

APPLICATION FOR DRIVEWAY PERMIT

City of Galesville
16773 S Main Street
P.O. Box 327
Galesville, WI 54630

Permit Fee: \$5.00
Permit #: _____
Parcel #: _____
Subdivision: _____
Lot(s): _____ Block(s): _____

Date of Application: _____

Applicant
Name: _____
Address: _____
Phone: _____

Property Owner (if different from applicant)
Name: _____
Address: _____
Phone: _____

Contractor Information
Name: _____
Address: _____
Phone: _____

Site Address: _____

Type of Work:

New Construction Reconstruction Alterations Enlargement

Materials Proposed to Be Used: _____

Dimensions: _____

Topography - Changes in Grade or Elevation: _____

Attach drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street. (see reverse side)

I agree to comply with the provisions and design/placement criteria as stated in City of Galesville Ordinance Sec. 6-3-1 thru 6-3-2 (attached).

Signature of Applicant: _____

Office Use Only

This is to certify that I have examined the above driveway permit application, plans relating thereto and project site and find them to be in accordance with the applicable ordinances relating to driveways in the City of Galesville.

Date of Site Inspection: _____

Fee Paid: _____

Date Approved: _____

Date Paid: _____

Mark Hoppe, Building Inspector
507-458-6250
markhoppeconstruction@gmail.com

Requirements to be met before submitting the permit:

- **Mark the site with paint or flags prior to the building inspector arriving**
- North Point
- Draw to scale (as large as will conveniently fit form, see note "A")
- Show scale
- Dimensions of lot and buildings (figures)
- Show distance from buildings to lot lines
- Street numbers
- Distance to nearest intersection street
- Give width of streets shown
- Setback line observed by buildings within block (if none, show setback line called for in ordinance)
- Dimensions of lot lines immediately adjacent
- Existing buildings, give size, type and height
- Neighbor buildings within 15 feet of any lot line
- Proposed building or buildings; show types, height, use, size and location (figures)
- Distance between proposed buildings or proposed and existing highways

NOTE "A" if any lot line adjoins the side line of another lot that faces another street, the plat must show the street upon which said other lot faces and all lots, along the streets between them.

CHAPTER 3

Driveways

- 6-3-1 Driveway Permit Required
- 6-3-2 Driveway Location, Design and Construction Requirements

SEC. 6-3-1 DRIVEWAY PERMIT REQUIRED.

- (a) **Purpose.** For the safety of the general public, the City shall determine the location, size, construction and number of access points to public roadways within the City limits. It is the City's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.
- (b) **Permit Required to Construct, Reconstruct, Alter or Enlarge.** No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the City of Galesville without first obtaining a permit therefore as provided by this Chapter.
- (c) **Application.** Application for such permit shall be made to the City Clerk-Treasurer on a form provided by the City and shall be accompanied by a drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street, the dimensions thereof and a statement of the materials proposed to be used. The applicant shall pay a fee of Five Dollars (\$5.00). Upon receipt of the application and the fee if required, unless the proposed private driveway is a part of construction for a building or other structure for which a building permit has been applied for, in which case no additional fee is required, the Building Inspector shall approve such application if the proposed driveway complies with the terms and conditions of this and any other applicable City ordinance.
- (d) **Application Provisions.** All driveway permit applications shall contain the applicant's statement that:
 - (1) The applicant represents all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the City street, or for any other purpose.
 - (2) The City, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the City street at any time, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damage or destruction of such private roadway.
 - (3) The permittee, his successors or assigns, agrees to indemnify and hold harmless the City of Galesville, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of such permit.

- (4) The City does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the City street.

SEC. 6-3-2 DRIVEWAY LOCATION, DESIGN AND CONSTRUCTION REQUIREMENTS.

- (a) **General Requirements.** The location, design and construction of driveways shall be in accordance with the following:
 - (1) General Design. Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least ten (10) feet apart except by special permission from the Common Council and driveways shall in all cases be placed wherever possible as not to interfere with utilities in place.
 - (2) Number. The number of driveways to serve an individual property fronting on a street shall be one (1), except where deemed necessary and feasible by the Common Council for reasonable and adequate service to the property, considering the safety, convenience and utility of the street.
 - (3) Island Area. The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only as provided in Subsection (7).
 - (4) Drainage. The surface of the driveway connecting with street cross sections shall slope downward and away from the highway shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the street roadbed.
 - (5) Culverts. Driveways shall not obstruct or impair drainage in street ditches or roadside areas. Driveway culverts where required, shall be adequate for surface water drainage along the street and shall not be less than the equivalent of a 12-inch diameter pipe. The distance between culverts under successive driveways shall not be less than ten (10) feet except as such restricted area is permitted to be filled in pursuant to the provisions of Subsection (7) hereof.
 - (6) Reconstruction of Sidewalks and Curb and Gutter. When the construction of a driveway requires the removal of a curb or gutter the new connections shall be of equivalent acceptable material and curb returns shall be provided or restored in a neat, workmanlike manner. The driveway surface shall be connected with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway construction shall include the replacement of such sidewalk areas which are inadequate or which are or may be damaged by means of vehicle travel across the sidewalk. All driveway entrances and approaches which are constructed across

sidewalks shall be paved in accordance with the requirements for sidewalk construction in Section 6-2-2 of this Code insofar as such requirements are applicable, including thickness requirements. Standard thickness of driveway approaches will be six (6) inches thick.

- (7) Restricted Areas. The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
 - a. The filling or draining shall be to grades approved by the Superintendent of Public Works and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
 - b. Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate manholes adequate for cleanout purposes may be required where the total culvert length is excessive.
 - c. Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the Superintendent of Public Works.
 - (8) Relocation of Utilities. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Common Council necessary before any utility may be relocated and the driveway installed.
 - (9) Construction Across Sidewalks. All driveway entrances and approaches which are constructed across sidewalks shall be paved in accordance with the requirements for sidewalk construction in Section 6-2-2 of this Code insofar as such requirements are applicable, including thickness requirements.
 - (10) Variances. Any of the above requirements may be varied by the Common Council in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.
- (b) **Special Requirements for Commercial and Industrial Driveways.**
- (1) Width of Drive. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than thirty (30) feet measured at right angles to the center line of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Common Council, in its discretion, may permit a driveway of additional width.
 - (2) Angular Placement of Driveway. The angle between the center line of the driveway and the curb line shall not be less than 45 degrees.
 - (3) Island Areas. Where the public sidewalk is adjacent to the curb, an island of a minimum length of six (6) feet measured along the curb line shall be placed between each entrance to a City street. The curb shall be left intact for the length of this island. Where the public sidewalk is remote from the curb, an island of a minimum length of ten (10) feet measured along the right-of-way line shall be maintained along each entrance to the City street. All flares shall be tangent to the curb line. A curb length of not less than three (3) feet shall be left undisturbed

adjacent to each property line to serve as an island area in the event an adjoining property owner applies for a driveway permit to serve his property.

- (c) **Special Requirements for Residential Driveways.** The following regulations are applicable to driveways serving residential property:
- (1) Unless special permission is first received from the Common Council, a residential single-type driveway shall be no greater than eighteen (18) feet wide at the curb line and fifteen (15) feet wide at the outer or street edge of the sidewalk; residential double-type driveways shall be no greater than twenty-four (24) feet wide at the curb line and eighteen (18) feet wide at the outer or street edge of the sidewalk.
 - (2) Angular Placement. The center line of the drive may be parallel to the property line of the lot where access is required or at right angles to the curb line.
- (d) **Appeal from Permit Refusal.** Any person feeling himself aggrieved by the refusal of the Building Inspector to issue a permit for a private driveway may appeal such refusal to the Common Council within twenty (20) days after such refusal to issue such permit is made.
- (e) **Prohibited Driveways.**
- (1) No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the limits of any public road, highway or street in the City of Galesville except as permitted by this Section. As used herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this Chapter.
 - (2) No driveway shall be closer than fifteen (15) feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the City for effective traffic control or for highway signs or signals.
 - (3) The grade of that portion of any private driveway or pedestrian path located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
 - (4) No driveway apron shall extend out into the street further than the facing of the curb and under no circumstances shall such driveway apron extend into any gutter area. All driveway entrances and approaches shall be constructed as not to interfere with the drainage of streets, side ditches or roadside areas, or with any existing structure on the right-of-way.
 - (5) No portion of any curb, parapet or retaining wall, rising above the grade of the driveway, erected by the owner of the premises involved shall extend beyond the culvert spanning the water course located in such public way.

SEC. 6-2-2 CONSTRUCTION AND REPAIR OF SIDEWALKS.

(a) Sidewalk Repair or Construction.

- (1) The city shall build, repair, construct and perpetually maintain sidewalks along or upon any street, alley or highway in the City of Galesville and to pay the entire cost thereof.
- (2) All sidewalks within the City of Galesville hereafter shall be repaired, rebuilt and constructed in accordance with the specifications of this Section.

(b) Sidewalk Permit Required. No person shall hereafter lay, remove, replace or repair any public sidewalk within the City unless he is under contract with the City to do such work or has obtained a permit therefore from the City Clerk-Treasurer at least three (3) days before work is proposed to be undertaken. No fee shall be charged for such permits.

(c) Standard Specifications for Sidewalk.

- (1) General. Concrete sidewalk construction shall meet the specifications and provisions set forth in this Section and shall be constructed in locations and to line and grade as established by the City.
- (2) Subgrade. Subgrade shall be two (2) inches of sand fill, thoroughly and uniformly compacted and brought to correct grade placing of concrete and thoroughly wet down immediately before concrete is placed. Soft, porous and unsuitable subgrade material shall be removed and replaced with sand or other satisfactory material, and the subgrade shall be thoroughly and uniformly compacted and moistened immediately before the concrete is placed.
- (3) Concrete. The minimum quantity of cement per cubic yard shall be six (6) sacks of ninety-four (94) pounds each. Concrete shall be mixed for at least one (1) minute. Gravel shall be of good quality and washed. Concrete shall test three thousand (3,000) pounds compression in twenty-eight (28) days.
- (4) Forming. Concrete shall be placed in straight forms of wood or metal of sufficient strength to resist springing, tipping or other displacement during the process of depositing and consolidating the concrete. Forms shall be securely fastened, staked, braced and held firmly to required line and shall be sufficiently tight to prevent leakage of mortar, and all forms shall remain in place for twenty-four (24) hours after pour.
- (5) Jointing, Floating and Finishing. Soon after screening and while the concrete is still plastic, the surface shall be floated with wood, cork or metal floats or by a finishing machine. At all places where the sidewalk intersects another sidewalk or curb-line, a one-half (1/2) inch expansion joint shall be placed. Transverse expansion joints of one-half (1/2) inch thick and four (4) inches wide and five (5) feet long or premolded material shall be located every thirty (30) feet. Sidewalks must be at right angles to the parallel lines. Any new sidewalk adjoining an old sidewalk or a sidewalk which abuts curb and gutter shall have one-half (1/2) by four (4) inch expansion joints of premolded material.
- (6) Slope. All forms must be approved by the Superintendent of Public Works, or his designee, before concrete is poured. To provide adequate drainage, the sidewalk shall slope toward the curb at a minimum rate of one-fourth (1/4) inch per foot of width of sidewalk. All joints and edges shall be finished with a one-fourth (1/4) inch radius edging tool. Sidewalks shall be constructed within the limits of the street, and unless otherwise specifically indicated, there shall be a one (1) foot strip of street property left between the property line and the edge of the sidewalk.

- (7) Width and Thickness. Residential walks shall be a minimum of four (4) feet in width and not less than four (4) inches thick except within driveway approaches where the minimum thickness shall be six (6) inches and butt to established grade line. Sidewalk width in front of commercial or industrial establishments shall be determined by the Common Council.
 - (8) Finishing. The concrete shall be struck off true to grade, finished smooth and given a broom finish in transverse direction. Edges and joints shall be given a finish with a one-quarter (1/4) inch radius edging tool. Dry cement shall not be spread on a wet surface to take up excess water. Finishing operations shall be delayed until water has disappeared. No tool marks shall be left on exposed surfaces. In case of rain, the walk shall be free from all traffic at normal temperatures for forty-eight (48) hours and in cold weather {below fifty (50) degrees F.} for ninety-six (96) hours.
 - (9) Curing. Concrete shall be kept moist by sprinkling, covering or a combination of both for a minimum of five (5) days.
 - (10) Cold Weather Requirements. When the temperature is less than forty (40) degrees F., all concrete placed in the forms shall have a temperature between fifty (50) degrees F. and seventy (70) degrees F. and shall meet the requirements as per Wisconsin Department of Transportation specifications for cold weather concrete.
- (d) **Illegal Sidewalks.** No sidewalk which shall be constructed contrary to the provisions of this Section shall be considered a legal sidewalk and the same may be ordered to be replaced with a legal sidewalk and with one that is in conformity with this Section, the same as if no sidewalk whatever had been built or constructed in the place where any such sidewalk is located.

SCHEDULE OF REGULATIONS

Zone	Lot Area in Sq Ft (Minimum)	House Area in Sq Ft (Minimum)	House Width in Feet (Minimum)	Roof Pitch (Minimum)	Frontage in Feet	Principal Buildings						Accessory Bldgs				
						Setbacks			Max Bldg Height		Max Lot Coverage (%)	Setbacks		Max Bldg Height		Max Lot Coverage (%)
						Front	Each Side	Rear	Stories	Feet		Each Side	Rear	Each Side	Height (Feet)	
R-1 & R-2 Residential	7,200 b.	960 if single family	24' if single family	4/12	80	25' 35' a.	6' min 15' total	10'	2 1/2	25'	40%	3'	3'	15'	30% of rear yard	
R-3 Residential	7,200 1,800/ unit b.	960 if single family	24' if single family	4/12	80	25' 35' a.	4' min 14' total	10'	3	36'		3'	3'		30% of rear yard	
B Commercial	5,000				50	None	None in B District. 6' if adjacent to R-1 or R-2 District.	None	3	45'	95%	3'	3'			
I Industrial					None	25'	1/2 bldg height and at least 50' if abutting R-1 & R-2 District. c.	None	5	60'	95%	3'	3'			
C Conservancy	20,000				None	50'	50'	50'								
A Agricultural	2 acres				None	100'	50'	50'		50'		50'	50'			

- a. On Highway 53, setback shall be 35 feet.
- b. 7,200 square feet up to a maximum of two-family dwelling unit, then 1,800 square feet per additional unit.
- c. Side yard is one-half height but at least 50 feet where "I" District is adjacent to "R" District.