

**ORDINANCE 2020-02**  
**Chapter 14: BUILDING CODE**  
**Town of Oak Grove—Pierce County, Wisconsin**

**14.26 PRIVATE ACCESS ROAD AND DRIVEWAY REQUIREMENTS.** These requirements apply to new private road and driveways construction for residential, commercial, industrial and agricultural field access roads. Private road and driveways that may be converted to a fixture public road must conform to chapter 13 of the General Code of the Town of Oak Grove. Persons accessing land abutting a town road shall do so only on a town approved access for which a driveway permit has been issued under this section. This includes accessing vacant land as well as improved land. Existing field road accesses shall be exempt from the permit requirement, providing access to the land abutting the town road is done only using the existing field road access. If no access exists a permit is required to build an access that meets the requirements of this chapter. Construction or alteration of private accesses and driveways requires a driveway permit to be issued by the Town. If a building permit is required, the driveway must be installed in compliance with this section before a building permit is issued by the Building inspector. Private roads or accesses which serve 3 or more residences must meet road standards specified in Section 13 (Road Construction).

(1) Temporary Private accesses and Construction driveways must:

- (A) Conform to all municipal, county, and state requirements
- (B) Have breaker rock (2"-3") a minimum of 6" thick to within 30' of foundation or building pad area.
- (C) Be maintained until completion of the construction project, or if a field access, must be maintained as long as necessary to access the land abutting the town road.
- (D) All parking of equipment, vehicles must be on the breaker rock tracking pad.
- (E) Temporary drive/access roads must be installed and approved before the building permit is issued. Culverts must be installed per 14.26(4) (A) of this ordinance.
- (F) Once the access road/driveway had been installed it must be used at all times to enter and leave the construction site or any land abutting a town road.
- (G) Tracking onto roadways must be cleaned at the end of the work day or before leaving site.

(2) Private Roads and Driveways Must:

- (A) Have a minimum side to side width clearance of 20 feet.
- (B) Have a minimum road base width of 14 feet.
- (C) Have a minimum driving surface of 12 feet
- (D) Have a minimum height clearance of 13.5 feet

(E) Have a slope no greater than 12 percent unless documentation is obtained stating that slope will not affect public safety providing emergency services.

(F) Have the first 20 feet from the edge of the highway be near level, but slightly lower than the highway, to allow for water drainage.

(G) The finished access road/driveway shall have a minimum of six inches of crushed rock installed to the house/garage at time of final/occupancy inspection.

(H) Intersect with town roads at right angles, except inside cul-de-sacs.

(I) The sight distance must be a minimum of 500 feet and acceptable to Building Inspector or Town Board.

(J) Be at least 100 feet from any intersection.

(K) Be placed not less than 200 feet apart and no closer than 15 feet from the lot line, as measured from the lot line to the nearest edge of the shoulder, ditch, easement, or right of way line, whichever is nearest. Exception is shared driveways.

(L) Have no more than 1 access per lot or parcel. Exception is agricultural field driveway.

(3) Private road and Driveway turn around. Private roads and driveways that are over 300 feet in length that ends in a dead end must have an area sufficient for emergency vehicle to turn around. A minimum turning radius of 40 feet is required and acceptable to the Fire Department

(4) All private roads and driveways must also adhere to these standards

(A) Culvert Installation & Design

- (1) Have a minimum diameter of 15 inches.
- (2) Be installed at the same grade as preexists.
- (3) Size culvert for adequate drainage.
- (4) Be able to carry a weight load of at least 25 tons.
- (5) Have a minimum length of 24 feet with apron end walls.
- (6) Culverts must be 16 gauge up to 24 inch diameter.
- (7) Culverts must be 14 gauge from 25 inches to 36 inches diameter.

(B) Plastic Culverts - If Plastic culverts are used the following minimum standards must be met.

- (1) All Plastic culverts (high density polyethelyn) must be N12 or N12HC or be approved by the Town Engineer or Building Inspector.
- (2) Meet the requirements of (a) 1-5 above.
- (3) Have a minimum of 24" of cover
- (4) Metal end walls must be installed on all plastic culvert ends.
- (5) Must be installed and used per manufacture specifications
- (5) Proper steps must be taken for erosion control by following Section 628 of the State of Wisconsin Department of Transportation standard specifications of road and bridge

construction. SPS 321.125 of the Wisconsin Uniform Dwelling Code and the DNR best management practice handbook. (Ord. No. 14.30,10-20-97)

**Sec. 14.27 Modify or Waiver from Private Road and Driveway Standards.** The Town Board may waive or modify any requirement of Section 14.26 where in the judgment of the Town Board, it would be inappropriate to apply literally the provisions of Section. 14.26. The following procedures shall apply to any request for modification or waiver of the requirements of section 14.26:

(1) Town review. The Plan Commission and Town Board shall review the request to modify or waive the requirements of section 14.26. The Plan Commission shall make their recommendation to the Town Board which shall make the final decision on the request.

(2) Review criteria. For the Town to review and approve the request the applicant must submit in writing the reason for the modification or waiver. The Town shall base the approval on the standards and intent of Section 14.26 along with necessity and safety if the requirements of Section 14.26 cannot be met.

(3) Submittal requirements: The following information must be submitted to the Town:

(A) Written request for modification or waiver of Section 14.26 from the property owner. The written request shall state the reason for the modification; how their site conditions are unique to this site; how the intent of Section 14.26 is being met and facts showing that granting a waiver or modification will not create an unsafe condition.

(B) CSM, site plan or plot map shall be submitted showing existing site conditions, driveway location, unique site features, easements, drainage ways, buildings or structures, roads, etc. The CSM, site plan or plot map shall contain sufficient data such as address, street names, site staking or marking identifying driveway or private road changes, etc, for the Town to make onsite visits if necessary and make a proper review and proposal.