

**MARINETTE COUNTY HIGHWAY DEPARTMENT**  
**501 Pine Street**  
**Peshtigo, WI 54157**  
**Telephone: 715-582-3771**  
**Non-Refundable Permit Fee: \$100.00**

**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 of the authorized representative of the Highway Department. You should obtain all required approvals from other local, state and federal jurisdictions, especially when projects will impact wetlands, lakes or streams. This includes permits from the Town, County Zoning, Department of Natural Resources, and the Army Corps of Engineers.

What Type of Driveway (check one): <input type="checkbox"/> New Driveway <input type="checkbox"/> Improve Existing Driveway <input type="checkbox"/> Relocate Existing Driveway
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DESCRIPTION

C.T.H. \_\_\_\_\_

Along the \_\_\_\_\_ side of the highway \_\_\_\_\_ miles \_\_\_\_\_  
*(direction N.E.S.W.)* *(direction N.E.S.W.)*

In the \_\_\_\_\_ Sec. \_\_\_\_\_, Tn. \_\_\_\_\_, North, Range \_\_\_\_\_.

No. of Driveways \_\_\_\_\_ Type \_\_\_\_\_  
*(Designate what type)*

Type of 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:

\_\_\_\_\_ Culvert Diameter \_\_\_\_\_ Inch  
\_\_\_\_\_ Culvert Length \_\_\_\_\_ Feet

New steel culvert and endwalls 2 each shall be installed to provide proper drainage along the highway.

**APPLICANT SHALL PLACE A FLAG OR MARKER IN THE HIGHWAY DITCH VISIBLE FROM THE HIGHWAY AT THE LOCATION OF PROPOSED DRIVEWAY.**

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

\_\_\_\_\_ Applicant  
*(Print or type name here)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Permit Fee Paid By: \_\_\_\_\_ Cash \_\_\_\_\_ Check Receipt # \_\_\_\_\_

**APPROVED MARINETTE COUNTY HIGHWAY DEPARTMENT PER CONDITIONS ON REVERSE**

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
*(Highway Commissioner)*

CONDITIONS OF ISSUANCE

1. The applicant, indicated on the reverse side, represents all parties in interest, and that any driveway or approach constructed by or for him/her is for the purpose of providing access to 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.
2. Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the Marinette County Highway Department in relation to a highway construction or reconstruction project, the applicant shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right-of-way. In every instance, the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right-of-way shall be the responsibility of the applicant, who shall be obligated to pay all costs and accomplish all works necessary in relation to the said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The nature of construction shall be as designated and subject to approval of the Highway Commissioner. The driveway installation shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored by the applicant to the satisfaction of the Highway Commissioner.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without the written permission of the Highway Commissioner.
4. The Marinette County Highway Department 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 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.
5. The applicant, successors or assigns agree to hold harmless the Marinette County Highway Department and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
6. The Marinette County Highway Department 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 any highway, even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representative engaged in normal winter maintenance operations.
7. Wisconsin Administrative Rule Trans 401 requires the applicant of **commercial** driveways to assure that proper erosion control and storm water management measures be implemented at all times during work operations. The applicant shall also be responsible for providing erosion control and storm water management measures to protect all restored areas upon completion of the driveway until the replacement vegetation achieves sustained growth.
8. ROCK, BITUMINOUS, CONCRETE, TIMBER OR OTHER EMBANKMENT RETENTION OR DRIVEWAY MARKING TREATMENTS ARE PROHIBITED.
9. Materials on driveway on right-of-way must be crushed aggregate, blacktop or concrete.
10. Culvert end slopes shall have ¼" drop per foot of material.

**DRIVEWAY STANDARDS**

The following standards shall apply to the portions of all driveways located within the right-of-way of all Class A and B Highways:

- (1) **Driveway Access Permits.** A permit shall be obtained from the jurisdiction having control over the Highway prior to issuance of a zoning or building permit. The Wisconsin Department of Transportation and the Marinette County Highway Department require a permit in accordance with sec. 86.07 Wis. Stats. For construction or modifications on or across any highway right-of-way under this jurisdiction. Individual municipalities may also require a permit for roads under their jurisdiction.
- (2) All new driveways proposed to be installed or any existing driveway or alleged existing driveway on which the landowner proposes improvements or changes in use shall be subject to the requirements of the issuing agency, which shall include the following as a minimum.
  - a. Driveway surface width shall be as required on the access permit.
  - b. **ACCESS DRIVEWAYS.** A minimum distance of one hundred (100) feet shall be required between access driveways along the same side of a Class B highway.

**This permit expires one year from date of issue.**

**Permit Conditions**