



Driveway Permit

This application is for administrative purposes only. You will not receive notification or be contacted about your driveway unless there is a problem or if a culvert is needed. All granted permits shall follow all policies and procedures of the Town of Rome; no exclusions will be granted. **All concrete or asphalt paved driveways shall be inspected prior to installation and re-inspected after installation.** Failure to comply with the requirements as set forth in Town Code Article III § 320-24 may result in the driveway having to be removed and/or replaced. Please make your check out to the Town of Rome and if mailing it, send it to 1156 Alpine Drive Nekoosa, WI 54457. Any questions concerning this permit should be directed to the Director of Public Works at 715-325-8017.

Please circle: *New Driveway: \$30 *Changing Existing Driveway: \$30

*Temporary Access: \$30

Type of material: _____

Approximate Length: _____ Width: _____ Cost: _____

Applicant Name _____

Site Address _____ Phone # _____

E-mail Address _____

Mailing Address (if different from above) _____

Contractor Name & Address _____

Estimated Start Date: _____ Estimated Restoration Date _____

Inspection Date: _____ Driveway Approved by: _____

Over 200' in length from public right of way to structure. Yes ____ No ____

Approved by Fire Chief if over 200'. Approved by: _____

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Town of Rome in effect at the time of application, and with any special provisions attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

Signature _____ Date _____

Chapter 320. Streets and Sidewalks

Article III. Rights-of-Way; Obstructions

§ 320-24. Driveways.

[Amended 4-16-2020 by Ord. No. 20-05]

Any person installing a driveway shall, prior to any such installation, obtain an installation permit from the Director of Public Works. Application for a permit to construct a driveway shall be made in writing to the Director of Public Works and shall describe the property and the road or street where the driveway will be constructed. All driveways installed, altered, changed, replaced or extended after the effective date of this article shall meet the following requirements and must be approved as to location by the Director of Public Works.

- A. The maximum number of driveway openings for vehicular ingress and egress permitted for lots with a width less than 100 feet shall be one and for lots with a width greater than 100 feet, two driveway openings may be permitted with approval of the Director of Public Works.
- B. Vehicular entrances and exits to any business, industry or public lots shall be not less than 200 feet from any pedestrian entrance or exit to a church, park, playground, library, public emergency shelter, or other place of public assembly. Deviations from this standard are allowable in the Alpine Village Business Park (BP) District, or in speed zones 25 miles per hour or less, at the discretion of the Director of Public Works.
- C. At the property line, driveways shall be a maximum of 30 feet wide and shall have a minimum of 10 feet surface-width and 14 feet of clear-width.
[Amended 11-18-2021 by Ord. No. 21-19]
- D. Openings for vehicular ingress and egress shall be a maximum of 40 feet wide and a minimum of 15 feet wide. The maximum curb and gutter opening for all residential districts shall be 25 feet.
- E. The surface of the driveway connecting with the roadway shall slope down and away from the road shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the roadbed. The driveway shall not obstruct or impair drainage in the roadside and ditch areas. The surface shall be no less than a road base grade of material. The use of ditches for a driveway is not permitted.
- F. If a concrete driveway is installed in the right-of-way, a fiber expansion joint and/or a concrete score line must be installed at the property line. If the concrete driveway must be removed from within the right-of-way for roadway work, the property owner will be financially responsible for removal and replacement.
- G. When the Town determines a culvert is necessary for proper water control, the Town will determine the size, material of the culvert and end walls.
- H. The Director of Public Works may grant temporary access to the road rights-of-way. Such access permit shall be temporary, revocable and subject to any conditions required and shall be issued for a period not to exceed 12 months.

I. Any repairs or cleaning of the roads adjacent to the installation of driveways shall be at the owner's expense. The owner may contract for the service or the Town of Rome may repair at its discretion.

J. A plot plan showing the placement of the driveway access shall be required along with the permit.

K. Any private driveway leading to a building or structure located 200 feet or more from the public right-of-way shall be at least 10 feet in surface-width and provide 14 feet of clear-width; shall provide an unobstructed height throughout the entire length and width of the driveway of at least 14 feet, and shall provide a turnaround area located no more than 75 feet from the structure capable of turning around emergency vehicles. Driveway permits under this subsection shall require review and approval from the Fire Chief in order to verify that the installation standards will provide for the safe passage and turnaround of emergency vehicles accessing the structures served by the driveway. Greater dimensions may be required by the Director of Public Works, after consultation with the Fire Chief, if the proposed driveway would not be sufficient so as to accommodate fire-fighting apparatus or equipment that may be required to service the property.

[Amended 11-18-2021 by Ord. No. 21-19]