

Ordinance 2000-3

Town of Sun Prairie

Driveway Permits and Specifications

Amended: 04/13/2015

Amended: 03/13/2017

Amended: 11/12/2018

Amended: 09/25/2000

Amended: 07/27/2026

Section 1: Approval Required

No person shall establish or construct a driveway, highway, or other access, from any parcel to any highway required to be maintained by the town; without first applying for, and or receiving a driveway permit from the Town Board or their designee (highway patrolman). An approved driveway entrance shall be in place **before** a building permit can be issued.

The highway patrolman shall approve the location and specifications of the driveway following a review of the application and the on-site conditions; based on the Dane County driveway sitting criteria in effect on the date of application, and his or her judgment.

An applicant may appeal the decision of the highway patrolman to the Town Board, at a regularly scheduled board meeting. The Town Board shall make a final decision only after having viewed the on-site conditions, and hearing any testimony presented.

Section 2: Specifications

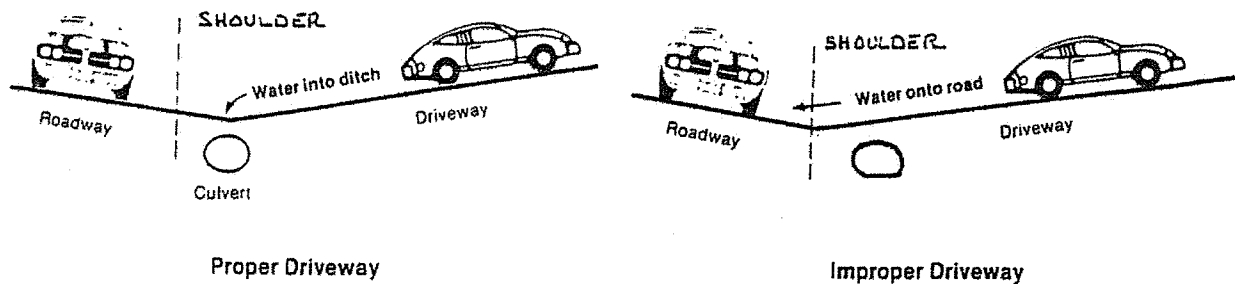
A. Each residential and business lot or parcel within the Town of Sun Prairie may be allowed **one** driveway entrance. When appropriate, the Town Board will stipulate that adjacent lots or parcels be served by joint shared driveways.

B. Each driveway regardless of length, which serves a developed or undeveloped parcel within the town limits, shall have a metal culvert along the ditch-line, unless an alternate installation is approved by the public works personnel.

1. The culvert shall be sized such, that it will adequately carry the expected storm water runoff; and shall be the equivalent of a circular pipe 15 inches or more in diameter. The Town may require water flow calculations.
2. Each culvert shall have a flared end-section, or a head-wall of earthen material, not concrete or asphalt, at both ends. The head-walls required by this section, shall be installed so that they do not create a traffic hazard, or interfere with the snow removal operations of the town. The ends of the culvert should be sloped at a minimum of 2:1.
3. Each culvert shall be 24 feet or more in length, unless the site conditions justify the public works personnel to authorize an alternate length;
4. Driveways of concrete are not to extend into the town road. Concrete should be formed with a spacing of blacktop, cold mix or gravel where it joins the town road. This spacing should be a minimum of 3 inches. The intent is not to have to cut a concrete driveway when a new town road surface is laid.

Note: Due to the nature of the existing highway ditch-lines within the town, consideration should be given to installing an elliptical culvert pipe; to allow the driveway to meet the pavement with out excessive rise in elevation, or the need for unnecessary grading along the ditch-line.

C. The driveway within the area of the public road right of way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road. (see diagram below)



D. Each driveway which serves a dwelling, commercial building, agricultural building, garage, other outbuilding, which is less that 200 feet in length; shall be constructed and maintained with:

1. A stabilized base of compacted rock, 6 inches or more in depth;
2. An all-weather roadway of compacted road gravel, 2 inches of asphalt or 3 inches of concrete or more in depth; and 10 feet or more in width;
3. An area 6 feet or more from each side of the centerline of the roadway and a full-width overhead clearance of 12 feet or more in height, free of encroachments;
4. Adequate drainage, including side ditches as necessary;
5. A average grade of 10 percent or less.

E. Each driveway which serves a dwelling, commercial building, agricultural building, garage or other outbuilding, which is 200 feet or more in length shall be constructed and maintained in accordance with the design standards, as follows:

1. A stabilized base of compacted rock, 8 inches or more in depth;
2. An all-weather roadway of compacted road gravel, 2 inches of asphalt or 3 inches of concrete or more in depth; and 12 feet or more in width;
3. An area 6 feet or more from each side of the centerline of the roadway and a full-width overhead clearance of 12 feet or more in height, free of encroachments;
4. Adequate drainage, including side ditches as necessary;
5. An average grade of 10 percent or less.
6. Minimum width clearance of 24 feet

7. Base requirements:

- | | | |
|--------------------------|-------|-----------------|
| a) crushed 3 inch rock | | 5 inches |
| b) 3/4 inch crushed rock | | <u>3 inches</u> |
| c) total | | 8 inches |

F. At the dead end of all new driveways a turn around of at least 33 feet radius or some other method to allow vehicles to run around shall be provided as determined by the public works personnel.

G. All cost of construction, including but not limited to: the cost of the culvert, flared end-sections or head-walls, and any grading and paving required, shall be the responsibility of the landowner of the parcel the driveway serves.

H. All construction equipment is to use the prepared driveway to access the lot. Road damage caused by equipment **will be** the responsibility of the lot owner.

I. Replacements of existing culverts will require a 24 foot metal culvert with flared end-sections or head-walls as described in Section 2.2 of this ordinance.

Section 3: Definitions

(1) "Culvert" means any device for the drainage of water which is installed under or along, a highway or driveway within the town limits. A culvert may be constructed of metal or concrete.

(2) "Driveway or private road" has the meaning specified in s. 340.01(46), Stats.

(3) "Highway" has the meaning specified in S. 340.01(22), Stats.

(4) "Highway Patrolman" means the person designated by the Town Board with the responsibilities specified in s. 81.03, Stats.

(5) "Right of Way" has the meaning specified in s. 340.01(51), Stats.

(6) "Roadway" has the meaning specified in s. 340.01(54), Stats.; and may be applied to driveways and highways alike.

Section 4: Enforcement

1. Any person who violates any provision of this section shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00 for each violation. Any un-approved driveway may be removed by the Town at the owner's expense. The cost of such abatement may be charge to the property owner under Wis Statutes Sec. 66.60.

2. Any driveway constructed without a permit is declared to be a public nuisance, and may be abated by the Town.

Amendment to Driveway Permits and Specifications Ordinance

An application for a driveway permit associated with residential or commercial development on a Town Road will require an escrow of \$3,000.00 and a \$200.00 driveway permit fee with the Town Business Office. The intent of this fee is to hold the owner responsible for potential damage by construction equipment. After completion, applicant **must** notify the Town Business Office. Then the highway patrolman reviews, and confirms there is no damage to the Town Road, the \$3,000.00 of the escrowed money will be returned to the applicant. In the estimation of the highway patrolman, there **is** damage to the road, the road will be fixed and the cost **will be** deducted from the \$3,000.00 escrow. The \$200.00 driveway permit fee will be retained by the Town for administrative fees in the issuance and inspection process.

Farm field accesses **do not** need to escrow the \$3,000.00. However, if there is road damage done, you **will be** held responsible for the repair.

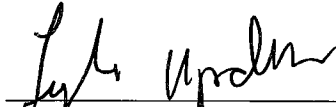
Effective Date: This ordinance shall take effect upon publication or posting.

Adopted: July 27, 2026

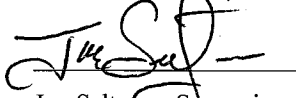
Posted: ~~July 28, 2026~~ **AUG 6, 2026**

Dated this 27th day of July, 2026

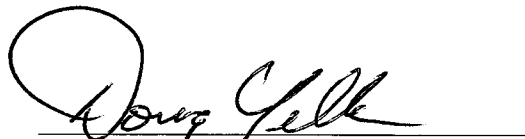
Town of Sun Prairie Town Board



Lyle Updike, Town Chairman



Joe Seltzer, Supervisor



Doug Yelk, Supervisor



Attest: Rhonda L Wiedenbeck, Clerk