

ACCESS PERMIT REQUIREMENTS

- 1) The applicant, indicated on the reverse side hereof, represents all parties in interest, and that any driveway or approach constructed by or for the applicant is for the bona fide purpose of providing access to the applicant's property, and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the highway right-of-way (R/W).
- 2) Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the County in relation to a highway construction or reconstruction project, the applicant shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway R/W. In every instance, the subsequent maintenance of the driveway and its appurtenances within the limits of the highway R/W shall be the responsibility of the applicant, who shall be obligated to pay all costs and accomplish all work necessary in relation to said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The nature of construction shall be as designated and subject to approval of the WCHD. The driveway installation shall be made without jeopardy to or interference with traffic using the highway. Highway surface, shoulder, ditches and vegetation which are disturbed by the driveway installation shall be restored to at least pre-existing conditions by the driveway owner. The applicant shall restore any of these facilities disturbed by any subsequent driveway maintenance to the satisfaction of the WCHD.
- 3) WCHD reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the R/W at any time considered necessary to facilitate the maintenance or reconstruction of the highway, or to provide proper protection to the life and property on or adjacent to the highway.
- 4) The applicant, successors or assigns, agree to hold harmless the County of Waupaca and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
- 5) WCHD does not assume any responsibility for removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of any driveway or entrance along any county highway, even though snow, ice, or sleet is deposited or windrowed on said driveway or entrance by the County's authorized representatives engaged in normal winter maintenance operations.

LOCATION, DESIGN AND CONSTRUCTION

- A. The area within the R/W between successive driveways or adjoining driveways, or adjoining a driveway and between the highway shoulder and R/W line shall remain unimproved for vehicular travel or parking unless otherwise approved by the WCHD.
- B. Upon completion of the driveway installation the land disturbed within a Waupaca County highway the applicant must restore the R/W. Placement of topsoil and reseeding with appropriate vegetation are recommended.
- C. Concrete, stone, or rigid slopes are **NOT** permitted along the sides of the driveway. Plastic culvert pipes are **NOT** permitted.
- D. Proper traffic control, flagmen or signing is required while working inside a Waupaca County R/W. Refer to the "American Traffic Safety Services Association Guide For Work Area Traffic Control" for specifics.
- E. The applicant is advised to contact Digger's Hotline before performing any work in the highway R/W.
- F. The surface of the driveway connecting with rural-type highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to prevent ordinary surface drainage from the driveway area flowing onto the highway.
- G. When curb or gutter is removed for installing a driveway, it must be replaced to existing or better conditions.

SPECIAL REQUIREMENTS

In rural cross-sections (no curb & gutter) the return radii projected between the highway edge of pavement and the driveway shall be no more than 30' (non-commercial) or 40' (commercial). In urban cross-sections (curb & gutter) the return radii shall be no more than 10' (non-commercial) or 20' (commercial). In all cases, the entire flare shall fall within the R/W.

The angle between the driveway centerline and the highway edge of pavement shall be close to 90°, but not less than 45°.

WAUPACA COUNTY HIGHWAY DEPARTMENT

TYPICAL ACCESS INSTALLATION

Minimum requirements: Side slopes may be no steeper than 4:1 (four feet vertical for every 1' horizontal); apron endwalls are required on all culverts; minimum access width in a county highway right-of-way is 20'; culvert must be covered by a minimum of 12" of fill. See your access permit for specific requirements for your driveway installation.

