



**\$100**

**PERMIT FOR DRIVEWAY ACCESS TO TOWN ROAD**

*Fee will be applied for  
Credit or Debit Card use*

**Property Owner/Applicant**

**Builder/Contractor**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Location of Driveway**

New Driveway

Modification to Existing Driveway

Road Name \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_

\_\_\_\_\_ Side of the road \_\_\_\_\_ miles/feet \_\_\_\_\_ of \_\_\_\_\_  
(N,S,E,W) (N,S,E,W) (reference point, i.e. intersection, etc.)

**Mandatory Conditions**

- The driveway, including the culvert is to be installed after approval from the Town. No vehicles may access the lot prior to the approved driveway being installed.
- The driveway shall have a minimum of 6" of base course with a non-tracking surface of aggregate, to prevent tracking onto the Town road.
- The driveway shall be perpendicular to the roadway and conform to slope design pictured on page 2.
- Apply erosion mat, seed and mulch to stabilize land disturbance and restore vegetation.
- Cement trucks and building and landscaping vehicles shall use **ONLY** the driveway to enter/exit the property.
- All washing of trucks and deposition of excess concrete will be done on the property, **NOT** on the road right-of-way..
- Damage to the Town road or failure to comply will be the responsibility of the applicant for this permit.
- Attach site plan to application showing parcel size and proposed driveway with cross section of road and driveway.

**Design Recommendations**

- Minimum driveway open space width of 24 feet.
- Minimum driveway surface width of 12 feet.
- Minimum height clearance of 18 feet. This includes trees, wires, and other obstructions.
- Maximum grade of 10%.
- Side slopes on the driveway should not exceed a 3:1 slope.
- Minimum radius on curves should be 50 feet.
- Long driveways should have at least one section of the driveway that is 25 ft. in length and 18 ft. in width for each 300 ft. of length to provide for a second lane for vehicle passage and/or should terminate with a turnaround or a cul-de-sac 50 ft. in radius adequate to support a fire truck in all seasons.

**Road Right-of-Way** (typically 33 feet from the center of the road)

The only permissible item to be constructed in the road right-of-way is the driveway and a mailbox with break-away post construction or a maximum of a 4 x 4 wooden post.



## INSTRUCTIONS FOR DRIVEWAY ACCESS PERMITS

Steps need to be followed in the order they are numbered

1. Fill out form completely, including telephone number where applicant can be reached.
2. Pay \$100.00.
3. Have proposed driveway marked on site.
4. Town of Washington will review application, inspect location of proposed driveway, and will determine culvert sizing, if needed to approve/deny driveway access permit.
5. Driveway will be established and culvert(s) installed. Base course tracking pad should extend approximately 75' into the property.
6. Upon completion of step 5, contact the Town of Washington at 715-834-3257 for an inspection of the driveway/culvert installation.

**If the driveway is not compliant with conditions of permit, fines may be issued or driveway removal or adjustment may be ordered at the expense of the applicant/land owner.**

**The dumping of concrete in ditches and/or right-of-way is prohibited and upon inspection any detected concrete debris will subject the violator to a \$200 fine.**

*(Initial here)* \_\_\_\_\_

**All trucks hauling fill, topsoil, or landscape materials will use driveway, not ditches, to deposit materials. Violators are subject to \$200 fine plus the cost of repairs. *(Initial here)* \_\_\_\_\_**

**I have read Eau Claire County's Driveway Notice. *(Initial here)* \_\_\_\_\_**

**BUILDING PERMITS FROM EAU CLAIRE COUNTY WILL NOT BE ISSUED WITHOUT A COPY OF YOUR DRIVEWAY ACCESS PERMIT**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Eau Claire County Driveway Notice**

For driveways that will serve new residential construction, a tracking pad is required to be installed by the State Uniform Dwelling Code. The purpose of the tracking pad is to limit the amount of soil that construction vehicles track on to a public road. The tracking pad shall be installed prior to any traffic leaving the site and shall remain until the County Building Inspector authorizes final occupancy.

At a minimum, the tracking pad shall be the full width of the egress point, be 50 feet long and the aggregate layer be placed at least 6 inches thick (the aggregate layer can consist of 1-2" limestone or river rock or 1 ½" gravel). Clean up of any sand, mud, stone, etc. that is tracked onto the roadway is required at the end of each workday. The driveway tracking pad shall be installed in conjunction with Town requirements for driveway construction and installation. Final driveway construction and installation shall meet all Town requirements.

NOTE: If the total land disturbance for the proposed driveway exceeds 4,000 sq. ft. (20 ft. wide x 200 ft. long) then the landowner will need to apply for a small site storm water and erosion control permit at the Eau Claire County Land Conservation Division. Turn around areas at the garage count toward the 4,000 sq. ft. limit. This requirement is regulated under Ch. 17.05 of the Eau Claire County Code.

If you have questions regarding how to properly install a driveway tracking pad or whether your project needs a small site storm water and erosion control permit, contact the Eau Claire County Department of Planning & Development – Land Conservation Division at 715-839-6226.