

Driveway, Curb & Gutter		\$25.00
<input type="checkbox"/>	\$25.00 Fee	
<input type="checkbox"/>	Building Permit Application	
<input type="checkbox"/>	Site Plans	
<input type="checkbox"/>	Building Lot Line Document	
<input type="checkbox"/>	Driveways Ordinance, Chapter 365-91, Article XVII	

Dimensions:

Width: Shall not exceed 30’ at the curb opening.
 Shall be at least 10’ wide at the property line, but shall not exceed 24’ at the property line.

Length: Minimum length is 22’ from lot line to the building structure (Must meet this minimum length).

Driveway Setbacks are 3’ from the side lot line.



Village of Sauk City Permit Application

Application No.

Parcel Number

PERMIT REQUESTED

Constr

Electric

Plumb

HVAC

Other

Owner's Name

Mailing Address

Tel.

Contractor Name & Type

Lic/Cert#

Exp Date

Mailing Address

Telephone & Email

Dwelling Contractor (Constr.)

Dwelling Contr. Qualifier

HVAC

Electrical Contractor

Electrical Master Electrician

Plumbing

Project Location:**Project:****Est. Project Cost:****Area Involved:****Setbacks:** Front

Rear

Right Side

Left Side

Applicant Name (Print):**Date:****Applicant Signature:****OFFICE USE ONLY:**

Cement Patio

Deck

Driveway

Electrical

Electrical Upgrade

Fence

Garage

Kitchen/Bath Cabinets

Minor Alteration

Plumbing

Major Alteration

Addition

Roofing

Shed/Outbuilding

Siding

Signs

Swimming Pool w/Fence

Window & Door Replacement

Window Egress

Issuing Jurisdiction: Village of Sauk City

Municipality Number 56-181

APPROVAL CONDITIONS:**Fees:****Permit Issued By:**

Name:

Date:

Phone:

Receipt #:

Cert. No.

Chapter 365. Zoning

Article XVII. Traffic, Parking and Access

§ 365-91. Driveways.

- A. Purpose. For the safety of the general public, the Village of Sauk City shall determine the location, size, construction and number of access points to public roadways within the Village limits. It is the Village's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.
- B. Permit required. No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the Village of Sauk City without first obtaining a driveway permit therefor as provided by this section, except alteration by surfacing or resurfacing of a lawfully existing driveway with asphalt, cement or other like material which makes no significant change in the size, location, grades, elevations, drainage water flows or any required design standards. A driveway permit is not required when a new driveway is to be constructed in conjunction with the construction of a new principal structure; the driveway is included in the building permit process in such cases.
- C. Application for permit. Application for such permit shall be made to the Public Works and Utility Director on a form provided by the Village and shall be accompanied by a drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street, the dimensions thereof and a statement of the materials proposed to be used. The fee for such permit shall be as set by the Village Board. Upon receipt of the application and the fee, unless the proposed private driveway is a part of construction for a building or other structure for which a building permit has been applied for, in which case no additional fee is required, the Public Works and Utility Director shall approve such application if the proposed driveway complies with the terms and conditions of this chapter and any other applicable Village ordinance.

D. Application provisions. All driveway permit applications shall contain the applicant's statement that:

- 1) The applicant represents all parties in interest and that such proposed driveway is for the bona fide purpose of securing access to his property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the Village street or for any other purpose.
- 2) The Village, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Village street at any time, including relocation, reconstruction, widening and maintaining the street, without compensating the owner of such private driveway for the damage or destruction of such private roadway.
- 3) The permittee, his successors or assigns agree to indemnify and hold harmless the Village of Sauk City and its officials, officers, agents or employees against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of such permit.
- 4) The Village does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windows of such material upon such portion of such driveway within the dedicated portion of the Village street.

E. Location, design and construction. The location, design and construction of driveways shall be in accordance with the following:

- 1) Design. Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least 10 feet apart except by special permission from the Village Board, and driveways shall in all cases be placed wherever possible so as not to interfere with utilities in place.
- 2) Number. The number of driveways to serve an individual property fronting on a street shall be one, except where deemed necessary and feasible by the Public Works and Utility Director for reasonable and adequate service to the property, considering the safety, convenience and utility of the street.

- 3) Island area. The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only as provided in Subsection **E(5)** of this section.
- 4) Reconstruction of sidewalks or curb and gutter. When the construction of a driveway requires the removal of a curb or gutter, the new connections shall be of equivalent acceptable material and curb returns shall be provided or restored in a neat, workmanlike manner. The driveway surface shall be connected with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway construction shall include the replacement of such sidewalk areas which are inadequate or which are or may be damaged by means of vehicle travel across the sidewalk.
- 5) Restricted areas. The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
 - a) The filling or draining shall be to grades approved by the Village, and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
 - b) Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the Public Works and Utility Director.
- 6) Relocation of utilities. Any costs of relocating public utilities shall be the responsibility of the property owner, with approval of the Village Board or authorized committee thereof necessary before any utility may be relocated and the driveway installed.
- 7) Construction across sidewalks. All driveway entrances and approaches which are constructed across sidewalks shall be of concrete constructed in accordance with the requirements for sidewalk construction listed in this Code, insofar as such requirements are applicable, including thickness requirements.
- 8) Location. Vehicular entrances and exits to drive-in theaters, banks and restaurants; motels; funeral homes; vehicular sales, service, washing and repair stations; garages; or public parking lots shall not be less than 200 feet from any pedestrian entrance or exit to a school, college, university, church, hospital, park, playground, library, public emergency shelter, or other place of public assembly.

- 9) Variances. Any of the above requirements may be varied by the Village Board, upon the recommendation of the Public Works and Utility Director, in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.

F. Commercial and industrial driveways. The following regulations are applicable to driveways serving commercial or industrial establishments:

- 1) Width of drive. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 35 feet measured at right angles to the center line of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Village Board in its discretion may permit a driveway of additional width.
- 2) Angular placement of driveway. The angle between the center line of the driveway and the curblines shall not be less than 45°.
- 3) Island areas. Where the public sidewalk is adjacent to the curb, an island of a minimum length of six feet measured along the curblines shall be placed between each entrance to a Village street. The curb shall be left intact for the length of this island. Where the public sidewalk is remote from the curb, an island of a minimum length of 10 feet measured along the right-of-way line shall be maintained along each entrance to the Village street. All flares shall be tangent to the curblines. A curb length of not less than three feet shall be left undisturbed adjacent to each property line to serve as an island area in the event an adjoining property owner applies for a driveway permit to serve his property.

G. Residential driveways. The following regulations are applicable to driveways serving residential property:

- 1) Width of driveways. Openings for vehicular ingress and egress shall be at least 10 feet wide at the property line for residential properties but shall not exceed 24 feet at the property line and 30 feet at the curb opening.
- 2) Angular placement. The center line of the drive may be parallel to the property line of the lot where access is required or at right angles to the curblines.
- 3) Length of driveways. Minimum length of driveway is 22 feet from lot line to the building structure.

H. Appeal. Any person feeling himself aggrieved by the refusal of the Public Works and Utility Director to issue a permit for a private driveway may appeal such refusal to the Village Board within 20 days after such refusal to issue such permit is made.

I. Prohibited driveways.

- 1) No person, firm or corporation shall place, construct or locate, or cause to be placed, constructed or located, any obstruction or structure within the limits of any public road, highway or street in the Village of Sauk City except as permitted by this section. As used herein, the word "structure" includes a private driveway a portion of which extends into any public road, highway or street and which is in nonconformance with this section.
- 2) No driveway shall be closer than 10 feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Village for effective traffic control or for highway signs or signals.
- 3) The grade of that portion of any private driveway or pedestrian path located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
- 4) No driveway apron shall extend out into the street further than the facing of the curb, and under no circumstances shall such driveway apron extend into any gutter area. All driveway entrances and approaches shall be constructed so as not to interfere with the drainage of streets, side ditches or roadside areas or with any existing structure on the right-of-way.
- 5) No portion of any curb, parapet or retaining wall, rising above the grade of the driveway, erected by the owner of the premises involved, shall extend beyond the culvert spanning the watercourse located in such public way.