

WASHBURN COUNTY HIGHWAY DEPARTMENT
1600 CTH H, Spooner, WI 54801
Ph: 715-635-4480 Fax: 715-388-7945
Email: highway@co.washburn.wi.us

WASHBURN COUNTY DRIVEWAY/ACCESS PERMIT POLICY AND APPLICATION INSTRUCTIONS

It is the policy of the Washburn County Highway Department that permission 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 driveway and property access points as follows:

- Statute 86.05 provides that “Whenever it is necessary, in making any highway improvement to cut or fill or 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 their own driveway according to the conditions of the permit, supplying the required *new* culvert where necessary, and (3) maintain the driveway henceforth.

PROCEDURE FOR DRIVEWAY PERMIT APPLICATION

1. Complete the attached application form and submit with the required **\$50** fee.
2. Include a plat book page or GIS map with the location of your proposed driveway clearly marked. Note the distance from the nearest fire number or intersecting roadway to the center of the proposed driveway.
3. Mark the actual location of the proposed driveway with a lathe and ribbon.
4. Once items 1-3 are complete, the Highway Commissioner or delegated representative will perform a field review of the proposed driveway location.
5. If the proposed driveway location meets all Highway Department requirements, the Highway Department will approve or deny the permit and notify the property owner if a new double wall plastic or galvanized/aluminized culvert pipe is required.
6. The applicant will then be responsible for constructing the driveway according to all Highway Department standards and conditions at their own expense. This includes removing existing driveways if removal of existing driveways is part of the conditions for permit approval.
7. The applicant notifies the County Highway Department of driveway completion within 30 days of completing driveway installation.
8. A Highway Department Representative performs the final inspection.
9. If deficiencies are found during the inspection, the property owner will be notified and given 30 days to make corrections. If construction is acceptable, a final approval letter will be sent to the property owner.

GENERAL PROVISIONS

*Each driveway permit application has an associated fee of \$50.00 that is payable to the Washburn County Highway Department. Government agencies are exempt from associated fees. If a driveway is constructed prior to permit approval, the fee will be increased to \$100.

*The Highway Department Driveway Permit is required for connecting to a Washburn County Highway (Lettered Highway) from the Highway to the Right of Way. If a fire number is needed, please contact the Land information office at 715-468-4656, or click on the following link to open the Fire number application [Fire Number Application](#).

*For all driveways exiting and entering onto a Township Road, contact that Township regarding driveway requirements.

*Driveway permits are valid for a period of 1 year after being issued.

CONDITIONS OF PERMIT ISSUANCE

1. The permittee represents all parties in interest, and that any driveway or approach constructed by or for the applicant is for the bona fide purpose of providing access to the applicant's 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.
2. Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the County in relation to a highway construction or reconstruction project, the permittee shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right of way. In every instance, the subsequent maintenance shall be the responsibility of the indicated permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to the said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The driving surface of the new driveway shall be gravel, asphalt, or concrete. The nature of construction shall be as designated and subject to approval of the Highway Commissioner. The driveway installation shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored to the satisfaction of the Highway Commissioner by the permittee. No survey markers shall be disturbed without the prior approval of the County.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right of way without written permission of the Highway Commissioner.
4. The County reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the right of way as may at any time be considered necessary to facilitate the relocation, reconstruction, widening, and maintaining of the highway, or to provide proper protection to life and property on or adjacent to the highway.

5. The permittee, his successors or assigns agree to hold harmless Washburn County and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
6. Washburn County 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 any County highway, even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.
7. After construction of a driveway, the property owner must contact the Washburn County Highway Department for final inspection of the driveway installation. Notification must be made within 30 days of the driveway completion. Failure to notify the Highway Department will result in revocation of the permit.
8. If a driveway is constructed that does not meet the conditions of the permit, the property owner will be notified by the Highway Department and given 30 calendar days to correct the deficiencies. If corrections are not made within 30 calendar days or time agreed upon by the Highway Commissioner, work may be completed by the Highway Department and billed to the property owner on a cost basis for material, equipment, and labor.

LOCATION, DESIGN, AND CONSTRUCTION OF DRIVEWAY

The location, design, and construction of the driveway shall be in accordance with the following policy and limits, which limits are in no case to be exceeded unless specifically authorized by the Washburn County Highway Department.

1. A driveway shall be located and restricted as to width as necessary so that the entire driveway roadway and its appurtenances are contained within the frontage along the highway of the property served. At public highway intersections a driveway shall not provide direct ingress or egress to or from the public highway intersection area and shall not encroach on or occupy areas of the roadway or right of way deemed necessary for effective traffic control or for highway signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the highway. All driveways need to be a minimum of 300' from an intersecting roadway and all driveways need to be separated 300' from existing driveways on the same side of the road unless sight distance requirements can be met. See TABLE 1A for sight distance requirements. Urban spacing may be less with Highway Department Approval.
2. The number of driveways allowed per property will be restricted. A maximum of 2 driveways will be approved for nonresidential properties. One driveway will be allowed for all residential property unless approval is granted by the Washburn County Highway and Dam Committee for an additional driveway. The Highway Commissioner and Highway and Dam Committee will determine if an additional residential driveway is allowable for reasonable service to the property without undue impairment of safety, convenience, and utility of the highway. Frontage on a single property shall exceed 600 feet to be considered. Regardless of frontage, a development may be restricted to a single

entrance/exit driveway, served by an internal collector road separated from the travelled way. Each driveway shall be a minimum of 10' from adjacent property lines if two driveways are approved.

3. The island area on the right of way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way line shall remain unimproved for vehicular travel or parking. Such areas shall be considered as restricted and may be filled in or graded down only as hereinafter provided in paragraph (7).
4. The surface of the driveway connecting with rural type highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed.
5. The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts, where deemed necessary, shall be adequate for surface water drainage along the highway shall be new and in no case less than the equivalent of a 15-inch diameter pipe. The size of the pipe will be determined by the Highway Commissioner or delegated officials. The property owner shall furnish new double wall smooth bore plastic pipe, galvanized pipe, or aluminized pipe. The distance between culverts under successive driveways shall be not less than 10 feet except as such restricted area is permitted to be filled in under the provisions of paragraph (7). For safety purposes, construction of vertical headwalls are not allowed, and the sides of new driveways shall be constructed at a minimum 3:1 slope perpendicular to the driveway.
6. When curb or gutter is removed for constructing a driveway, the new connections shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. The driveway surface shall connect with the highway pavement and the sidewalk, if any, in a neat workmanlike manner. The driveway construction shall include replacement of sidewalk areas which are inadequate or become damaged by reason of vehicular travel across the sidewalk.
7. The restricted area between successive driveways may be filled in or graded down only when the following requirements are fully complied with:
 - a. The filling in or grading down shall be to grades approved by the Highway Commissioner and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the highway roadbed in a suitable manner.
 - b. Culvert extension under the restricted area shall be of like size and equivalent acceptable material of the driveway culvert, and intermediate manholes adequate for clean-out purposes may be required where the total culvert length exceeds 100 feet.
 - c. Where no highway side ditch, separates the restricted area from the highway roadbed, permanent provision may be required to separate the area from the highway roadbed, to prevent its use for driveway or parking purposes by construction of a border, curb, rail, or posts deemed adequate by the Highway Commissioner.

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'

TABLE 1A

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
<p align="center">* 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.</p>	

POLICY APPROVED BY THE WASHBURN COUNTY HIGHWAY AND DAM COMMITTEE, 4-27-2021.

WASHBURN COUNTY HIGHWAY DEPARTMENT
 Ph: 715-635-4480 Fax: 715-388-7945
 Email: highway@co.washburn.wi.us Address: 1600 CTH H, Spooner, WI 54801

PERMIT FOR ACCESS DRIVEWAY TO COUNTY TRUNK HIGHWAY
 Installation of Driveway by () Applicant
 () Land Owner Date: _____

NAME AND ADDRESS OF APPLICANT _____ _____ _____ Phone Number: _____ E-Mail Address: _____ Fax Number: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">HIGHWAY</td> <td style="width: 50%;">COUNTY</td> </tr> <tr> <td>CTH</td> <td>WASHBURN</td> </tr> <tr> <td colspan="2">Town-City-Village-Township</td> </tr> <tr> <td colspan="2">Tax ID Number of Parcel</td> </tr> <tr> <td colspan="2"> Attach a plat book map, GIS map, or drawing of the proposed driveway site. Highlight the proposed driveway on the map/drawing. </td> </tr> </table>	HIGHWAY	COUNTY	CTH	WASHBURN	Town-City-Village-Township		Tax ID Number of Parcel		Attach a plat book map, GIS map, or drawing of the proposed driveway site. Highlight the proposed driveway on the map/drawing.	
HIGHWAY	COUNTY										
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NUMBER OF DRIVEWAYS*	TYPE OF DRIVEWAY**	PROPOSED LAND USE***	COMPLETION DATE
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LOCATION OF DRIVEWAY(S)
 _____ Side of the highway.
 _____ Distance and direction from nearest intersection or fire number.

***Only one residential or two commercial/industrial driveways per parcel.**
****New Driveway, Relocate Existing Driveway, or Improve Existing Driveway**
*****RURAL Commercial/Industrial, Residential, or Agricultural. URBAN Commercial/Industrial, or Residential**

A fee of **\$50** must be included with this application payable to: **Washburn County Highway Department**
 Any driveway shall be constructed with all requirements of the Washburn County Driveway/Access permit application instructions, and any special conditions stated herein. The construction and maintenance of 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 local ordinances.
 Applicant will be notified of the acceptance/denial of this permit within two weeks of the date it is received in the office.

 Signature of Applicant Date

FOR HIGHWAY DEPARTMENT USE ONLY

Drainage Structure Required: _____
 Construction Approved: YES () NO ()
 CONDITIONS: _____
 CHECK NUMBER: _____ PERMIT NUMBER _____

PERMIT APPROVAL	INSTALLATION APPROVAL
Authorized Signature: _____	Date Driveway Approved: _____
Date: _____	Installation Approved By: _____