

Town of Brillion
Ordinance 2-2002
ACCESS ORDINANCE
REVISED 11/2016

1. PERMIT REQUIRED TO CONSTRUCT OR RECONSTRUCT DRIVEWAY

- A. No entrance upon or departure from a Town road within Town of Brillion may be constructed, reconstructed or have a change in use without the person, firm, Municipality or corporation first obtaining a permit from Town of Brillion. This shall include the blacktopping or concreting of approaches to driveways.
- B. **Applications for permit shall be obtained a Municipal Building, Forest Junction, WI or from the Town Road Supervisor at 989-1602 or 920-875-0175.**
- C. An access permit shall expire 90 days from the date of issuance if evidence of use has not been established within that time.
- D. When a violation of this ordinance occurs, the Town may revoke any access permit[s] which is the subject of violation.
- E. Permits shall be issued only in the name of the owner of the property upon which driveway construction, reconstruction or change of use is to occur.
- F. Removal if illegally placed driveway shall be actual cost to owner of property.

2. TEMPORARY PERMITS

- A. Town may designate a private access point as ‘temporary’ and submit to periodic review. In the interest of public safety, convenience and general welfare, the Town may revoke a ‘temporary’ access permit or it may require modifications to remedy a problem situation.

3. LOCATION, DESIGN AND CONSTRUCTION REQUIREMENTS

- A. A residential driveway shall have a minimum culvert length of 24 feet, agricultural driveway, minimum 50 feet, maximum-100 feet, for residential or agricultural uses. The entire driveway roadway and its appurtenances shall be contained within the frontage along the highway of the property served unless otherwise approved by the Town.
- B. All driveways shall be constructed so as to ingress and egress the Town highway at an angle of ninety [90] degrees to the Town highway unless otherwise approved by the Town.
- C. Concrete approaches or aprons shall be permitted within the highway right-of-way except in curb and gutter areas. A permit is required before starting construction or reconstruction of a driveway. This shall include the blacktopping or concreting of approaches to driveways. A driveway permit fee is \$20.00. Residents that do not get a permit before putting in a driveway will be fined \$20.00 for not obtaining a permit, along with a \$50.00 per foot fee for the new driveway access.
- D. Driveways shall not obstruct or impair drainage in highway side ditches or roadside areas. A culvert shall consist of a corrugated metal culvert pipe with apron end walls. **The culvert diameter shall be determined by the Town.** The culvert and apron end walls shall be furnished by the property owner. **All culvert grades will be set by the Town Road Supervisor.** Culverts can be set by the Town Highway Department, on a time and material basis and the Town shall be reimbursed by the property owner for the installation. Culverts shall be installed at least ten [10] feet from the owner’s property line, unless otherwise approved by the Town.
- E. The restricted area between successive driveways may be filled in or graded down only if the following requirements are fully complied with:
 - [1] The filling in or grading down shall be to grades approved by the Town Highway Department except where highway drainage is by means of curb and cutter, in which case water drainage of the area shall be directed away from the highway roadbed in a manner approved by the Town.
 - [2] Culvert extensions under the restricted area shall be of like size and equivalent acceptable material as the driveway culvert. Intermediated manholes adequate for cleanout purposes may be required a deemed necessary by the Town dependent upon the total culvert length.
 - [3] Town may impose any other requirements deemed necessary with regard to the

construction of any driveway so as to promote the safe and efficient ingress and egress to the Town road and to protect the public investment in the highway.

4. PERMIT COSTS

- A. The cost of an Access Driveway Permit is \$20.00. The fine for not obtaining a permit before putting in a driveway will be fined \$20.00, along with a \$50.00 per foot fee for the new driveway access. Applications for driveway permits shall be obtained from the road supervisor at the Town of Brillion Municipal Building or by calling 920-875-0175.