

CLARK COUNTY HIGHWAY DEPARTMENT
PERMIT FOR DRIVEWAY AND/OR ALTERATIONS ON COUNTY HIGHWAY RIGHT-OF-WAY

General Requirements:

1. Failure to comply with the provisions of this permit may cause the Highway Department to correct or remove the driveway at the expense of the permittee. Failure to obtain a driveway permit is considered a criminal offense in Wisconsin per Wis. Stat. §86.07(2).
2. Permit will only be issued to the legal owner of the property.
3. A permit issued under this authority shall not supersede more restrictive requirements imposed by other local, state or other regulatory agency's ordinances. Requirements of this permit shall not be reduced by any other regulatory authority.
4. The number of driveways permitted serving a single parcel along a county trunk highway shall be the minimum deemed necessary by the County for reasonable service to the property without undue impairment of safety, convenience and utility of the highway.
5. Residential and recreational properties are allowed one access point. Permits for maintenance activities for existing driveways serving an existing structure or use, will be taken into consideration.
6. New construction of commercial and agricultural properties shall have a design that minimizes access points and meets the requirements of this permit.
7. The County reserves the right to make such changes, additions, repairs, relocations and removals within statutory limits to the driveway or its appurtenances on the right-of-way that may at any time be considered necessary to facilitate the relocation, reconstruction, widening, and maintaining of the highway, or to provide proper protection to life and property on or adjacent to the highway.
8. Access that is approved and permitted in writing by Clark County must be constructed in the year the permit is issued. Temporary permits are only valid until noted expiration date.
9. No revisions or additions shall be made to the driveway, culvert or ditch in the right-of-way without the written permission of the County.
10. The pushing of snow and other materials onto highways from the driveways is prohibited by Wisconsin Statutes 86.01, 86.07, 346.94, and/or 941.03.

Location:

1. Final location of the access points, and the number of accesses serving a property, is determined by the County.
2. A driveway shall have a minimum distance of 150 feet, from centerline to centerline, between successive driveways and intersecting roads.
3. A minimum sight distance in each direction from the proposed access point must be provided. The sight distance will be based upon such criteria as posted speed limits, horizontal curves, vertical curves and curve tangents. Eight seconds, 700 feet, of site distance is the standard.
4. The area within 10 feet of an adjoining parcel line shall be a restricted area over which no driveway may be developed. The 10-foot restriction shall be measured parallel to the pavement edge and shall be effective between the right-of-way line and a line 10 feet from and parallel to the pavement edge.

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Design and Construction:

1. Size and number of culverts shall be determined by Clark County Highway Department. The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts, where necessary, shall be adequate for surface water drainage along the highway and in no case less than the equivalent of 15-inch diameter pipe.
2. Driveway width for residential purposes shall be 24' maximum; agricultural purposes shall be 35' maximum and commercial purposes shall be 35' maximum.
3. Driveway shall slope down and away from the road shoulder at a grade between 2% and 5% for the first 10 feet from the road shoulder edge. No additional water runoff may be added to the highway drainage system.
4. A slope of 3' horizontal distance to 1' vertical distance (depth) or flatter shall extend from the edge of the driveway surface to the bottom of the ditch.
5. Rock, bituminous, concrete, timber, or other embankment retention or driveway marking treatments are prohibited.
6. Driveways shall be covered with either gravel, asphalt pavement, or concrete at the time of occupancy.
7. Corrugated polyethylene culvert pipe shall conform to AASHTO M 294 Type S, having a corrugated outer wall and a smooth inner liner.
8. The maintenance of the driveway to the edge of the shoulder for unpaved driveways and to the edge of the pavement for paved driveways shall be the responsibility of the applicant.

Application Instructions:

1. Application must be filled out in a clear and legible manner. You may use the fill in capabilities of the document provided, however, you will need to print and have an actual signature for permit consideration. Forms with no signature are not accepted.
2. All form fields must be completed. Leaving fields blank will delay the permitting process.
3. *ONLY* return *Page 3* to our office. Pages 1 & 2 are for you to keep for reference. Your application may be submitted to our office by regular US Postal Service mail or by scanning in your signed document and returning it by email to: highway.permits@co.clark.wi.us.
4. Please allow 7 days for processing of the permit by the Highway Department.

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NAME/ADDRESS OF APPLICANT (LANDOWNER)			LOCATION OF DRIVEWAY/ACCESS	
Name:			County Highway	Township/Village/City
Address:			Side of the County Highway? (Select One) East West North South	
City:	State	Zip Code	Fire Number (If Applicable)	Tax Parcel Number
Phone:			The existing or proposed driveway/access is located _____ feet, East West North South (Select One)	
Email:			from the intersection of : Road or _____ Road or Avenue and _____ Avenue.	
Permit Return (Please Select One)			Property Description	
Email Only	Regular Mail Only		_____ 1/4 _____ 1/4, Section _____, T _____ N, R _____ E or W	

TYPE OF ACCESS/ALTERATION REQUESTED		
Access Type: (Select One)	Type of Work (Select All That Apply)	SURFACE TYPE (Select One)
Residential Driveway - 24' Maximum Agricultural Driveway - 35' Maximum Commercial Driveway - 35' Maximum Temporary – Expiration: _____	Excavation/Work within the Right-of-Way Culvert Replacement Resurface Existing Driveway Other _____	Gravel Asphalt Concrete

I, the applicant, hereby certify that the statements contained in the application are true and correct, that I have read and understand the conditions and requirements above and, if granted a permit, I will comply with all terms and conditions which apply.

SIGNATURE OF APPLICANT (LANDOWNER)	DATE
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DESIGN (To be completed by the Highway Department)

REQUIRED DRAINAGE STRUCTURE	PERMIT CONDITIONS & ADDITIONAL PROVISIONS:
Diameter _____ Length _____	

PERMIT APPROVAL (To be completed by the Highway Department)

Recommended by the Highway Department Management	Date	Contact Information: Clark County Highway Department 511 W. South Street Loyal, WI 54446 PH: (715) 743-3680 highway.permits@co.clark.wi.us
Approved by Clark County Highway Commissioner	Date	

* Return only this page to our office, please retain Page 1 and Page 2 for your reference. Please allow 7 days for processing.*