



TOWN OF OAKLAND  
 N4450 County Road A  
 Cambridge, WI 53523  
 (608) 423-9635 Fax (608) 423-7059

**DRIVEWAY PERMIT**

Fee: \_\_\_\_\_

**ROAD OPENING PERMIT**

Ck#/Cash: \_\_\_\_\_

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

**APPLICANT:**

**PROPERTY OWNER: (If different from applicant)**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 City, State and Zip  
 \_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 City, State and Zip  
 \_\_\_\_\_  
 Phone

**LOCATION: (parcel number; fire number or description of)**

\_\_\_\_\_

**COMPLIANCE WITH TOWN ORDINANCE NO. 60**

See back for Ordinance No. 60

\_\_\_\_\_

**START DATE/COMPLETION DATE/NAME OF CONTRACTOR PROVIDING INSTALLATION:**

\_\_\_\_\_  
 Start Date  
 \_\_\_\_\_  
 Name of Contractor providing installation  
 \_\_\_\_\_  
 Work phone number of contractor

\_\_\_\_\_  
 Completion Date  
 \_\_\_\_\_  
 Address of Contractor

**SPECIAL INSTRUCTIONS:**

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

**CONDITIONS:**

Applicant or successor in title is responsible for settling for one year after completion. This permit will be null and void one year after the date it is issued. If construction is not completed at that time, the applicant is responsible for obtaining a new permit. It is further understood and agreed that the applicant shall indemnify and hold the Township harmless according to the conditions stated in Ordinance No. 60, during any and all work activities by those other than Township personnel.

The Town of Oakland Chairman granted this permit on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Town Chairman Signature

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

**DRIVEWAY AND HIGHWAY ACCESS PERMIT ORDINANCE**  
**Town of Oakland, Jefferson County, Wisconsin**

**SECTION I – TITLE AND PURPOSE**

The title of this ordinance is the Driveway and Highway Access Permit Ordinance. The purpose is to regulate, for public health and safety reasons, the establishment, repair, construction, improvement, modification and reconstruction of private driveways, to assure that the methods of repair, construction, improvement, modification, and reconstruction practices used in any driveway will protect properly the Town of Oakland and to limit and regulate highway access by motor vehicles to any town highway in the town. This is not a town zoning ordinance.

**SECTION II – AUTHORITY**

The town board has the specific authority under ss. 66.0425 and 86.07, Wis. Stats., to adopt a town driveway and highway access permit ordinance and has the general authority under its village powers under s. 60.22, Wis. Stats., to adopt this ordinance.

**SECTION III – ADOPTION OF ORDINANCE**

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, provides for the regulation by permit of certain driveways and highway access locations in the town.

**SECTION IV – MINIMUM REQUIREMENTS**

All new driveways located on town roads proposed to be installed or modified or any driveway located on a town road alleged to be existing and serving open land without improvements and proposed to be converted to a driveway to serve one or more structures shall be subject to an inspection fee as established by the town board to be paid to the township prior to the start of any construction on a new driveway and prior to the issuance of a building permit. An approved driveway shall be in place before a building permit can be issued.

The applicant who may be the owner, agent or contractor shall submit a location construction plan showing specifications, including grade, slope, width and length of the driveway and erosion procedures.

The following specifications shall apply:

Minimum road surface width.....	12 feet
Minimum width clearance.....	24 feet
Minimum height clearance free of trees, wires, etc.....	16 feet
Maximum grade.....	10%

At least one segment of road surface 25 feet in length and 18 feet in width shall be provided for each 300 feet of driveway length to provide for the safe passage of meeting vehicles. The sight distance on roadways where the speed limit is greater than 25 miles per hour shall be 350 feet in both directions, 3 ½ feet of the driveway surface and 3 ½ feet off the road surface in both directions. On roadways where the speed limit is 25 miles per hour or less the sight distance shall be determined on a case by case basis.

The driveway within the area of the public right-of-way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road. An adequate road bed base of suitable material to support the projected traffic (fire trucks are in excess of 50,000 pounds) and any requirements for culverts shall be determined by the town chairman in considering an application for driveway approval. If culverts are required, a new steel culvert with a minimum diameter of 15 inches and a minimum length of 20 feet to be installed with wing ends. Driveway apron to be asphalt or crushed stone and minimum of 5 feet from town road. At a dead end of all new driveways exceeding 75 feet, a turn-around of at least 25 feet radius or some other method to allow vehicles to turn around shall be provided as determined by the town chairman.

**Permit is required** if sewer hookup extends into road surface, all backfill to be compacted with a minimum of 8 inches of crushed lime rock on top with a minimum of 3 inches of hot mix asphalt on top of the lime rock. Blacktop to be saw cut before replacement. Applicant or successor in title is responsible for settling for one year after completion.

**SECTION V – LIABILITY**

The property owner shall hold the Town of Oakland and the fire department(s) responding to any call harmless for any possible damage to the driveway or culverts.

**SECTION VI – PRIVATE BRIDGES**

Privately owned bridges must have approval of the Town of Oakland Chairman.

**SECTION VII – INSPECTION/COMPLIANCE FEE**

All driveways must be inspected for compliance to specifications set forth in this ordinance. The fee for any entrance is determined by the Board.

**SECTION VIII – EFFECTIVE DATE**

This ordinance shall be effective upon publication or posting by the town clerk as required, pursuant to s. 60.80, Wis. Stat.