

**Town of Pine Lake  
Driveway Permit**

**Date:**  
**Permit #:**

**Applicant Name** \_\_\_\_\_

**Applicants Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address for Proposed Driveway \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ Quarter/Quarter \_\_\_\_\_

The Driveway will provide access to STH \_\_\_\_\_ CTH \_\_\_\_\_ Town Road \_\_\_\_\_

Proposed Land Use of property \_\_\_\_\_

\*\*\*Provide a sketch of proposed driveway including grade, slope, width and length of driveway and indicated turnoffs if required, and the dead end turn around on the back of this application. Specify erosion control procedures to be utilized.

\_\_\_\_\_  
Specify proposed roadbed base, including depth and type of Materials: \_\_\_\_\_

The following minimum specifications shall apply to all new driveways installed after January 1, 2001.

- Minimum road surface width..... 12 feet
- Minimum width clearance..... 24 feet
- Minimum clearance free of trees and wires..... 18 feet
- Maximum grade..... 10 percent (10%)

At least one 25 ft in length and 18 ft in width segment of road surface shall be provided for each 500 ft of driveway length.

The driveway within the area of the public right-a-way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road. An adequate road bed of suitable material to support the projected traffic and any requirements for culverts shall be determined by the town board in considering an application for driveway approval. If culverts are required the recommended minimum diameter shall be 18". At the dead end of the driveway, a turn around of at least 25 ft radius or some other method to allow vehicles to turn around shall be provided.

An inspection fee of \$150.00 is required to be submitted with all applications for the driveway. The fee will be refunded if the location for a driveway is denied. If after a second inspection the driveway is not up to code a new application must be submitted and new fee will be charged.

All driveways shall be constructed in accordance with the above requirements and other specifications as may be set forth by the Town Board. The maintenance of the driveway shall be the responsibility of the applicant and/or property owner.

Note: Mailboxes should be placed so that the face of the mailbox is four (4) feet from the edge of the blacktop to help prevent damage from snow plows, etc. The Town of Pine Lake will not be responsible for damages for mailboxes not placed at this distance.  
(7/21/2004)

Signature of Applicant \_\_\_\_\_

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**TO BE COMPLETED BY TOWN BOARD**

A culvert (will, will not) be required. If required a minimum diameter of \_\_\_\_\_ inches. The above driveway location has been (approved, denied) by the appropriate highway jurisdiction on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

The above driveway has been inspected by the Town of Pine Lake and determination has been made that the driveway meets the minimum standards and the Planning & Zoning Office is hereby authorized to issue a building permit.

APPROVAL ON THIS \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Cindy Skinner, Town Clerk  
4305 Highlander Road  
Rhineland, WI 54501  
715-362-6071