

**PLEASE SUBMIT THE CORRECT PERMIT FEE WITH PAGES 1 & 3 OF APPLICATION TO:  
OCONTO COUNTY HIGHWAY DEPT, P.O. BOX 138, OCONTO, WI 54153**

**OCONTO COUNTY HIGHWAY DEPARTMENT  
APPLICATION/PERMIT TO INSTALL ACCESS DRIVEWAY TO A COUNTY TRUNK HIGHWAY  
S86.07 Wis. Stats.**

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 Commission, binds and obligates himself to construct the driveway(s), in accordance with the description contained herein and sketches, if any attached hereto, and to abide by the general requirement, location design and construction requirements set forth on this and attached forms.

County Trunk Highway: \_\_\_\_\_ **(Circle One):** Town / Village / City of: \_\_\_\_\_

LOCATION: **(Example:** Distance from nearest intersecting road.) \_\_\_\_\_

Located on **(Circle One):** North / South / East / West side of the highway.

Number of Driveways: \_\_\_\_\_

Width of top of Driveway \_\_\_\_\_ feet.  
(See restriction #7 attached)

**Driveway Type:**

**Driveway Surfaces:**

**Proposed Land Use:**

\_\_\_\_\_ Rural (Culvert)

\_\_\_\_\_ Gravel

\_\_\_\_\_ Residential \_\_\_\_\_ Duplex

\_\_\_\_\_ Urban (Curb Cut)

\_\_\_\_\_ Asphalt

\_\_\_\_\_ Farm

\_\_\_\_\_ Concrete

\_\_\_\_\_ Field Entrance

\_\_\_\_\_ Existing Driveway -  
Request to Apply Asphalt

\_\_\_\_\_ Commercial (Type) \_\_\_\_\_

\_\_\_\_\_ Existing Driveway- Extension, Culvert Replacement, Removal, or for Physical Address Requirement (NO FEE)

**Please place stake or flag at the center of proposed installation, or one on each side of desired location. A diagram may be attached to this application.**

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

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

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

Owner Signature: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Phone#: \_\_\_\_\_

Phone#: \_\_\_\_\_

Fax or Email: \_\_\_\_\_

Fax or Email: \_\_\_\_\_

**NOTE:** Permit to be issued to property owner only. Send permit to **(Circle One):** Owner / Agent

The work proposed under this permit will be completed by: \_\_\_\_\_

(Page 1)

<b>FOR OFFICE USE ONLY</b>	
Amt Rec:\$_____	Chk#_____
No Charge Existing:_____	
Wetland Impact_____	
If Yes, Email Zoning: PV___/GM___	
Permit Returned:	
Via _____	Date _____
Saved to File:	

## **GENERAL REQUIREMENTS AND RESTRICTIONS FOR COUNTY DRIVEWAY PERMIT**

1. The applicant represents all parties in interest, and that any driveway or approach constructed is for the bona-fide purpose of securing access to the 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. The permittee shall furnish all materials, complete all the work and pay all costs in connection with the construction and maintenance of the driveway and its appurtenances on the right-of-way. Materials used, type and character of work shall be suitable for its intended purpose, and the type of construction shall be as designated and subject to approval of the Oconto County Highway Commission. The permittee shall make the installation without jeopardy to or interference with traffic using the highway. Highway surfaces shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permittee.
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 Oconto County Highway Department.
4. Oconto County Highway Department reserves the right to make such changes, additions and relocation's within the statutory limits on the right-of-way as may at any time be considered necessary to permit the relocation, widening and maintaining of the highway, or to provide proper protection to life and property on the highway.
5. The applicant, his successors or assigns agrees to hold Oconto County, its agents and employees harmless against any action for personal injury or property damage sustained by reason or exercise of this permit.
6. The surface of the driveway connecting with rural-type highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed. 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 a 18-inch diameter pipe in new or like new condition. (Size to be determined by County representative).
7. No non-commercial driveway or combination of driveways shall be a width less than 20 feet, nor greater than 24 feet measured at right angles to the centerline of the driveway. No commercial driveway shall be less than 20 feet or greater than 35 feet measured at right angles to the centerline of the driveway. On a typical curb cut section, use a measured opening of the driveway at right-of-way line or if sidewalk is to be placed, use the sidewalk line plus a 5-foot flair (Maximum) on each end of the driveway as the gutter line.
8. Oconto County Highway Department does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of wind rows of such material, upon any portion of the driveway or entrance along any county highway, even though snow, ice or sleet is deposited or wind rows on said driveway or entrance at the time engaged in normal winter maintenance operations.
9. Construction operation contemplated under the terms of this permit shall conform to all requirements for the specific class of work as may be set forth in the Wisconsin Statutes and to the regulations imposed by all legally empowered commission boards, or individuals having jurisdiction therein.
10. Driveway side slopes shall be of earth material only. No concrete, stone or bituminous side slopes shall be constructed.
11. A driveway shall be located and restricted as to width as necessary so that the entire driveway roadway and its appurtenances are contained within the frontage along the highway of the property served. At public highway intersections a driveway shall not provide direct ingress or egress to or from the public highway intersection area and shall not encroach on or occupy areas of the roadway or right-of-way deemed necessary for effective traffic control for highway signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the highway.
12. The number of driveways permitted serving a single property frontage along a county trunk highway shall be the minimum deemed necessary by the County Highway Commissioner for reasonable service to the property without undue impairment of safety, convenience, and utility of the highway.
13. Driveway culverts that exceed 100 feet in length may need intermediate manholes adequate for clean out purposes. (Specifications on manholes to be approved by Oconto County).
14. Oconto County reserves the right to correct any deficiencies that have not been addressed and shall charge all associated costs to the owner/applicant.
15. Any change in land use, which would generate greater traffic volumes, would nullify this agreement for access and a new application must be submitted.
16. If a used pipe is to be used, it must be inspected by an Oconto County representative.
17. No culvert end or endwall shall be closer than 10 feet from adjoining property line whether owned by permit applicant or another property owner - no exceptions.

**TO BE FILLED OUT BY OFFICE PERSONNEL**

\_\_\_\_\_ Permanent Driveway \_\_\_\_\_ Corrugated Metal Culvert Pipe  
\_\_\_\_\_ Temporary Driveway: Expiration Date: \_\_\_\_\_ High Point  
(Driveway must be removed by above date)  
\_\_\_\_\_ Apron Endwalls Required \_\_\_\_\_ Curb Cut  
\_\_\_\_\_ Feet Length of Culvert Pipe Required.  
\_\_\_\_\_ Inches Diameter of Culvert Pipe Required.

SPECIAL REQUIREMENTS AND/OR RESTRICTIONS: \_\_\_\_\_

Sight distance from driveway looking:

**(Circle One)**

North South East West \_\_\_\_\_ feet.

**(Circle One)**

Curve Hill Straight/Flat

Sight distance from driveway looking:

**(Circle One)**

North South East West \_\_\_\_\_ feet.

**(Circle One)**

Curve Hill Straight/Flat

25 MPH = 348

30 MPH = 418

35 MPH = 488

40 MPH = 557

45 MPH = 627

50 MPH = 697

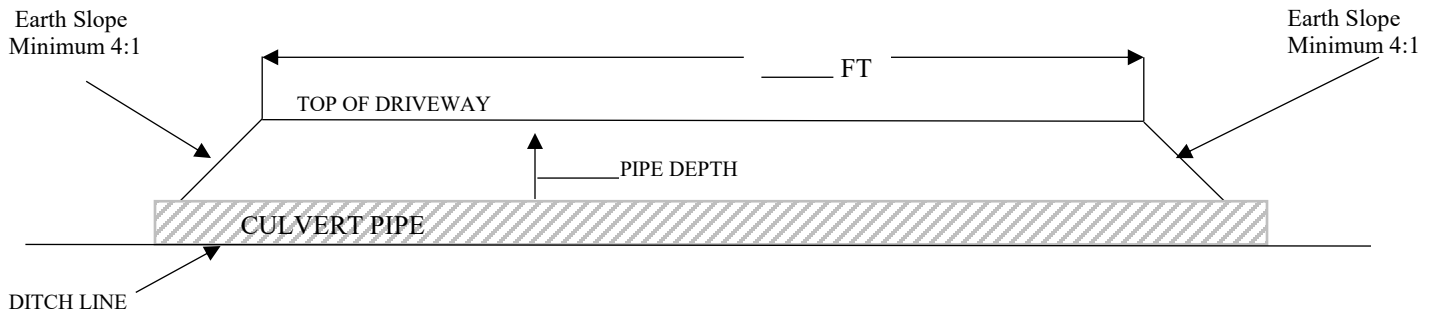
55 MPH = 766

Posted Speed Limit \_\_\_\_\_ MPH

(Sight Distance using 3 ½ feet to 3 ½ feet)

***COMPLETE THE SKETCH BELOW***

CULVERT LENGTH = (Top of Pipe Depth X 8) Plus top of Driveway width:



\_\_\_\_\_ feet, minimum length of Culvert Pipe

\_\_\_\_\_ inches, diameter of Culvert Pipe

.....  
OCONTO COUNTY HIGHWAY DEPARTMENT

The above Access point is granted, with the conditions stated within the application.

Application Approved: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Oconto County Patrol Superintendent

.....  
OCONTO COUNTY HIGHWAY DEPARTMENT

The application to install driveway access has been denied.

Application Denied: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Oconto County Highway Commissioner

## PERMIT FEES

- |   |             |
|---|-------------|
| 1. New Driveway Access Request:<br>(Non-Refundable)   | \$200       |
| 2. Newly Created Local Road Access,<br>Plat Required:<br>(As defined in Sec. 8.101 (f) (4)) | \$250       |
| 3. Permits Applied for after installation<br>are Considered Non-Compliant:                  | \$800       |
| 4. Blacktopping of Existing Driveway:<br>(Must Contact Highway Dept Prior)                  | \$100       |
| 5. Permits Applied for after Blacktopping<br>of Access are Considered Non-Compliant:        | \$250       |
| 6. Removal of illegally placed driveway:  | Actual Cost |
| 7. Existing Driveway:<br>(Culvert Replace/Extend or Physical Address)                       | No Fee      |

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Please return pages 1 and 3 of application, along with payment, to:

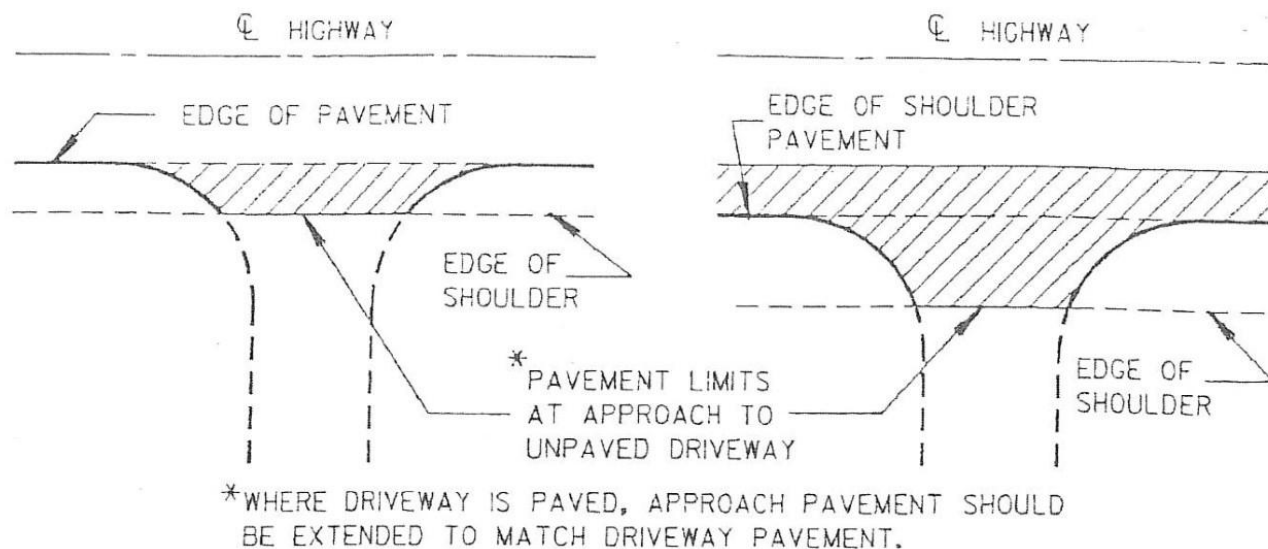
Oconto County Highway Department  
202 Van Dyke Street  
PO Box 138  
Oconto, WI 54153

For existing driveways with no fee required, please submit permit via fax or email to:

Fax number: 920-834-6887

Email: [hwycom@ocontocountywi.gov](mailto:hwycom@ocontocountywi.gov)

For questions, please call Highway Department 920-834-6886



PLAN VIEW

PLAN VIEW  
(PAVED SHOULDER ON HIGHWAY)

## RURAL DRIVEWAY INTERSECTION DETAIL

