

Driveway Construction Permits

Who Needs Them

All construction or modification of private driveways or field roads in the Town of Prairie du Sac requires approval by the Town Board if that construction or modification changes the existing topography of the land. The Town's policies on the construction or modification of private driveways or field roads can be found in the Sauk Prairie Comprehensive Plan and the Town's Driveway Ordinance (Available from the Town Clerk.). The Driveway Ordinance contains detailed information on the construction requirements for driveways and field roads.

Before Applying

Before applying for a Driveway Construction Permit with the Town, you may wish to appear informally before the Town of Prairie du Sac's Planning Commission to explain your intent and be advised as to problems or concerns that will need to be addressed before you submit your request. Please note that this informal appearance is for informational purposes only and is not an official request to the Town and that the Town will not act without an application being filed and the proper fee paid.

To Apply

Submit a Driveway Construction Permit Application and its appropriate fee to the Town of Prairie du Sac Clerk. (Application packages are available from the Town Clerk.) With the application, you should include the following exhibits:

- a. *Plat map*
- b. *Aerial photo/site analysis*
- c. *Soil/slope analysis*
- d. *Driveway construction plan*

See the Glossary for an explanation of these exhibits.

After Applying

Upon the receipt of the Driveway Construction Permit Application with exhibits and the application fee, the Town Clerk will schedule a review by the Town of Prairie du Sac's Planning Commission at its next regularly scheduled meeting. This Commission usually meets the third Thursday of the month. The Planning Commission may schedule a site viewing if needed. The applicant will be notified of the site viewing. It is necessary that you or your agent attend both the site viewing and the review meeting. Failure to do so could result in a recommendation for denial of your application if questions arise that cannot be answered. If an agent is to present the application, it is recommended that the owner/applicant also be present. It is also possible that it might take more than one site viewing and/or review meeting to resolve all of the necessary concerns.

The Planning Commission, when reviewing a request for a driveway construction permit, will consider several factors including:

- Adequate vision should be provided for safe entry and exit from the driveway. Blind driveways are strongly discouraged.
- The width of the driveway at the juncture with the road shall be wide enough to provide safe access for emergency vehicles. A minimum width of 20 feet is recommended.
- When evaluating clearance for emergency vehicles, a minimum vertical clearance of 12 feet is recommended. Width requirements are defined in the Driveway Ordinance. Obstructions by both structures and vegetation will be considered.

- When culverts are used for drainage control, adequate measures must be used to prevent erosion caused by the culvert.
- Turnaround areas or cul-de-sacs are highly recommended for long driveways or driveways with steep slopes. Turnaround areas should be large enough to allow safe turning for emergency vehicles.

The Town Board will consider the application for Driveway Construction after a recommendation to approve, conditionally approve, or deny has been made by the Planning Commission. After consideration, the Board will approve, conditionally approve, or deny your request. If approved, the Board will issue you a Driveway Construction Permit.

Public Hearing

The Town Board may decide to hold a public hearing to allow the applicant to formally present his/her intentions for the driveway construction and for neighbors and other residents of the community to express their concerns and present other pertinent information to the Board. Questions from the Board as well as other residents may be posed to the applicant at this time.

Other Requirements

A driveway inspection by the Town is required after the construction is completed to assure that this construction meets Town driveway specifications. When the construction is completed, notify the Clerk who will make arrangements for this inspection. There is no additional cost for this inspection.

If the proposed driveway enters onto a County, State, or Federal highway, additional permits may be required by these entities.