

Town of Winfield  
**Driveway Permit Application**

Applicant:
Applicant's Address:
Applicant's Phone Number:
Applicant's E-Mail:
Property Owner's Name:
The driveway will provide access to (name of road):
Parcel Number: 042-
Proposed land use of property: <input type="checkbox"/> house <input type="checkbox"/> ag building <input type="checkbox"/> ag land use <input type="checkbox"/> recreation land use <input type="checkbox"/> other:

***Fee: \$75 fee shall be paid to the Town of Winfield before the permit is accepted as an agenda item for the Plan Commission and Town Board. The fee is doubled if work is started before approval.***

The driveway permit process applies to all new driveways and upgraded driveways accessing a town road, including residential and agricultural driveways. Sauk County may also require the town's permit to be completed if applying for a land use permit. The permit applies to the first 33 feet of the driveway through the town road right of way.

	Check this box to indicate meeting requirements.	
1		Attach a sketch of the location of the proposed driveway. Include grade, slope, width, and length.
2		Proposed driveway shall be staked out for review by Plan Commission and Town Board members 10 days before meeting date.
3		The first 33 feet shall be a solid surface to support emergency vehicles of at least 40,000 pounds; this may be a gravel surface.
4		Minimum driveway width shall be 20 feet .
5		Minimum width clearance shall be 24 feet and minimum height clearance shall be 18 feet for emergency vehicle access.
6		Maximum grade shall be 10 percent.
7		Driveways with a grade exceeding 10 percent may be allowed if approved by emergency service providers.
8		If the maximum grade exceeds 10 percent, applicant shall place a deed restriction on the property noting emergency service providers may not be able to provide emergency services due to driveway conditions.
9		The driveway within the Town's right of way area shall slope away from the town road at

		a minimum of 1 percent and a maximum of 5 percent to prevent erosion onto the Town road.
10		If a culvert is determined necessary by the Town Board, the culvert should be a minimum of 20' with end walls.
11		The angle between the centerline of the driveway and the centerline of the Town road shall be no less than 70 degrees.
12		Driveways shall be so located as to not create a safety hazard for vehicles traveling on the road or exiting and entering the property. A line of sight between 200 feet and 500 feet shall be adhered to, using good engineering practices to allow for the road's condition, topography, and speed limit; the distance required is at the discretion of the Plan Commission and Town Board members.
13		The near edge of a driveway shall be at least 150 feet from the stop sign at an intersection.
14		If the property abuts more than one public road, the driveway should access the public road with the least traffic volume.
15		The driveway and ditches shall be constructed so surface water does not create problems for the Town road.
16		Any item that impairs visibility will not be allowed. The only allowed items in the Town road right of way shall be a mail box receptacle, emergency fire sign, and utility company items.
17		The proposed driveway shall be accessible to emergency vehicles.
18		If a retaining wall is required, it shall be located 33 feet from the center of the Town road.
19		The required paperwork will be submitted to the town clerk 15 days before the Town's Plan Commission and Town Board meets. Town clerk shall submit paperwork to the Plan Commission at least 10 days before the meeting.
20		Members of the Town's Plan Commission and Town Board will tour the proposed driveway site.
21		The permit will be discussed at the Town's Plan Commission and Town Board meetings.
22		Approved permits shall be submitted to Sauk County Land Resources and Environment Department by the applicant if applicable..
23		Applicant will inform the Town Board chairman when the driveway is completed.
24		Completed driveways will be inspected by a Town Board representative.
25		This permit is good for two years from date of approval.
26		Applicant has received a copy of the Wisconsin State Statute 86.04 regarding highway encroachments and the mailbox safety regulations.
27		Applicant understands the Town contains farm life, farm noises, farm odors, and operational requirements.

Applicant's Signature	Date
Owner's Signature (if different than applicant)	Date
Plan Commission Official's Signature	Date
Town Board Chairman's Signature For Construction	Date
Town Board Chairman's Signature For Completion	Date

Please provide a sketch of the location of the proposed driveway. Include grade, slope, width, and length.

Note: This statute has been summarized by the Town of Winfield to the sections that apply to the town.

**86.04 Highway encroachments. (1) ORDER FOR REMOVAL.** If any highway right-of-way shall be encroached upon, under or over by any fence, stand, building or any other structure or object, and including encroachments caused by acquisition by the public of new or increased widths of highway right-of-way, the town board may order the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant, to remove the encroachment beyond the limits of the highway within 30 days. The order shall specify the extent and location of the encroachment with reasonable certainty, and shall be served upon the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant.

**(2) NONREMOVAL.** If the occupant or owner upon whom the order is served shall not deny such encroachment, under sub. (3), and the encroachment is not removed within 30 days after the service of such order, the occupant or owner shall forfeit \$1 for every day after the expiration of that time during which the encroachment continues. An action to recover such penalty may be brought in any court of record in the county. In all cases where a judgment is rendered, the judgment shall order that the occupant or owner remove the encroachment within the time fixed by the judgment, and upon failure to obey the order, the town board may remove the encroachment and recover from the occupant or owner the cost thereof.

**(3) DENIAL OF ENCROACHMENT, PROCEDURE.** If, within 30 days after being served with the order issued under sub. (1), the owner or occupant delivers a denial in writing of the alleged encroachment to the ordering body, or fails to make a denial, the ordering body may commence an action to remove the encroachment in a court of record in the county where the property is located.

The Wisconsin Department of Transportation provides the following information:

**Mailbox Safety:** There are millions of rural mailboxes in this country. These mailboxes must accommodate both the owner and the mail carrier. However, safety considerations are often overlooked. This bulletin describes improper and unsafe mailbox installation and discusses proper installation and siting.

Although crash reports related to mailboxes are sketchy, the limited data available suggests that 70 to 100 highway deaths in the U.S. each year could be attributed to mailboxes. This data relates the construction of the mailbox system, and especially its support, to the severity of the accident.

The Department of Transportation Division of Highways surveyed mailbox-related crashes in Wisconsin. In 1987 alone, there were over 1700 crashes involving mailboxes that resulted in 144 injuries and 2 deaths. Improper support systems, such as milk canisters or barrels filled with concrete, were most significant in crashes where there were injuries. Improper placement was most significant in non-injury crashes. Weak attachments between box and post are another hazard. These may permit the box to penetrate the car's passenger compartment. Multiple mailboxes on a single support, or placed too close together, can also be hazards.

#### **Hazardous mailbox installations**

Most roadside mailboxes are relatively simple and unlikely to pose a serious crash threat to vehicles. These are relatively lightly constructed on supports which will easily break off, posing little harm to the vehicle. What threat they may pose is from the box parting from the post and entering the passenger compartment.

The U.S. Postal Service has some requirements for the mailbox and its height, but does not regulate installation. It approves only certain types of boxes and requires that they be installed with the box bottom 42 inches to 48 inches above the ground. Local postal representatives will review the box location for carrier access and safety and will make verbal recommendations. They have not become involved in structure and installation of the box.

It is the heavy, ornamental, or multiple installations that can be lethal roadside obstacles. Masonry installations, large receptacles filled with sand or concrete, metal posts larger than 1.5 inches inside diameter, and wood posts larger than a nominal 4 inches square or 4 inches diameter, are a hazard. Such ornamental mailboxes as old plows, wagon wheels, and comic installations such as "air mail delivery" (a non-functional box on an extra high post) are hazards or obstacles. More than two boxes mounted on a single support, or installed too close together, can be hazardous even if supports are lightweight. Crash tests show that when more than two mailboxes are mounted together, some of the boxes can penetrate the passenger compartment. The use of a plank to mount several mailboxes is especially hazardous.

### **Guidelines for safe installation**

It is best to keep the entire mailbox installation as light weight as possible. This permits a vehicle crashing into it to break off the mailbox with less damage to the vehicle. The heavier the Installation, the less likely it will move instantaneously, causing more damage to the vehicle and injury to its occupants. For safer mailboxes, follow four basic guidelines:

- Use support posts which will easily break off or move out of the way.
- Mount no more than two mailboxes on one support post.
- Attach the mailbox firmly to the support post using adequately strong bolts and plates.
- Consider roadside conditions in selecting a site.

### **Supports**

- The Postal Service requires that the bottom of the box be 42 to 48 inches above ground level. The following are recommended standards for supports which ensure that they will break away on impact:
- Pipes should be 1.5 inches inside diameter or less.
- Square wood supports should not be larger than 4 inches by 4 inches nominal. Round wood posts should not be larger than 4 inches in diameter.
- Metal channel posts should not weigh more than 2 pounds per foot.
- Imbed supports no more than 24 inches into the ground and do not imbed them in concrete.
- Do not use anchor plates with metal posts. Anti-twist flanges are acceptable as long as they do not project more than 10 inches into the ground. These should be attached to the metal post or pipe with 2-3/8 inch (nominal) muffler clamps. The Federal Highway Administration has published Accepted Safety Hardware. For more information contact the State Division Office of the Federal Highway Administration.

### **Multiple installations**

Mount no more than two mailboxes on a single support. Separate the supports a distance apart which equals three quarters of the height of the post above ground. Thus boxes mounted four feet above ground should be at least three feet apart (post center to post center).

### **Support construction**

Use U.S. Postal Service approved mailboxes. The AASHTO (American Association of State Highway and Transportation Officials) publication, A Guide for Erecting Mailboxes on Highways, contains detailed plans for mailbox assemblies and location. Insuring a firm mailbox-to-post attachment is one of the most important safety considerations.

Town of Winfield  
Driveway Permit Checklist and Form  
Effective 5/17/11  
Revised 3/18/14  
Revised 10/17/17  
Revised 4/18/23  
Revised 12/17/24

Road Related\Driveway Permit Application