

## **DRIVEWAY AND CULVERT REQUIREMENTS**

### **Ordinance No. 122**

STATE OF WISCONSIN  
Town of Mentor  
Clark County

(1) **PERMIT REQUIRED.** No person shall make any excavation or fill or install any culvert or make any other alteration in any Town road right of way or in any manner disturb any town right of way or bridge without obtaining a permit therefore from the Town Board. The driveway and culvert fee shall be \$ 10.00 and is payable at the time the permit is issued. The life of the permit shall be for one year following date of issue. The driveway permit may be transferred to a new property owner so long as the Town Clerk is notified of the identity of the new owner.

(2) **PERMIT REQUIREMENTS.** The permit shall contain the statement and be subject to the condition that the work shall be constructed subject to such rules and regulations as may be prescribed by the Town Board and shall be performed and completed to the Board's satisfaction and, in the case of temporary alterations, that the Town road or bridge shall be restored to its former condition, and that the permittee shall be liable to the Town for all damages which occur during the progress of the work or as a result thereof.

(3) **ADDITIONAL REQUIREMENTS.** Nothing herein shall abridge the right of the Town Board to make such additional rules, regulations and/or conditions not inconsistent herewith, as may be deemed necessary and proper for the preservation of Town roads, or for the safety of the public and to make the granting of any such permit conditional thereon.

(4) **CULVERT REQUIREMENTS.** (a) Culverts shall have a 12 inch minimum diameter and a minimum length needed to comply with a minimum access of 30 feet. The appropriate diameter culvert will be determined by the Town based upon expected water/drainage capacity.

(b) The access on each side shall be placed to maintain a 3 to 1 slope.

(c) No stone or vertical retaining walls are permitted; slopes shall be seeded and maintained.

(d) Any person, persons, partnerships, company, or corporations who violates any provision in this chapter, shall pay, when a permit fee is required, double the specified fee and shall remove, alter or correct the installation as ordered by the Town. If the owner or occupant does not correct the installation as ordered by the Town within the allotted time, the expense of correcting the installation shall be done by the Town and the expense thereof shall be charged to the property as a special assessment after notice and a hearing.

(5) **DRIVEWAY ACCESS.** Driveway access shall be wide enough for emergency vehicles to gain entrance.


(a) Residential. 30 feet minimum, but not more than 50 feet.


(6) OTHER CONDITIONS. (a) No water from the driveway shall run from the driveway onto the roadbed.


(b) Sight distance and brush maintenance is the full responsibility of the resident.

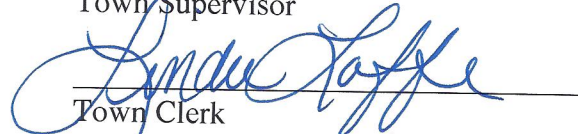
(c) The driveway shall be constructed before material for the building can brought to the site.

Adopted this 12<sup>th</sup> day of July, 2011.

  
Town Chairperson

  
Town Supervisor

  
Town Supervisor

  
Town Clerk

**Driveway Construction Permit Application**  
**Town of Mentor, Clark County, Wisconsin**

Applicant: complete sections 1 – 5; return form to Town of Mentor, Town Chairperson or mail

N3299 East Bluff Rd  
to: Town Clerk, ~~PO Box 53~~, Humbird, WI 54746

1. Fire number or legal description of parcel accessed by driveway:

2. Road name: \_\_\_\_\_ Between: \_\_\_\_\_  
(Name of road driveway enters onto) (Cross roads or other features)

3. Description of driveway location:

\_\_\_\_\_  
(Side of road, feet from feature, etc.)

4. Sketch: Attach a sketch of the driveway location.

5. Applicant name and mailing address:

\_\_\_\_\_

Date of application: \_\_\_\_\_

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To be completed by the Town of Mentor

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature for the Town of Mentor)

Conditions: \_\_\_\_\_

\_\_\_\_\_

Culvert required? \_\_\_\_\_

Size (length and diameter) of culvert required: \_\_\_\_\_

Used culvert inspected and approved: \_\_\_\_\_



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