

**PERMIT FEES:**

**DUNN COUNTY PUBLIC WORKS DEPARTMENT - HIGHWAY DIVISION**

Revised 04/13/2015

\$100.00 Driveways, All Types  
\$300.00 Streets, Public & Private

3303 Highway 12 East  
Menomonie, WI 54751

Please mail check or money order  
after submitting this form.

**PERMIT FOR ACCESS DRIVEWAY/STREET: COUNTY TRUNK HIGHWAY**

(please circle driveway or street)

**Installation of Driveway Responsibility of Applicant**

NAME AND ADDRESS OF APPLICANT Kyle Herbenson E4546 Cty Rd N, Wheeler, WI 54772		HIGHWAY N	COUNTY DUNN
		TOWN-VILLAGE-CITY Hay River	
NUMBER OF DRIVEWAYS 1	TYPE OF DRIVEWAY(field, residential, commercial) field/residential	PROPOSED LAND USE agricultural/resident	COMPLETION DATE <del>5/1/2025</del> <del>07/05</del> 10/23/26
TYPE OF STREET (public, private) <del>Public</del> Private	ESTIMATED AVERAGE DAILY TRAFFIC 0-1	NUMBER OF PARCELS DRIVEWAY/STREET WILL SERVE 1	

LOCATION OF DRIVEWAY/STREET  
north side of highway, <sup>N</sup> 1212 miles / feet <sup>30</sup> EAST of CTHF

Quadrant \_\_\_\_\_ Section ~~17~~ 22 Township Hay River 30 N Range 13 W

REQUIRED DRAINAGE STRUCTURE See Special Provisions Below IF NO DRAINAGE STRUCTURE, STATE WHY.

DESCRIPTION OF PROPOSED WORK (INCLUDE SPECIAL RESTRICTIONS, INTERSECTION CLEARANCES, OTHER DETAILS, AND REFERENCE TO ANY SKETCHES WHICH MAY BE ATTACHED.)  
Proposed driveway will be on the south side of parcel 1701223013222400009 that borders cty rd N. It is up to the highway commissioner Dustin where the best placement of the driveway would be unless it is left up to the land owner. The parcel is close to the minor farm and hay river cementary. The parcel is located next to the row of pines on the hay river. If approved, Webb excavating will be contracted to install a 30 ft driveway with a culvert for drainage. The driveway will be used mostly for agriculture and possibly residential use in the future if a build were to take place.  
Parcel # 1701223013222400009  
\*\*\*\*\*PLEASE PLACE VISIBLE STAKES AT THE DESIRED LOCATION FOR OUR INSPECTION.\*\*\*\*\*

All driveways shall be constructed in accordance with all requirements printed on the reverse side, and any special conditions stated herein. The installation and maintenance of the driveway shall be the responsibility of the applicant.

Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by local ordinances.

If the permitted driveway/street has not been installed and used for its intended purpose within 1 year from the date the permit was approved, this permit is Null and Void. The applicant must re-apply for a driveway application along with a permit fee before proceeding with the installation of a driveway/street within the county right-of-way.

360-590-2747  
Phone #

Signed via SeemlessDocs.com  
Kyle Conrad Herbenson  
Signature of Applicant

04-27-2025  
Date

<b>APPROVED BY DUNN COUNTY PUBLIC WORKS DEPARTMENT - HIGHWAY DIVISION</b>		
<u>[Signature]</u> Highway Commissioner or Designee	<u>5/15/2025</u> Date	<u>30-25</u> Permit Number
HIGHWAY DIVISION SPECIAL PROVISIONS/COMMENTS:		Check # <u>79-57/759</u>

# ACCESS DRIVEWAY PERMIT REQUIREMENTS PURSUANT TO WISCONSIN ADMINISTRATIVE CODE - CHAPTER TRANS 231

## GENERAL REQUIREMENTS

### Conditions of Issuance

**FIRST:** The permittee, indicated on the reverse side hereof, represents all parties in interest, and that any driveway or approach constructed by or for him is for the bona fide purpose of providing access to his 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.

**SECOND:** 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 permittee 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 right of way. In every instance, the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right of way shall be the responsibility of the indicated permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to the 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 Highway Commissioner. The driveway installation shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored to the satisfaction of the Highway Commissioner by the permittee.

**THIRD:** No revisions or additions shall be made to the driveway or its appurtenances on the right of way without the written permission of the Highway Commissioner.

**FOURTH:** The Dunn County Highway Department reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the right of way as may at any time be considered necessary to facilitate the relocation, reconstruction, widening and maintaining of the highway, or to provide proper protection to life and property on or adjacent to the highway.

**FIFTH:** The permittee, his successors or assigns agree to hold harmless the Dunn County Highway Department 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.

**SIXTH:** The Dunn County Highway Department does not assume any responsibility for the 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 its authorized representatives engaged in normal winter maintenance operations.

**SEVENTH:** Any current driveway which changes the type of use, (*Example: From a field entrance to a residential driveway*) must apply for a Dunn County driveway permit. The Dunn County Highway Department reserves the right to approve or restrict the change of use based on the driveway meeting current safety standards.

### LOCATION, DESIGN AND CONSTRUCTION

The location, design, and construction of the driveway shall be in accordance with the following policy and limits, which limits are in no case to be exceeded unless specifically authorized by the Dunn County Highway Department.

(A) A driveway shall be located and restricted as to width as necessary so that the entire driveway roadway and its appurtenances are contained within the frontage along the highway of the property served. At public highway intersections a driveway shall not provide direct ingress or egress to or from the public highway intersection area and shall not encroach on or occupy areas of the roadway or right of way deemed necessary for effective traffic control or for highway signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the highway. A driveway shall have a minimum distance of 150 feet from centerline to centerline between successive driveways and intersecting roads.

(B) The number of driveways permitted serving a single property frontage along a county trunk highway shall be the minimum deemed necessary by the County Highway Commissioner for reasonable service to the property without undue impairment of safety, convenience and utility of the highway.

(C) The island area on the right of way between successive driveways or adjoining a driveway and between the highway shoulder and right of way line shall remain unimproved for vehicular travel or parking. Such areas shall be considered as restricted and may be filled in or graded down only as hereinafter provided in paragraph (H).

(D) 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 preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed.

(E) The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts, where necessary, shall be adequate for surface water drainage along the highway and in no case less than the equivalent of 15-inch diameter pipe.

(F) The area within 10 feet of a property line shall be a restricted area over which no driveway may be developed. The 10-foot restriction shall be measured parallel to the pavement edge and shall be effective between the right-of-way line and a line 10 feet from and parallel to the pavement edge.

(G) When curb or gutter is removed for constructing a driveway, the new connections shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. The driveway surface shall connect with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway construction shall include replacement of sidewalk areas which are inadequate or become damaged by reason of vehicular travel across the sidewalk.

(H) The restricted area between successive driveways may be filled in or graded down only when the following requirements are fully complied with:

1. The filling in or grading down shall be to grades approved by the County Highway Commissioner and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the highway roadbed in a suitable manner.

2. Culvert extension under the restricted area shall be of like size and equivalent acceptable material of the driveway culvert, and intermediate manholes adequate for clean-out purposes may be required where the total culvert length exceeds 100 feet.

3. Where no highway side ditch, separates the restricted area from the highway roadbed, permanent provision may be required to separate the area from the highway roadbed, to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts deemed adequate by the County Highway Commissioner.

(I) In each quadrant of every public street intersection, there shall be a visual clearance triangle that is bounded by the street centerlines and a line connecting points on them 200 feet from a state highway intersection, 150 feet from a county highway intersection, and 100 feet from a town road intersection. No driveway/street shall be permitted within these vision triangles.

(J) A proposed driveway/street may be required to adhere to certain intersection standards connecting to the county highway, based on the average daily traffic entering and exiting the said access from the county highway.

(K) If the permitted driveway requires the installation of the driveway to run parallel along the right of way, the setback from the centerline of the roadway to the nearest edge of the permitted driveway must be at a minimum of 75 feet.

(L) If the permitted driveway has not been installed and used for its intended purpose within **1 Year** from the date the permit was approved, the permit is **Null and Void**. The applicant must re-apply for a driveway application along with a permit fee before proceeding with the installation of a driveway within the county right of way.

## SPECIAL REQUIREMENTS

### Commercial - Rural:

Rural type highway cross section. Driveways serving commercial or industrial establishments.

1. **WIDTH OF DRIVE.** No driveway except as hereinafter provided shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii. In no instance shall a driveway have a width greater than 65 feet (including flare and return radii).

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the county right of way shall always be at approximately right angles to the pavement. (90° +/- 10°)

### Noncommercial - Rural:

Rural type highway cross section. Driveway serving a farm, field or residential property.

1. **WIDTH OF DRIVE.** No noncommercial driveway or combination of driveways shall have a width less than 16 feet nor greater than 30 feet measured at right angles to the centerline of the driveway except as increased by permissible radii. In no instance shall a driveway have a width greater than 60 feet (including flare and return radii).

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the county right of way shall always be at approximately right angles to the pavement. (90° +/- 10°)

### Commercial - Urban

Urban type highway cross section. Driveway serving commercial or industrial establishments.

1. **WIDTH OF DRIVE.** No driveway except as hereinafter provided shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii. In no instance shall a driveway have a width greater than 65 feet (including flare and return radii).

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the county right of way shall always be at approximately right angles to the pavement. (90° +/- 10°)

### Noncommercial - Urban:

Urban type highway cross section. Driveways serving a residential property.

1. **WIDTH OF DRIVE.** No noncommercial driveway or combination of driveways shall have a width greater than 24 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.

2. **ANGULAR PLACEMENT.** The centerline of that part of the driveway lying on the county right of way shall always be at approximately right angles to the pavement. (90° +/- 10°)

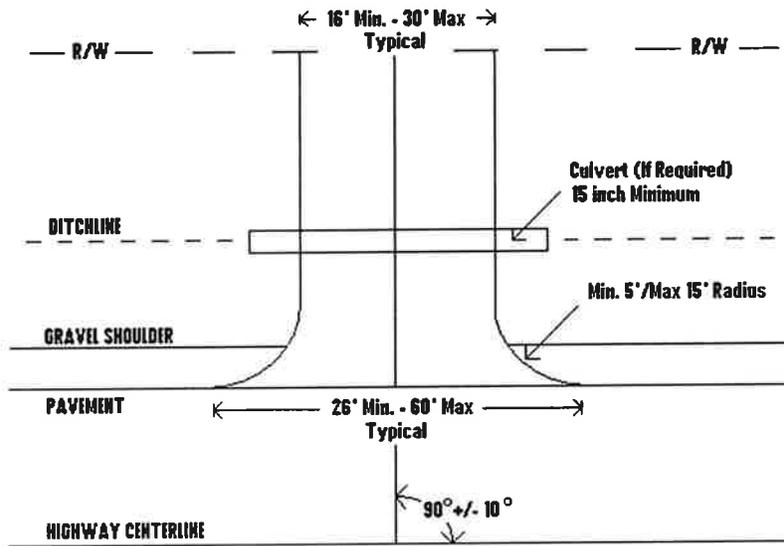
**See Plan and Profile View Standards on next sheet**



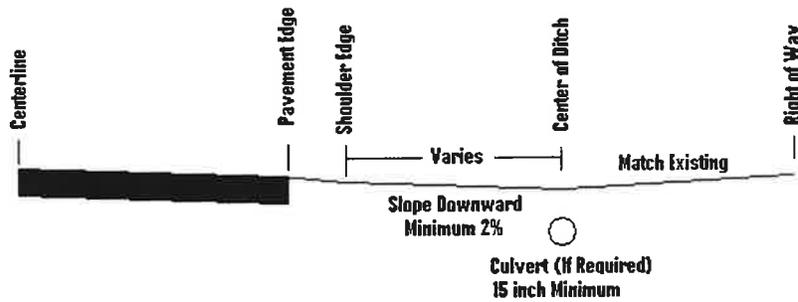
# Dunn County Public Works Department Highway Division

## Access Driveway Permit Plan & Profile Typical Standards

Revised 04/13/2015



PLAN VIEW (Non-Commercial Typical)



PROFILE VIEW (Typical)



**Beacon**<sup>TM</sup>

Dunn County, WI



- Survey Search
- Address
- Parcels
- Owner Names
- Major Highways
  - I-94
  - US HWY
  - State HWY
  - Ramps
  - County Highways
- Local Roads
  - Town Roads
  - City/Village Roads
  - Private
  - State Trail
  - railroads
- Counities\_Neighboring
  - Dunn
- Lakes
- Rivers\_Streams

This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user

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