



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 set forth in Chapter Four (4) of the Town of Rome ordinances may result in the driveway having to be 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 Public Works Superintendent at 715-325-8017.

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

*Temporary Access: \$30

Type of material: _____

Type of Installation: _____

Approximate Length: _____ Width: _____ Cost: _____

Applicant Name _____

Site Address _____ Phone # _____

Mailing Address (if different from above) _____

Contractor Name & Address _____

Estimated Start Date: _____ Estimated Restoration Date _____

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 _____

TOWN OF ROME
DRIVEWAY PERMIT

Failure to comply with this ordinance may result in the driveway having to be replaced. Any questions concerning this permit should be directed to the Superintendent of Highways & Public Works at 715-325-8017.

4.03 (9) Driveways: Any person installing a driveway shall, prior to any such installation, obtain an installation permit from the Superintendent of Highways. Application for a permit to construct a driveway shall be made in writing to the Superintendent of Highways 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 chapter shall meet the following requirements and must be approved as to location by the Superintendent of Highways/Public Works.

a. The maximum number of driveway openings for vehicular ingress and egress permitted for lots with a width less than one hundred (100) feet shall be one (1) and for lots with a width greater than one hundred (100) feet, two (2) driveway openings may be permitted with approval of the Superintendent of Highways.

b. Vehicular entrances and exits to any business, industry or public lots shall be not less than two hundred (200) feet from any pedestrian entrance or exit to a church, park, playground, library, public emergency shelter, or other place of public assembly.

c. At the property line driveways shall be a maximum of thirty (30) feet wide and a minimum of ten (10) feet wide.

d. Openings for vehicular ingress and egress shall be a maximum of forty (40) feet wide and a minimum of fifteen (15) feet wide. The maximum curb and gutter opening for all residential districts shall be twenty-five (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 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 Superintendent of Highways may grant temporary access to the road right-of-ways. Such access permit shall be temporary, revocable and subject to any conditions required and shall be issued for a period not to exceed twelve (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 18 feet in width; shall provide an unobstructed height throughout the entire length and width of the driveway of at least 14 feet, and shall have a cul-de-sac or turn around at or near the end of the driveway with a minimum right-of-way radius of 50 feet. Greater dimensions may be required by the Superintendent of Highways if the cul-de-sac or turn around would not be sufficient so as to accommodate fire fighting vehicle, apparatus and equipment that might be required to serve the property.

All driveways installed, altered, changed, replaced, or extended after the affected date of this chapter shall meet the following requirements.