



Burnett County Highway Department

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ACCESS PERMITS **PERMIT PROCEDURES AND SPECIFICATIONS** **DRIVEWAY/ENTRANCE ACCESS ON COUNTY ROADWAYS**

1. Any work within the County right-of-way requires written permission from the Burnett County Highway Department. This includes any change in use or alteration to an existing access.
2. **The Burnett County Highway Department access permit is not a wetland drain or fill permit. Any wetland impacts must be permitted through Burnett County Land and Water Resources Department at (715) 349-2186 and/or the Army Corps of Engineering at (218) 834-6630.**
3. Access permits for platted streets have different requirements and must first be approved thru the proper platting procedure.
4. Private driveway/entrance requires an Access Fee of \$50.00. Temporary driveway/entrance requires an Access Fee of \$100.00 (Non-refundable). Please make check payable to "Burnett County Highway Department". This fee includes two (2) required inspections, at a cost of \$25.00 each, one prior to construction and one following final completion of the access. If additional inspections are required due to the applicant's failure to meet access specifications, they will be assessed another \$25.00 per additional inspection.
5. **All work is to be completed within 12 months, permit form signed and final inspection approved by Burnett County Highway Department, or the fee will be forfeited.** Access not meeting specifications will be notified by mail requesting the required work to be completed within 30-day period. After 30 days Burnett County Highway Department will complete the required work and billed to the applicant.
6. The permit form must be fully completed and returned to the Highway Department. **Each application shall include a copy of the parcel/layout or sketch of property showing exact location of proposed access, any existing access, and any other pertinent information.**
7. Applicant shall install lath with flagging, at the exact location desired for the center of proposed access.
8. Applicant will then notify the Highway Department that the proposed access is ready for the first inspection. The location will be inspected for safety, sight distance, proximity to other accesses and drainage requirements (i.e. culvert requirements). Please allow 7-10 days for this inspection to take place. The applicant will be notified, via US Mail of approval and any special requirements.
9. **No more than one access per parcel is allowed onto the County roadway.**
10. If the access will require a drainage structure, approved culverts with accessories can be obtained from the local vendors. However all culverts must conform to County specifications and used culverts are not allowed unless first inspected and approved by Highway Department before

installation. If corrugated polyethylene pipes are used they shall have double wall construction. (Spec. A.A.S.H.T.O. M294)

11. Prior to beginning any excavation work, Wisconsin Statutes requires that you or your contractor contact "Diggers Hotline" for location of buried utilities. Call 800-242-8511.
12. Culverts will be placed in the ditch bottom. If two sections of culvert pipe are needed, an approved band for the specific type of pipe will be required to connect the sections together. It is the responsibility of the applicant to keep the culvert clean and free of debris.
13. Access driving lanes must be 20-24 feet wide. At least 4 inches of Class 5 gravel must be placed over the driving lanes. The driving lane must have a negative grade from the county roadway. (No washing allowed onto the County roadway). **This new entrance must come onto our County Road at a 90-degree angle from the shoulder of roadway going 33 feet into property from centerline of road to ensure safety.** This access permit is only for the 33 feet starting at the centerline of the road, any other permits need to be obtained from the proper authority.
14. Inslopes must be a 6:1 grade or flatter. (1 foot vertical drop for every 6 feet horizontally). Inslopes must extend from the edge of the driving lane to the end of the culvert pipe. All inslopes must be topsoiled, seeded and mulched or sodded. Turf needs to be established before final approval is granted. **Landscape timbers, boulders, retaining wall bricks, riprap, etc. are not allowed on inslopes or in the County right-of-way.**
15. Placement of the mailbox is the responsibility of applicant. Contact your local postal carrier to determine which side of the roadway and the height of mailbox. (Call Diggers Hotline before driving support post in the ground).
16. Whenever work on the traveled portion of the roadway is necessary, proper Traffic Control Devices and Procedures must be used. All traffic control devices, barricades, flashers, etc. shall be furnished by the applicant and shall be in accordance with the most recent edition of the Wisconsin Manual on Uniform Traffic Control Devices, including the Temporary Traffic Control Zone Layout Field Manual dated January 2001 (or subsequent editions if appropriate). WI/DOT, Traffic Engineering Website at <http://www.dot>.
17. **Please note that all equipment which may damage surfaced roadway is prohibited from use on the roadway. Any damage to the roadway surface due to loading, unloading or operating such equipment will be assessed to the applicant. Protect our highway surfaces.**
18. Follow Specifications and Procedures carefully. Applicant will be assessed \$25.00 for each additional inspection due to applicant's failure to meet access specifications and procedures.
19. If the Highway Commissioner does not approve the access request, the applicant can appeal the denial to the Highway Department Committee.
20. Application form is on the last page.

EXHIBIT #1

PERMIT TO INSTALL ACCESS DRIVEWAY TO COUNTY TRUNK HIGHWAY

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described on county trunk highway right of way, and in consideration of being granted permission, as evidenced by the approval the authorized representative of the Highway Commission, 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 requirements and location design and construction requirements set forth on this form.

DESCRIPTION

County Trunk No. _____ ; Burnett County; Town of _____

Along the _____ side of the highway _____ miles _____ of _____
_____ in the _____ Sec. _____ Tn. _____ North, R _____

No. of Driveways _____ Type _____

Type present or proposed business _____

Description of proposed work on right of way, culvert requirements, if any, (size and length) and special restrictions, intersection clearances, and other details of the proposed installation, including reference to attached sketches, if any:

A _____ inch diameter culvert pipe, _____ feet in length shall be installed under the (each) driveway to provide proper drainage along the highway.

The work proposed under this permit will be completed by _____ (date)

This application and terms and conditions of proposed permit agreed to.

..... Applicant
(Print or type name here)

..... Date
(applicant)

Address
.....

Approved Burnett County Highway Department

Date By
(Burnett Co. Representative)

EXHIBIT #2

GENERAL REQUIREMENTS: This permit is subject to the following restrictions:

FIRST:
SECOND:
THIRD:
FOURTH:
FIFTH:
SIXTH:

That applicant represents all parties in interest, and that any driveway or approach constructed by him is for the bona fide purpose of securing access to his 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.

That the permittee shall furnish all materials, do all 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 and type and character of work shall be suitable and appropriate for its intended purpose, and the type of constructions shall be as designated and subject to approval of the County Representative. The permittee shall make the installation without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permittee.

That no revisions or additions shall be made to the driveway or its appurtenances on the right of way without the written permission of the County Representative.

The Commission 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 permit the relocation, reconstruction, widening, and maintaining of the highway or to provide proper protection to life and property on or adjacent to the highway.

That the permittee, his successors or assigns, agrees to hold harmless the County of Burnett, its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit.

The Commission 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 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.

SPECIAL REQUIREMENTS:

COMMERCIAL — RURAL: Rural type highway cross section. Driveways serving commercial or industrial establishments.

WIDTH OF DRIVE: No driveway except as hereinafter provided shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except, as increased by permissible radii. In no instance shall a driveway have a width greater than 62 feet (including flare of return radii) measured along a line 10 feet from the parallel to the edge of the highway pavement.

NON-COMMERCIAL — RURAL: Rural type highway cross section. Driveway serving farm or residence property.

WIDTH OF DRIVE: No noncommercial driveway or combination of driveways shall have a width less than 20 feet nor greater than 30 feet measured at right angles to the centerline of the driveway except as increased by permissible radii.