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Town for effective traffic control or for highway signs or signals.
- c. The grade of that portion of any private driveway located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
- d. Drainage from driveways shall run into adjacent ditches and not onto the road pavement.
- e. Filling of ditches and/or culverts located within a public right-of-way is prohibited without written approval from the Town.
- f. The placement of lawn sprinkler pipes in a road right-of-way is prohibited.

9. Culvert and Drainage Tile Construction Standards.

- a. Size. Culverts and drainage tiles shall be installed prior to construction work being commenced on the property served. The drainage tile or culvert must be a minimum of fifteen (15) inches in diameter and must be of an arched type. All culverts shall be constructed of galvanized steel or reinforced concrete and shall be of new manufacture, unless specifically accepted by the Building Inspector.
- b. Gauge. The minimum wall thickness for the galvanized steel or plastic pipe culverts shall be in accordance with the following:

<u>Pipe Diameter</u>	<u>Gauge</u>
15 to 24 inch	16
30 to 36 inch	14
42 to 54 inch	12
60 to 72 inch	10
78 to 84 inch	8

The class of reinforced concrete pipe shall be in accordance with the following:

<u>Height of Cover (in feet)</u>	<u>Class of Pipe</u>
0-2	IV
2-3	III
3-6	II

- c. Drainage. The culverts and drainage tiles shall be placed in the ditch line at elevations that will assure proper drainage. The end of the drainage tile or culvert, at the center of the highway ditch, shall not be closer than five (5) feet from any property line. The grade at the location where the drainage tile or culvert is to be installed shall be approved by the Town Engineer.
- d. End walls. No concrete or stone end walls or any other material that could constitute a menace to highway safety may be used. The ground surrounding the end of the driveway shall be sloped in a gentle slope back to the highway ditch. However, standard apron sections, either metal or concrete, may be used.
- e. Sloping Arms. When the driveway is in an area sloping up from the highway, the general design depicted in the typical Town Road Standards shall apply.

- f. Backfill Material. Material used for backfilling shall be of a quality acceptable to the Building Inspector and shall be free from frozen lumps, wood or other extraneous or perishable materials. The minimum cover, measured from the top of the pipe to the top of the sub grade shall be six (6) inches. A minimum of eight (8) yards of granulated Number 1 crushed rock must be used to cover the drainage tile or culvert.
  - g. Erosion Control. Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Building Inspector.
  - h. State/County Approvals.
    - i. If the proposed installation of the drainage tile or culvert is adjacent to a state highway, a state highway permit for said installation must be obtained from the Wisconsin Department of Transportation.
    - ii. If the proposed installation of the drainage tile or culvert is adjacent to a county trunk highway, a county trunk highway permit for said installation must be obtained from the Rock County Highway Department.
  - i. Maintenance Responsibility. The driveway or drainage tile or culvert maintenance shall always be the sole responsibility of the property owner.
  - j. Liability. The permittee, his/her successors or assigns, agree to hold the Town of Beloit, its agents and employees, harmless against any action for personal injury or property damage sustained by reason of this permit.
  - k. Snow Removal. The Town of Beloit does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrow of such material, upon any portion of any driveway or entrance or any opening of any drainage tile or culvert along any Town highway, even though snow, ice or sleet is deposited or windowed on said driveway or entrance or drainage tile or culvert by its authorized representatives engaged in normal winter maintenance operations.
10. Cost of Installation. The cost of the installation and materials associated with the drainage tile or culvert shall be borne by the property owner or person applying for the drainage tile or culvert installation. The Town of Beloit will not be held responsible for any costs, damage to infrastructure and property, or liability associated with the installation and use of said items.
11. Concrete Driveway within Right-of-Way. No portion of a private driveway extended into the right-of-way, if concrete, may be installed within five (5) feet of the hard surface of the public highway unless this last five (5) feet of hard surface slopes away from the public highway and toward the parcel of property on which it abuts. If the public highway has not been surfaced, then this prohibition shall refer to the point where the edge of the hard surface will be installed on the public highway. The specific purpose of this section is to prevent and eliminate obstructions within a portion of the right-of-way which may prove hazardous to maintenance vehicles, snowplows and other like equipment used in maintaining the street or highway.
12. Variances. Any person seeking relief from compliance with any provision of this ordinance or its standards shall apply to the Board of Adjustment of the Town of Beloit for a variance.
13. Installation of Temporary Drain Tiles. The Building Inspector is authorized to issue a temporary drain tile installation permit to an applicant under the following circumstances:
- a. The temporary permit must be in writing signed by the Building Inspector or his/her duly authorized representative.

- b. The temporary permit will authorize the applicant to install the temporary drain tile by his own work force.
  - c. All the specifications contained in this ordinance must be observed in the installation of the temporary drain tile permit.
  - d. The temporary drain tile permit shall continue only during the construction period.
  - e. After the construction period, the temporary drain tiles shall be removed and a permanent drain tile installed upon the terms and specifications of this ordinance.
14. Additional Authority Granted to the Building Inspector. The Town Board does hereby grant to the Building Inspector authority as follows regarding the subject of this ordinance:
- a. Authority to authorize the drain tile installation, both temporary and permanent, to be installed by a qualified owner or qualified contractor provided all the specifications of this ordinance are complied with.
  - b. If the specifications are not met to the satisfaction of the Building Inspector (or designee), the owner may be required to reconstruct, regrade or remove the specified at the sole cost of the owner and/or contractor.
  - c. If the installation of the drain tile, culvert or driveway causes any damage to the road, or any other infrastructure, it is the responsibility of the installer to pay for any damages. That includes, but is not limited to: paving, grading and cost of replacement of infrastructure or utilities within the right of way.
15. Repair or Modification of Existing Drain Tile Installations. Any repair or modification cannot commence without the application and issuance of a building permit by the Building Inspector. To the extent applicable all such repairs or modifications must comply with this ordinance. The Building Inspector is authorized to impose such specifications upon the permit so as to insure compliance with the applicable requirements. Nothing contained herein, however, shall be construed to require the complete relocation of an existing drain tile.
16. Enforcement. All costs incurred by the Town relating to the enforcement of this ordinance or in making the determinations or inspections necessary hereunder shall be paid by the property owner, including, but not limited to, Town administrative costs and engineers' and attorneys' fees. If a property owner refuses to comply with the ordinance, the Town may install the culverts or drainage tiles and charge back the cost or additional costs thereof as a special charge pursuant to Section 66.0809, Wis. Stats.

**6.18 CHARGE-BACK OF TOWN CONTRACTOR FEES.**

- 1. Whenever either the Town Board, Town Administrator or Town Clerk, or other Town Official has authorized a property owner/business owner/resident to contact the Town Attorney, Engineer or any other of the Town's contracted professional staff, or Town Staff or Officials must contact such contracted staff on behalf of a property/business owner/resident, and said contact results in a charge to the Town of Beloit for that professional's time and services, and said service is not supplied directly to the benefit of the Town of Beloit as a whole, then the Town Clerk shall, pursuant to the provisions of Section 66.0809, Wis. Stats, charge that service to said property owner/business owner/resident for the fees incurred by the Town.