

**Town of Pine Lake  
Driveway/Private Access Road  
Application and Permit**

(For office use) Date:  
(For office use) Permit #:

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

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

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

Tax Parcel # of Proposed Driveway/Private Access Road \_\_\_\_\_

Section \_\_\_ Town \_\_\_ Range \_\_\_ Partial Legal Description \_\_\_\_\_

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

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

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

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Specify proposed roadbed base, including depth and type of materials:

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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%)
- Driveway entrance and exit..... 90° angle

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/private access road length.

The driveway/private access road 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/private access road, 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/private access road. Mail permit application, inspection fee and an Address Application to the address below. The fee will be refunded if the location for a driveway/private access road is denied. If after a second inspection the driveway/private access road is not up to code a new application must be submitted and new fee will be charged.

All driveways/private access roads 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/private access road shall be the responsibility of the applicant and/or property owner. See the Town of Pine Lake Driveway/Private Access Road Permit Ordinance.

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 \_\_\_\_\_



TO BE COMPLETED BY TOWN BOARD or TOWN CLERK

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/private access road has been inspected by the Town of Pine Lake and determination has been made that the driveway/private access road meets the minimum standards and the Oneida County Planning & Zoning Office is hereby authorized to issue a building permit.

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

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