

DRIVEWAY/ACCESS PERMIT

APPLICATION INSTRUCTIONS

TOWN OF FLAMBEAU

It is the policy of the Town of Flambeau that a permit must be obtained to construct or maintain a driveway or other property access point within the township right-of-way. Wisconsin State Statutes govern the requirements of driveways and property access points as follows:

Statute 86.05 provides that “Whenever it is necessary, in making any highway improvement to cut or fill or otherwise grade the highway in front of any entrance to abutting premises, a suitable entrance to the premises shall be constructed as a part of the improvements; and if the premises are divided by the highway, then one such entrance shall be constructed on each side of the highway. Thereafter each entrance shall be maintained by the owner of the premises. During the time the highway is under construction, the state, county, city, village or town shall not be responsible for any damage that may be sustained through the absence of an entrance to any such premises.”

Statute 86.07 (2) provides that “No person shall make any excavation or fill or install any culvert or make any other alteration in any highway or in any manner disturb any highway or bridge without a permit therefore from the highway authority maintaining the highway. Such 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 said authority and performed and completed to its satisfaction.”

In summary, the Township is obligated to provide a driveway to private property only when making major grading improvements past said property. At all other times, the property owner must (1) obtain the required permit from the township, (2) install his/her own driveway, supplying the required culvert where necessary, and (3) maintain the driveway henceforth.

All new, improved or relocated driveway permits shall have attached to it a Rusk County Mailbox Installation guidelines Form and all approved driveway applicants must install their mailbox according to the attached Rusk County mailbox guidelines. Final inspection of the installed driveway culvert will include inspection of a properly installed mailbox according to Rusk County guidelines. Please contact the post office for the current guidelines

No fee.

The procedure for permit application is as follows:

1. Complete attached application form and submit **at least 10 days prior to the anticipated start date.**
2. Mark proposed entrance location with orange marking flags.
3. Field review is made by township Roadman/representative.
4. Applicant is notified of findings of field review.

5. Applicant purchases approved materials from supplier (galvanized or corrugated polyethylene **only.**
6. Applicant installs/constructs access without interfering with highway/road traffic flow.
7. Applicant notifies the township of access completion. 715-415-7109
8. Township representative performs final inspection. Roadman

End walls or retaining walls are not permitted on driveways.

Temporary accesses require the same procedure as permanent, but approved used culverts may be utilized. Temporary culverts must be removed and installation site must be restored within 12 months by the owner or the township will do so and the charges will be assessed to the owner.