

PLEASE SUBMIT A \$25 PERMIT FEE WITH APPLICATION TO: TOWN OF  
OCONTO (3649 Hwy 22, Oconto, WI 54153)

APPLICATION/PERMIT TO INSTALL ACCESS DRIVEWAY  
TO A TOWN OF OCONTO ROAD

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described as Town right-of-way and in consideration of being granted permission as evidenced by the approval of the authorized representative of the Town of Oconto, binds and obligates himself to construct the driveway(s), in accordance with the description contained herein and sketches, if any attached hereto, and to abide by the general requirement, location design and construction requirements set forth on this and attached forms.

Town of Oconto Road Name: \_\_\_\_\_

Location: (Example: Distance from nearest intersecting road)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Circle one): Located on: NORTH SOUTH EAST WEST side of road.

Number of Driveways: \_\_\_\_\_ Width of top of Driveway \_\_\_\_\_ feet.  
(See restriction #7 attached)

**Driveway Type:**

\_\_\_\_\_ Rural (Culvert)  
\_\_\_\_\_ Urban (Curb Cut)  
\_\_\_\_\_ Existing Drive  
\_\_\_\_\_ Extension

**Driveway Surfaces:**

\_\_\_\_\_ Gravel  
\_\_\_\_\_ Asphalt  
\_\_\_\_\_ Concrete

**Proposed Land Use:**

\_\_\_\_\_ Residential  
\_\_\_\_\_ Farm  
\_\_\_\_\_ Field Entrance  
\_\_\_\_\_ Commercial (Type)  
\_\_\_\_\_ Duplex

**Please set out a stake, flag or some identifying marker on the center of proposed installation. A diagram may be attached to this application.**

This application and terms and conditions of proposed permit agreed to by:

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

Owner Signature: \_\_\_\_\_ Agent Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

NOTE: Permit to be issued to property owner only. Send permit to: (Check one) Owner \_\_\_  
Agent \_\_\_

The work proposed under this permit will be completed by: \_\_\_\_\_

**GENERAL REQUIREMENTS & RESTRICTIONS ATTACHED**

## GENERAL REQUIREMENTS AND RESTRICTIONS FOR TOWN OF OCONTO DRIVEWAY PERMIT

1. The applicant represents all parties in interest, and that any driveway or approach constructed is for the bona-fide purpose of securing access to the property and not for the purpose of parking or servicing vehicles, or for advertising storage or merchandising of goods on the town right-of-way.
2. The permittee shall furnish all materials, complete all the 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 for its intended purpose, and the type of construction shall be as designated and subject to approval of the Town of Oconto Town Board. The permittee shall make the installation without jeopardy to or interference with traffic using road. Road surfaces shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permittee.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way, without the written permission of the Town of Oconto Town Board.
4. The Town of Oconto Town Board reserves the right to make such changes, additions and relocations within the statutory limits on the right-of-way as may at any time be considered necessary to permit the relocation, widening and maintaining of the road, or to provide proper protection to life and property on the road.
5. The applicant, his successors or assigns agrees to hold the Town of Oconto Town Board, its agents and employees harmless against any action for personal property or property damage sustained by reason or exercise of this permit.
6. The surface of the driveway connection with rural-type road sections shall slope down and away from the shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the roadbed. The driveway shall not obstruct or impair drainage in road side ditches or roadside areas. Driveway culverts, where necessary shall be adequate for surface water drainage along the road and in no case less than the equivalent of an 18-inch diameter pipe in new or like new condition (size to be determined by Town of Oconto representative).
7. No non-commercial driveway or combination of driveways shall be a width less than 16 feet, nor greater than 24 feet measured at right angles to the centerline of the driveway. No commercial driveway shall be less than 16 feet or greater than 35 feet measured at right angles to the centerline of the driveway. On a typical curb cut section, use a measured opening of the driveway at right of way line or if sidewalk is to be placed, use the sidewalk like plus a 5 foot flair (maximum) on each end of the driveway as the gutter line.
8. Town of Oconto 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 the driveway or entrance along town road, even though snow, ice or sleet is deposited or windrows on said driveway or entrance at the time engaged in normal winter maintenance operations.
9. Construction operation contemplated under the terms of this permit shall conform to all requirements for the specific class of work as may be set forth in the Wisconsin Statutes and to the regulations imposed by all legally empowered commission boards, or individuals having jurisdiction therein.
10. Driveway side slopes shall be of earth material only. No concrete, stone or bituminous side slopes shall be constructed. If enwalls are to be used on the culvert, the slope of the walls shall not be steeper than 3:1 slope and the elevation of the walls shall not protrude above the grade of the driveway.
11. 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 roadway of the property served. At Town of Oconto road intersections a driveway shall not provide direct ingress or egress to or from the town road intersection area and shall not encroach on or occupy areas of the roadway or right-of-way deemed necessary for effective traffic control for road signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sign distance in both directions along the roadway.
12. The number of driveways permitted serving a single property frontage along a town road shall be the minimum deemed necessary by the Town of Oconto Town Board representative for reasonable service to the property without undue impairment of safety, convenience, and utility of the roadway.
13. Driveway culverts that exceed 100 feet in length may need intermediate manholes adequate for clean out purposes.
14. Town of Oconto Town Board reserves the right to correct any deficiencies that have not been addressed and shall charge all associated costs to the owner/applicant.
15. Any change in land use, which would generate greater traffic volumes, would nullify this agreement for access and a new application must be submitted.
16. This permit expires one year from the date of approval.
17. If a used pipe is to be used, it must be inspected by a Town of Oconto representative.
18. No culvert end or end wall shall be closer than 10 feet from adjoining property line whether owned by permit applicant or another property owner – no exceptions.

**TO BE FILLED OUT BY TOWN OF OCONTO REPRESENTATIVE**

\_\_\_\_ Permanent Driveway  
\_\_\_\_ Temporary Driveway:  
Expiration Date: \_\_\_\_ (Driveway must  
be removed by above date  
\_\_\_\_ Apron End walls required  
\_\_\_\_ Feet Length of Culvert Pipe Required  
\_\_\_\_ Inches Diameter of Culvert Pipe  
Required

\_\_\_\_ Corrugated Metal Culvert Pipe  
\_\_\_\_ Highpoint  
\_\_\_\_ Curb Cut

**SPECIAL REQUIREMENTS AND/OR  
RESTRICTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sight distance from driveway looking:

(Circle one)

North South East West \_\_\_\_ Feet.

Curve

(Circle one)

Hill Straight/Flat

Sight distance from driveway looking:

(Circle one)

North South East West \_\_\_\_ Feet.

Curve

(Circle one)

Hill Straight/Flat

25 MPH = 348

30 MPH = 418

35 MPH = 488

40 MPH = 557

45 MPH = 627

50 MPH = 697

55 MPH = 766

Posted speed limit \_\_\_\_ MPH

(sight distance using 3 ½ feet to 3 ½ feet)

**TOWN OF OCONTO**

The above access point is granted, with the conditions stated within the application.

\_\_\_\_\_  
Authorized Town of Oconto Representative

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

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

Title: \_\_\_\_\_