

TOWN OF SHARON

Combination Application and Permit (after received for Town approval) for Residential Driveway/Culvert

For new, altered, or improved driveways which adjoin Town of Sharon Roads
(Section XIII: Town of Sharon Private Driveways in Ordinance #2-01 revised 6/2/2009)

Failure to comply with this permit may result in your driveway being replaced or removed. Any costs incurred by the Town for bringing the driveway into compliance will be charged back to the owner. Any questions concerning this permit should be discussed with the Town Road Foreman, Tom Budzinski at 715-592-4530 or Town Board Chairman, Jeffery Check at 715-570-4261

THE APPLICANT SHALL PLACE FLAGS OR MARKERS IN THE DITCH, VISIBLE FROM THE ROADWAY, AT THE LOCATION OF THE PROPOSED DRIVEWAY. (Once the flags or markers are in place, please contact the Town Clerk at 715-592-6600 so a fire number can be assigned to the new address. Once a fire number is assigned, the proposed driveway location can only be moved after contacting the Town Clerk.)

Name: _____ Phone Number _____

I am the (check one) _____ Owner _____ Contractor _____ Agent _____ Parcel number _____

Current address of applicant _____

Contractor or person who is to construct driveway _____

On the back of this application, provide a sketch of the proposed driveway, including grade, slope, width, and length of the driveway.

NOTE; TO AVOID PROBLEMS WITH ROAD MAINTENANCE, NO ITEMS AND/OR PROTRUDING DRIVEWAY MATERIALS ARE ALLOWED IN THE TOWN ROAD RIGHT-OF-WAY WITH THE EXCEPTION OF FIRE NUMBERS, MAILBOXES, AND TRAFFIC SIGNS.

BEFORE ANY WORK IS DONE ON THE LOT, THE BASE OF THE DRIVEWAY TO THE ROAD SHOULD BE IN PLACE AND USED AS THE SOLE ACCESS TO THE PROPERTY. DRIVEWAYS NEED TO BE COMPLETE PER TOWN SPECKS WITHIN 30 DAYS OF RECEIPT OF PERMIT. AN EXTENSION MAY BE GRANTED BY THE TOWN BOARD IN EXTENUATING CIRCUMSTANCES.

All driveway entries onto a Town road shall be reviewed by the Town Road Foreman, Town Chairman, or designee to evaluate the need for installation of a culvert. Cost of the culvert and Installation of a culvert is at the expense of the developer/property owner. For new construction culverts shall be at least 18 inches diameter. The top of the culvert shall not be less than 18 inches below the roadway surface and the length shall be at least 20 ft. long. Where 2 residences use one access point, the length shall be at least 30 feet. Culverts on existing roads shall be reviewed on a case by case basis by the Town Road Foreman or Town Board Chairman or designee to determine culvert diameter.

The following minimum specifications shall apply to all new or altered driveways as well as deteriorating driveways being improved. **Any variance needs Town Board approval prior to issuing a permit.**

Minimum separation between driveways on Town highways is 200 feet.
One driveway allowed for lots with 200 feet or less of frontage width.
Two driveways allowed for lots with over 200 feet of frontage width.
Only 2 houses are permitted per driveway.
Minimum driveway width shall be 15 feet . At the point where it intersects with the road or right-of-way it shall be 22 feet.
Where 2 residences use the same access point the minimum width shall be 24 feet.

The surface of the driveway connecting with the road shall slope down and away from the road shoulder a sufficient amount and necessary distance to prevent ordinary surface water drainage from the driveway area from flowing onto the roadway.

The only permissible paved driveway surface on Town road right-of-way is blacktop. NO CONCRETE ON RIGHT OF WAY.

Maintenance of the driveway shall be the responsibility of the property owner.

All driveways shall be constructed in accordance with the above Town requirements and include any other specifications as may be set forth by the Sharon Town Board. Any driveways on County or State Roads shall be constructed according to the specifications and regulations of those jurisdictions.

I agree to the above Driveway/Culvert Permit Conditions and to comply with all terms and conditions of the Highway/Industrial or Commercial Road/Driveway Ordinance.

Signature of applicant: _____
Date _____

Below to be completed by a Town of Sharon Representative before a Driveway Permit is issued:

Culvert will / will not (circle one) be required. If required, the culvert will be a minimum diameter of _____ inches. The minimum depth from top of culvert to top of driveway surface should be _____ inches.

Permit fee of \$25.00 paid to the Town of Sharon. _____

Pre-existing driveways that are otherwise lawful and the location of which will not change as a result of any modification shall not be subject to a fee but such contractor shall apply and receive a permit before any work is started.

The above driveway application has been inspected by the Town of Sharon representative and determination has been made that the driveway meets the minimum standards.

Signature of Town Representative: _____ Date _____

Address of Proposed Driveway _____
(To be assigned by the Town Clerk after proposed driveway is marked or flagged.)