

**TOWN OF GRANT
ACCESS DRIVEWAY AND CULVERT PERMIT APPLICATION**

REQUIRED INFORMATION

Property Owners Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Address at driveway location: _____

Parcel Number: _____ Section _____ Town _____ Range _____

Legal Description: _____

Road to be accessed by driveway _____

Type of Proposed Use: NEW CHANGE OF USE RELOCATE (circle one)

Proposed Driveway Length _____ Width _____

Existing Driveway ___YES ___NO

Existing Culvert ___YES ___NO (if yes, approximate diameter _____)

Date of Proposed Driveway Construction _____

Provide a sketch of the proposed access driveway and culvert location. (Construction must comply with the standards described within this application.)

I hereby certify that all construction will comply with the terms of this permit.

Signature of Applicant: _____ Date: _____

To be completed by Town Board Member or its Designee

1. A culvert of _____ length and _____ diameter (is, is not) required.
2. The above application is (approved, approved with conditions, denied) based on the standards of the Town of Grant Access Driveway and Culvert Ordinance.

Conditions: _____

Town Board Representative _____ Date _____

The completed application form must be filed with the Town Clerk along with a nonrefundable \$30.00 application fee. A building permit may not be issued for any parcel without an approved Town of Grant Access Driveway and Culvert Permit.

CONSTRUCTION STANDARDS

A permit shall be granted for driveway construction and culvert installation that complies with the following standards:

Width, Rise, and Ditch Distance

Minimum driveway width shall be 20 feet wide from the edge of the public roadway to a point that is 40 feet from the centerline of the existing public road. The same specifications shall apply to a commercial driveway except the minimum width shall be 24 feet. The remainder of the driveway shall be constructed with a minimum of 12 feet in width. The driveway shall also be perpendicular to the centerline of the public road from the edge of the roadway to a point that is 40 feet from the centerline of the public road.

Culverts

Each driveway shall have a culvert at least 16 inches in diameter at the ditch line where the driveway meets the public road, unless modified by the Town Board. The culvert length will be a minimum of 24 feet for a private driveway and 28 feet for a commercial driveway and extend at least one (1) foot beyond the driveway shoulder where it intersects the bottom of the road ditch, unless an appropriate apron is installed. Culverts shall be installed in compliance with the manufacturer's specifications for over-top cover and other requirements. Culverts shall be in place, if needed, before construction commences.

Juncture with Public Road

The grade of a driveway where it meets the shoulder of the existing public road to a point that is 40 feet from the centerline of the public road shall be flat or at a negative grade from the shoulder's edge, unless modified by the Town Board. Any driveway with a slope greater than 0% at the point where the driveway enters onto a public road shall require the construction of a slight dip across the drive just before the culvert at the entrance to a public road to prevent debris from washing onto the public road.

Approach

The approach to a public roadway shall be clear of all visual obstructions including vegetation, structures and topography so as to allow full view of traffic approaching from both directions on the public roadway.

Slope

No land with a slope of more than 25% shall be disturbed for the establishment, construction, improvement, modification, or reworking of a driveway, unless modified by the Town Board. The maximum final slope of the driveway or any portion of the driveway shall be no more than 25%.

Drainage

Ditches along the right of way, roadway crowning, and culverts shall be provided by the property owner for acceptable drainage. The driveway shall be planned, constructed, and maintained in a manner that prevents diversion of surface water onto the public road and/or the lands of other persons.

Side Banks

The side banks shall be graded to a slope of no more than 1 foot of vertical rise in each 2 feet of horizontal distance. Excluded from this grading requirement are driveways for which retaining walls and/or other erosion control measures are installed as specified in a Driveway Plan approved by the Town Board. The side banks shall be constructed using earthen materials.

Radius of Curves

Curves in the driveway shall have an inside radius of no less than 36 feet.

Erosion Control

Once the construction of the driveway has begun, all specified erosion controls, including retaining walls, ditching, culverts, crowning, mulching, matting, and bank seeding, shall be begun immediately. For winter construction, erosion alternatives must be implemented within 30 days until specified controls are available.

Substrate

The driveway must have at least 2 inches of 3/4-inch rock on the roadbed. A field road is exempt from this provision.

Clearance for Emergency Vehicles

All driveways shall allow reasonable access by emergency vehicles. An area 16 feet in width and 12 feet in height shall be cleared along the entire driveway right-of-way in order to permit the safe passage of emergency vehicles to the structures served by the driveway. A field road is exempt from this requirement.

**TYPICAL RURAL DRIVEWAY INTERSECTION DETAIL
PRIVATE (PE) AND COMMERCIAL (CE) ENTRANCES**