

TOWN OF LIBERTY Manitowoc County

General driveway requirements.

(a) General rule. Driveways shall be located, designed, constructed and maintained in such a manner as not to interfere or be inconsistent with the design, maintenance and drainage of the highway.

(b) General location restrictions. Access driveways shall be permitted at locations in which:

- (1)** Sight distance is adequate to safely allow each permitted movement to be made into or out of the access driveway.
- (2)** The free movement of normal highway traffic is not impaired.
- (3)** The driveway will not create a hazard.
- (4)** The driveway will not create an area of undue traffic congestion on the highway

(c) Specific location restrictions. Specific locations restrictions shall include the following:

- (1)** Access driveways may not be located at interchanges, ramp areas, or locations that would interfere with the placement and proper functioning of highway signs, signals, detectors, lighting or other devices that affect traffic control.
- (2)** The location of a driveway near a signalized intersection may include a requirement that the permittee provide, in cooperation with the municipality, new or relocated detectors, signal heads, controller and the like, for the control of traffic movements from the driveway.
- (3)** Access to a property which abuts two or more intersecting streets or highways may be restricted to only that roadway which can more safely accommodate its traffic.
- (4)** The Town Board may require the permittee to locate the access driveway directly across from a local road, or access driveway on the opposite side of the roadway if it is judged that offset driveways will not permit left turns to be made safely or that access across the roadway from one access to the other will create a safety hazard.

(d) Local roads. An access intended to serve more than three properties or to act as a connecting link between two or more roadways shall be, for the purpose of this chapter, considered a local road and not a driveway regardless of its ownership. As such, its design must be in accordance with the Department's current standards governing the design of local roads. All other requirements of this chapter shall be complied with before the local road will be allowed onto the State Highway

(e) Number of driveways. The number and location of entrances which may be granted will be based on usage, interior and exterior traffic patterns, and current design policy of the town.

(1) Normally, a max. of two driveways will be permitted for a residential property and not more than three driveways will be permitted for a nonresidential property.

(2) If the property frontage exceeds 600 feet, the permit may authorize an additional driveway.

(3) Regardless of frontage, a development may be restricted to a single entrance/exit driveway, served by an internal collector road separated from the traveled way.

(f) Approaches to driveways. Driveway approaches shall conform to the following standards:

(1) The location and angle of an access driveway approach in relation to the highway intersection shall be such that a vehicle entering or leaving the driveway may do so in an orderly and safe manner and with a minimum of interference to highway traffic.

(2) Where the access driveway approach and highway pavement meet, flaring of the approach may be necessary to allow safe, easy turning of vehicular traffic.

(3) Where the highway is curbed, driveway approaches shall be installed 1 ½ inches above the adjacent highway or gutter grade maintain proper drainage.

(4) The driveway surface between town road and R.O.W. must be a flexible material (asphalt or 1.25" road gravel or finer) **NO CONCRETE ON ROW**

(5) Driveway side slopes shall be of earth material, covered with black ground and seeded **NO CONCRETE OR BITUMINOUS SIDE SLOPE WILL BE ALLOWED.** Side slope grade shall be not steeper than 3 to 1.

Section 3. Definitions

All season side distance: Means a line that encounters no visual obstruction between two points. Each at a height of 3 feet 9 inches above the road surface, allowing for a snow window and or seasonal changes. The line requests the line of sight between the operator of a Vehicle using the driveway (point 1) and the operator of the vehicle approaching from either direction. (Point 2)

Construction: For purpose of this regulation this means not only construction of a new driveway but major reconstruction, relocation or paving of an existing driveway. It does not include repairs repaving or regrading of the existing driveway to original specifications.

Driveway: A private roadway for vehicles which provides entrance, exit, access or approach to or from land in Town of Liberty to a public Road, Class V or better.

Section 4. Fees

Single family residence with driveways less than 150' in length - \$50.00

Multi-family, Commercial, Field, Logging, etc. with driveways 150' in length or more - \$50.00

Section 5: Design Standards

- A.** Driveway access to dwelling or structures must be on Class V or better.
- B.** Driveways and associated land clearing shall not cause excessive erosion.
- C.** No driveway shall be constructed within 100 feet of an intersecting road.
- D.** For purposes of snow removal, general maintenance and protection to abutters, no driveway shall be constructed closer than 20 feet from the abutting property lines.
- E.** A minimum of 250 feet all-season safe sight distance in each direction is required.
- F.** Residential driveway shall have a minimum access width of 15 feet. The driveway entrance must be flared out as it approaches the road.
- G.** Commercial, Multi-Family, and Logging driveways shall have a minimum access width of 24 feet. The driveway entrance must be flared out as it approaches the road.
- H.** Field Driveways shall have a minimum access width of 30 feet so a truck entering or leaving can angle onto or off the town road so as the rear tires are not scuffing the road.
- I.** The grade of all driveways will slope away from the roadway surface at a minimum slope of $\frac{1}{4}$ inch per foot to a point at the center of the ditch line. This slope shall continue for 20 feet.
- J.** If a culvert is required for proper drainage, the culvert shall be a minimum of 18 inches in diameter and a minimum of 30 feet in length and shall be anew galvanized steel, concrete or HDPE. The culvert shall be long enough to maintain the driveway width dimensions and stable fore slope. The culvert and erosion control's shall be installed and maintained by the landowner under the supervision and approval of the Road Superintendent.
- K.** The drainage ditch shall be 2 inches below the outlet end of the culvert and drop at least $\frac{1}{4}$ inch per ft. to the nearest point of drainage relief.
- L.** Any driveway crossing a wetland or body of water shall have all permits required by the state and federal agency.

- M.** Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swayed at a point beyond the shoulder to accommodate the flow of storm water.
- N.** Driveways having slopes of 8% or greater shall not be permitted.
- O.** Driveways shall intersect roadways at an angle as close as a practicable to 90 degrees, but in no case shall the angle be less than 75 degrees.
- P.** Any bridges shall be constructed in accordance with sound engineering practices. (Refer to (J) above.)
- Q.** Driveways over 500 feet in length will need a bypass area that is wide enough for (2) fire trucks to pass and a turn around area at the end of driveway. This is to assure adequate access and turn around the fire trucks.
- R.** Shared driveways are only allowed to be shared by two dwellings.
- S.** Driveways will be constructed being mindful of emergency access.
- T.** A driveway permit is required for all access to a class VI road or better, for the purpose of logging, excavation not in conjunction with the construction of a dwelling or structure.
- U.** The landowner is responsible to assure adherence to any and all other State or Federal regulations.

Section 6. Procedure

- A. Prior to commencing work, the applicator will file an application with the Liberty Road Superintendent on a form obtained at the Town Hall. The application must be accompanied by the permit fee.
- B. Prior to issuance of the driveway permit, the Road Superintendent shall conduct a site visit. The applicator is responsible for clearly marking the location of the proposed driveway. This is to be done prior to the visit.
- C. The contractor shall give the Road Superintendent 3 business days' notice before starting construction.
- D. The Road Superintendent will make final inspection to determine all work has been satisfactorily completed in conformance with these regulations prior to the issuance of a certificate of occupancy.

Section 7: Administration and Enforcement

- A.** These regulations shall be administered by the Liberty Road Superintendent. The enforcement of these regulations is vested with the Town of Liberty Board
- B.** The standards of these regulations may be waived when, in the opinion of the Town of Liberty Board specific circumstances surrounding a proposal, or a condition of the land, indicate that strict adherence to the standards would not be possible or create an unnecessary burden for the landowner, and such waiver will not be in conflict with the purpose and intent of these regulations
- C.** Penalties: Any person who violates any of the provisions of these regulations shall be subject to fines and penalties as spelled out in 105-1997
- D.** These regulations may amended by the Liberty Town Board after a public hearing.

CONDITIONS AGREEMENT

I certify that I am owner of said property where work will be performed. In the performance of this work I will comply with all terms and conditions of this permit issued by the Town of Liberty. This permit will expire 90 days from date of approval. The Town of Liberty reserves the right to correct any deficiencies that may arise because of said project that have not been addressed after the 90 day permit period or having given notification of a problem or deficiency of project at permittee’s expense. Permit application also gives the Town of Liberty permission to enter upon their property for the purpose of verifying that work is carried out correctly. As part of this agreement for using Town property and right of way, you the permittee, agree to hold the Town harmless from and not Liable for any damage done to any driveway or culvert due to any road work, snow removal, asphalt reclaiming, ditching or damage by other utilities. Installation of any driveway or culvert does not constitute a Town project and will not be maintained by the Town of Liberty. Town of Liberty reserves the right to make changes beyond what is stated in this permit if safety issues arise. Having read and understanding the terms and language of this agreement I hereby agree to comply with said agreement.

Dated this _____ day of _____
Applicant’s Signature

**APPLICATION FOR PERMIT TO PERFORM WORK WITHIN
OF LIBERTY HIGHWAY RIGHT OF WAY**

THIS PERMIT, IF ISSUED, AUTHORIZES ONLY WOK DESCRIBED HEREIN. ANY OTHER WORK

Date _____ 20 _____

Print Name _____ Phone _____

Address _____ Phone _____

City _____ State_ WI_ Zip _____

LOCATION OF WORK IF NOT THE SAME AS ABOVE

Give a description of location with nearest cross roads, or house addresses if needed

BLACKTOPPING DRIVEWAYS--- Driveways must be graded so that waster is diverted to the sides and not drained onto the highway and low enough to avoid snow removal problems.

OTHER CONDITIONS FOR PROJECT--- _____

CONDITIIONS AGREEMENT I have read and understand the conditions as stated above on pages 1-5. In the performance of this work, I will comply with all terms and conditions of any permit that may be issued by the State, Manitowoc County Planning and Zoning Commission, or the Town of Liberty. This permit will expire (90) days from the date of approval. I understand the Town of Liberty reserves the right to correct any deficiencies that exist after the (90) day inspection. I agree I will be responsible for all cost involved.

Applicant Signature _____ Date _____

SUBMIT TO: Town of Liberty c/o _____

PERMIT APPROVAL Permit Number _____

Application Approved by: _____ Date _____

Final Inspection approved by: _____ Date _____