

## Town of Highland, Douglas County

### Town Road Access Ordinance

#### I. Purpose

The purpose of this ordinance is to regulate the establishment, construction, improvement, modification, or reworking of a town road access to assure the site and method of construction will promote the general welfare and safety of the community, and is designed to coordinate with the Highland Land Use Plan.

#### II. Authority

The Town Board has the specific authority under SS.66.0425 and 86.07, Wis. stats., to adopt a town road access permit.

#### III. Definitions

Road access: That portion of a driveway, private road or other access avenue that connects with any Highland Town Road and lies within the 33 feet from centerline right of way and will provide vehicular access from the town road to the applicant's property.

#### IV. Application and Permit Provisions

A. No person may establish or construct a road access or alter an existing road access without first obtaining a Town Road Access Permit.

B. Requests for a Town Road Access Permit application can be made to the Town Chairman or Town Clerk online, by phone, or by mail.

C. Completed applications must be returned to the Town at least 10 business days before construction is to begin and should include:

1. A plat or other map showing the legal location of the proposed access.
2. A construction plan drawn to scale showing the on- the- ground location and dimensions of the access.

D. A Fee of \$10 (ten dollars) will be charged to the applicant. The fee is to be returned with the completed application. This is a non-refundable fee.

E. Applicant should stake, flag, or in some way mark Road Access for a preliminary Inspection.

F. The Town Chair or designee shall approve or deny the Road Access Permit application. If approved, the permit will be issued. Certain specific restrictions or conditions may be placed on the applicant as a condition of issuance. If denied, the reasons for the denial of the permit will be forwarded to the applicant. The applicant may request a hearing of the Board within 30 days of the denial for reconsideration of the application.

G. Applicant should notify the Town Chair or Town Clerk within 30 days of Project completion. A final inspection by town personnel will be required to make sure that provisions of this ordinance have been followed. Applicant may have to reconstruct road

access or return access to natural state if inspection is not passed.

#### V. Specifications

A. A metal culvert at least 15 inches in diameter and extending 3 feet beyond Road Access surface shall be installed at the ditch line where the Road Access meets the public road, unless modified by the Town Board.

B. Culverts and ditches must be maintained in a manner that prevents diversion of water onto the public road or undermines the road bed.

C. The road access shall be constructed in such a manner as to prevent debris from washing onto the public road.

D. The road access shall be placed in a position that makes easy visibility of oncoming traffic.

E. The road access shall have a minimum width of 12 feet and a height of 14 feet to ensure safe passage for emergency vehicles. A suggested width of 20 feet and a height of 14 feet is necessary for snowplowing and large fire trucks.

F. All costs of materials and construction are the responsibility of the applicant.

#### VI. Existing Road Accesses

When washing or other conditions created by an existing Road Access that does not meet the specifications required in this Ordinance obstruct or become a potential hazard to a Town Road, the Town Board shall notify the property owner of the conditions. Any property owner failing to correct such a condition within 30 days after notice by the Town Board shall be subject to the penalties described in the penalty section of this Ordinance.

#### VII. Penalties

Any person violating this Ordinance shall not be granted any Town Building Permits, and may be subject to a penalty of \$25.00 per day until they are in compliance.

#### VIII. Severability

If any provisions of this Ordinance or its application to any person or circumstance is Held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

#### IX. Effective Date

This Ordinance shall take effect and be in force from and after the day after passage and posting as required by law.

Amended this 10<sup>th</sup> day of August, 2010  
(Signed copy on file in the Clerk's Office)