

Town of Shelby
2800 Ward Avenue
La Crosse, Wisconsin 54601
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DRIVEWAY REQUIREMENTS

1. Driveway is to be located in front of the property served by the driveway and is not to be placed in front of any part of adjoining real estate or on the Town right-of-way in front of any adjoining real estate.
2. Driveways shall adjoin onto or intersect with a public highway, road, street or alley at an angle greater than forty-five (45) degrees and as close to ninety (90) degrees as possible. The angle of the intersection shall follow through the right-of-way of the public highway, road, street or alley.
3. The location of a driveway's intersection with a public highway, road, street or alley shall be as determined by the Town of Shelby. Said placement shall be determined so as to allow for the ability to provide public services, including, but not limited to, snow removal and fire protection.
4. Driveway shall be designed and constructed so as to have a minimum of a twenty-five (25) foot landing area off the public highway, road, street or alley that they intersect. This landing area shall not have a slope greater than three percent (3%).
5. Driveway shall be constructed so as to not direct water or debris carried by water onto the public highway, road, street or alley which the driveway intersects.
6. The intersection of the driveway of the public highway, road, street or alley shall be in a location that allows adequate sight distance for traffic (both motor vehicles and pedestrian) on a public highway, road, street or alley.
7. The surface of the driveway shall be a minimum of ten (10) feet in width; maximum feet shall be twenty (20) feet.
8. The driveway shall be constructed of an all-weather surface such as gravel, asphalt or concrete.
9. The property owner shall provide for and maintain an open space above the driveway to minimum height of twelve (12) feet.
10. The portion of any driveway located on private property shall not be placed on any part of a utility or drainage easement.
11. The slope of the driveway shall be as specified by the Town of Shelby, but generally shall not exceed ten percent (10%) in slope.

12. The Town of Shelby shall prescribe all drainage and erosion control measured to be utilized in conjunction with the construction, maintenance and use of the driveway, including, but not limited to, the use of culverts.
13. Each parcel of real estate may have a maximum of one driveway servicing the parcel which intersects with a public highway, road, street or alley. A parcel of real estate shall not have more than one driveway which intersects with any public highway, road, street or alley.
14. Such other requirements and conditions as the Town of Shelby shall be determined necessary to promote the safety, health and general welfare of the Town of Shelby.
15. All driveways, either new or repaved, are to be inspected prior to the FINAL SURFACE BEING INSTALLED.
16. Plans and specifications for driveways are to be submitted with application for driveway.

This requirement may be altered by the Board or its designee at their discretion, based on each individual circumstance. These requirements are for new driveways and driveways being resurfaced. Reconstruction and resurfaced driveways shall meet as many of the requirements as practical as determined by the Board or its designee.

DRIVEWAY PERMIT

_____ BUILDING A NEW DRIVEWAY

_____ REBUILD OR REPAVING EXISTING DRIVEWAY

Plans and Specifications are to be submitted for all new driveways and driveway rebuilds, and overlays.

All new driveways, driveway rebuilds and overlays driveways are to be inspected prior to finished surface being installed.

You need a driveway permit so we can monitor the draining of the water flow. There is no cost for this permit. Please bring in this form with a diagram of the driveway to the Town Hall.

You cannot proceed with the driveway work until the Road Supervisor gives you the ok.

APPLICATION:

PROPERTY OWNER: _____ PHONE: _____

ADDRESS WHERE DRIVEWAY WILL BE CONSTRUCTED: _____

WHAT REPAIRS ARE BEING DONE: _____

CONTRACTOR NAME: _____

CONTRACTOR PHONE #: _____

START DATE: _____ COMPLETION DATE: _____

THE APPLICANT UNDERSTANDS AND AGREES THAT THE PERMITTED WORK SHALL COMPLY WITH ALL PERMIT PROVISIONS AND CONDITIONS LISTED ON AND ATTACHED TO THIS FORM

BY: _____ DATE: _____
Signature of Authorized Representative

PERMIT ISSUED BY: _____ DATE: _____
Signature of Town Administrator

COMMENTS: _____