

**TOWN OF BERRY
APPLICATIONS GUIDE
Driveway and Field Road Permit and Approval Process**

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Background and Purpose

The purpose of the Applications Guide is to assist the applicant in applying for a driveway permit or field road permit and also to assist the applicant in interpreting the Town's Driveway and Field Road Ordinance 301.1. Ordinance 103.2, Town Plan Commission delegates to the Plan Commission the authority to conduct site reviews for driveway and field road applications and to make recommendations to the Town Board concerning the permits. Where questions arise the applicant should inquire of the Plan Commission or Town Board.

Process for Applying for a Driveway Permit and Receiving Approval of a Completed Driveway

1. Choosing the location of the driveway. The applicant should read the Driveway Ordinance and in particular the sections on driveway slope restrictions and land slopes that may be disturbed before deciding where to locate a home or other building or a new driveway in the Town. In addition, visibility between a vehicle on the proposed driveway and vehicles on public roads must be adequate for safe entry onto and exit from public roads.

- A. 2. Application for a driveway permit.** A completed Driveway Permit Application Form with all required attachments must be submitted to the Town Clerk. The Form is available from the Town Clerk. The required attachments must:
1. Identify the land which is the subject of the application and its owner; if the right to the driveway derives from an easement, provide a copy of the easement or describe it including a legal description;
 2. Show the location of the driveway on a site map to scale. Entry into a town road, driveway segments that cross slopes greater than 20%, driveway segments within 30 feet of wetlands or marshy areas, and driveway segments within 10 feet of a parcel boundary must be located precisely;
 3. Describe the soil types and slopes which the driveway will cross;

4. Illustrate and describe an erosion control plan;
5. Provide a copy of a shared driveway agreement, if applicable;
6. Show existing or proposed zoning; and
7. Include an engineering plan, if required.

3. Scheduling and notification of the initial site evaluation inspection. When the Town Clerk determines that the applicant has completed all application requirements, the Clerk:

- a. schedules an initial site evaluation inspection by the Plan Commission (Site inspections will not be performed when the ground is covered by snow)
- b. gives all driveway application information and plans to Plan Commission and Town Board members
- c. in the case of a shared driveway, notifies everyone who shares the driveway of the proposed construction and the scheduled site evaluation inspection
- d. notifies any adjacent property owners who may be affected by the construction of the proposed driveway of the scheduled site evaluation inspection

4. Initial site evaluation inspection and recommendation. The Applicant must mark with stakes the centerline of proposed driveway, the location of the emergency vehicle turn around, the corners of building(s) to be served, and the locations of any culverts. The Plan Commission then conducts an on-site evaluation inspection of the proposed driveway. At its next regularly scheduled meeting, the Plan Commission considers all plans and other information supplied by the applicant and makes a recommendation to the Board. The Plan Commission may make a recommendation of approval or denial to the Board and may also recommend that restrictions or conditions be placed on the permit if approved.

5. Board action. The Town Board approves or rejects the application. The Board may also place additional restrictions or conditions on the permit as needed to assure compliance with the Ordinance.

6. Permit Issuance. If the Town Board approves the application, a permit is issued. A bond or cash deposit of a type acceptable to the Town Board must be posted with the Town Clerk. To determine the amount of the bond or cash deposit the applicant provides a written estimate from a contractor of the cost of constructing the driveway. The Clerk calculates the size of the bond or cash deposit. The Chair signs the driveway permit, and the Clerk collects the bond or cash deposit and signs and issues the driveway permit. A building permit will not be issued until the applicant has received a driveway permit.

7. Amending Permits. A property owner who finds it desirable to change the plan for his/her driveway may apply for an amended permit from the Town Clerk. The Chair of the Highway Committee may approve changes within the Town right of way that, in his/her judgment comply with Section 5 of the ordinance and have a negligible effect on safety of the town road, drainage or erosion. The Chair of the Highway Committee may approve changes outside the Town right of way that comply with Section 5 of the

ordinance and that do not encroach on property boundaries, wet lands and where an engineering plan is not required. The Chair of the Highway Committee may approve minor changes to an engineering plan bearing certification in accordance with Section 8 B of the ordinance. Other modifications of a permit shall require the same approval as a new permit application. Anticipate 30-45 days for approval.

8. Driveway Construction. Construction of the driveway for which a permit has been issued must be completed within 2 years following the issuance of a permit or the permit will expire. Completion occurs upon approval of the installed driveway by the Town Board. Once a permit is expired authorization to construct the driveway is revoked. A new permit may be applied for.

9. Final driveway approval and return of cash deposit or release of bond. When the driveway has been completed, the Applicant informs the Clerk. The Clerk schedules a final inspection of the driveway at the next regularly scheduled site visit meeting of the Plan Commission. The Plan Commission meets at the site to ensure that driveway meets all specifications of the Ordinance. Refer to your copy of the Driveway Ordinance for the complete list. If the driveway does not meet all the specifications, the applicant will be given a list of deficiencies to be corrected. These deficiencies must be corrected before the applicant requests another driveway inspection.

When the Plan Commission recommends to the Board that the driveway has passed a final inspection and the Board approves the finished driveway, the Clerk returns the cash deposit to the applicant with interest or the bond is released and the process is finished.

Process for Application and Approval of Field Road Access Across the Town Right-of-way.

1. Application for a Field Road Access Permit. The Applicant fills out an application form and attaches the following required items:

- a. Exact location of the center of the proposed field road entrance onto the Town road. Location may be provided by a legal description of the location or by direction and distance along the Town road from an existing permanent object.

2. Inspection and Approval of Field Roads.

- a. **Scheduling of site evaluation inspection.** When the Town Clerk determines that the applicant has completed all application requirements, the Clerk schedules a site evaluation inspection by the Plan Commission. Site inspections will not be performed when the ground is covered by snow. The Clerk provides all application information to Plan Commission and Town Board members.
- b. **Site evaluation inspection and recommendation.** Before the site evaluation inspection by the Town, the applicant marks the location of the proposed field road access with stakes at both ends of the proposed culvert. The Plan Commission then conducts a site evaluation inspection of the proposed field

road access. At its next regularly scheduled meeting, the Plan Commission considers all plans and other information supplied by the applicant and makes a recommendation to the Board. The Plan Commission may make a recommendation of approval or denial to the Board and may also recommend that restrictions or conditions be placed on the permit if approved.

- c. **Board action.** The Town Board approves or rejects the application. The Board may also place additional restrictions or conditions on the permit.

3. Final inspection and approval of finished field road accesses. When the field road access has been completed, the Applicant informs the Clerk. The Clerk schedules a final inspection of the field road access at the next regularly scheduled site visit meeting of the Plan Commission.

The Plan Commission inspects the field road access to ensure that the access and culverts are installed according to plans and other provisions of the permit and that they meet the requirements of the Ordinance. The Plan Commission recommends to the board that the field road passes or does not pass the final inspection. When the Board gives final approval the process is finished.

Process for Application and Approval of a Trail Access Across the Town Right-of-way.

1. Application for a Trail Permit. The Applicant fills out an application form and attaches the following required items:

- b. Exact location of the center of the proposed trail entrance onto the Town road. Location may be provided by a legal description of the location or by direction and distance along the Town road from an existing permanent object.

2. Inspection and Approval of Trails.

- d. **Scheduling of site evaluation inspection.** When the Town Clerk determines that the applicant has completed all application requirements, the Clerk schedules a site evaluation inspection by the Plan Commission. Site inspections will not be performed when the ground is covered by snow. The Clerk provides all application information to Plan Commission and Town Board members.
- e. **Site evaluation inspection and recommendation.** Before the site evaluation inspection by the Town, the applicant marks the location of the proposed trail access with stakes at both ends of the proposed culvert. The Plan Commission then conducts a site evaluation inspection of the proposed trail access. At its next regularly scheduled meeting, the Plan Commission considers all plans and other information supplied by the applicant and makes a recommendation to the Board. The Plan Commission may make a recommendation of approval or denial to the Board and may also recommend that restrictions or conditions be placed on the permit if approved.

f. Board action. The Town Board approves or rejects the application. The Board may also place additional restrictions or conditions on the permit.

3. Final inspection and approval of finished trail accesses. When the trail access has been completed, the Applicant informs the Clerk. The Clerk schedules a final inspection of the trail access at the next regularly scheduled site visit meeting of the Plan Commission.

The Plan Commission inspects the trail access to ensure that the access and culverts are installed according to plans and other provisions of the permit and that they meet the requirements of the Ordinance. The Plan Commission recommends to the board that the trail passes or does not pass the final inspection. When the Board gives final approval the process is finished.

This is intended as a guide only. If you have any questions see Driveway Ordinance 301.1.

Appendix A: Application Forms

1. Permit Application Form for Driveway Construction
2. Permit Application Form for Field Road Access Construction
3. Permit Application Form for Trail Access Construction
3. Reimbursement Application Form for Driveway Cash Bond Interest

**DRIVEWAY CONSTRUCTION PERMIT APPLICATION
TOWN OF BERRY – DANE COUNTY, WISCONSIN**

Applicant: Name: _____

Current Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____ Email: _____

Specific Site Location / Nearby Roads: _____

Parcel #: _____

My signature below indicates that:

I have received a copy of the Driveway Ordinance and the Applications Guide, and that

I have attached the information as requested for driveway permits in Section A(2) in the Driveway Permit section of the Applications Guide, and that

I agree to construct the driveway in accordance with Town of Berry Driveway Permit Ordinance 301.1 and to follow the plans and other documents as approved by the town board which become part of this permit, and that

I have paid the application fee of \$ _____ to the town Clerk/Treasurer, and that

I hereby give permission to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the town board to enter the property in order to evaluate the site of the proposed driveway and to verify compliance with and/or to enforce the Driveway Ordinance.

Application Signature: _____ **Date:** ____ / ____ / ____

Board decision: Approve _____ Deny _____ Date ____ / ____ / ____

Culvert required in right-of-way Yes _____ No _____ Size _____

Engineering Plan required? Yes _____ No _____

Additional Requirements? Yes _____ if yes see attached requirements No _____

Driveway construction must begin by Date ____ / ____ / ____

Driveway Permit expiration Date ____ / ____ / ____

Amount of cash bond required: \$ _____. Any cash bond required must be provided to the Town Clerk/Treasurer before the permit is issued.

Chair Signature: _____ Date ____ / ____ / ____

Permit issued by: Clerk Signature _____ Date ____ / ____ / ____

Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk

Final inspection approval by: Signature _____ Date ____ / ____ / ____

Cash Bond returned \$ _____ with interest \$ _____ Date ____ / ____ / ____

Original Copy – Office Files

Copy - Applicant

**FIELD ROAD CONSTRUCTION PERMIT APPLICATION
TOWN OF BERRY – DANE COUNTY, WISCONSIN**

Applicant: Name: _____

Current Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____ Email: _____

Specific Site Location / Nearby Roads: _____

Parcel #: _____

My signature below indicates that:

I have received a copy of the Driveway Ordinance and the Applications, and that

I have attached the information as requested for field road access permits in 2a of the Field Road section of the Applications Guide, and that

I agree to construct the field road access in accordance with Town of Berry Driveway Permit Ordinance 301.1 and to follow any additional requirements as approved by the town board, and that

I have paid the application fee of \$_____ to the town Clerk/Treasurer, and that

I hereby give permission to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the town board to enter the property in order to evaluate the site of the proposed field road and to verify compliance with and/or to enforce the Driveway Ordinance.

Application Signature: _____ Date: ____/____/____

Board decision: Approve _____ Deny _____ Date ____/____/____

Culvert required in right-of-way Yes _____ No _____ Size _____

Additional Requirements? Yes _____ if yes see attached requirements No _____

Chair Signature: _____ Date ____/____/____

Permit issued by: Clerk Signature _____ Date ____/____/____

Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk

Final inspection approval by: Signature _____ Date ____/____/____

Original Copy – Office Files

Copy - Applicant

**TRAIL PERMIT APPLICATION
TOWN OF BERRY – DANE COUNTY, WISCONSIN**

Applicant: Name: _____
Current Mailing Address: _____
City, State, ZIP: _____
Phone Number: _____ Email: _____

Specific Site Location / Nearby Roads: _____

Parcel #: _____

My signature below indicates that:

I have received a copy of the Driveway, Field Road and Right-of-way Ordinance and the Applications Guide, and that

I have attached the information as requested for trail access permit, and that

I agree to construct the trail in accordance with the Town of Berry Driveway, Field Road and Right-of-way Permit Ordinance 301.1 and to follow any additional requirements as approved by the town board, and that

I have paid the application fee of \$ _____ to the town Clerk/Treasurer, and that

I hereby give permission to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the town board to enter the property in order to evaluate the site of the proposed trail and to verify compliance with and/or to enforce the Driveway, Field Road and Right-of-way Ordinance.

Application Signature: _____ Date: ____/____/____

Board decision: Approve _____ Deny _____ Date ____/____/____

Culvert required in right-of-way Yes _____ No _____ Size _____

Additional Requirements? Yes _____ if yes see attached requirements No _____

Chair Signature: _____ Date ____/____/____

Permit issued by: Clerk Signature _____ Date ____/____/____

Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk

Final inspection approval by: Signature _____ Date ____/____/____

Original Copy – Office Files

Copy - Applicant

301.2 Reimbursement Application for Driveway Cash Bond Policy

Applicant

Name: _____

Current Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Applicants Cash bond information

Location/Address of Driveway: _____

Year driveway was constructed: _____

Cash Bond Amount: \$ _____

Date that cash bond was deposited with Town _____
(Please attach a copy of your cancelled check, receipt, or other record/evidence of deposit)

Town of Berry's reimbursement of Cash Bond to applicant

Please allow 6 weeks for your interest reimbursement check to arrive. If available the following information will help speed up the process.

Cash Bond amount returned if different than a mount of bond: \$ _____

Berry's reimbursement check: date _____ check number _____

Today's date: _____ Signature: _____

Office Use: Cash Bond Interest reimbursement

Amount of cash bond \$ _____ x rate per day _____ x _____ days)

Amount reimbursed: \$ _____ Date _____ Check number _____

Signature: _____

Dated this 26th day of June, 2000

Brenda Kahl, Clerk/Treasurer
Ron Ahner, Supervisor
Jeffrey Postle, Supervisor

Karen Upper, Chair
David Lucey, Supervisor
Bert Bitter, Supervisor

Appendix B: Fee Schedule

1. Policy 113.4, Administrative Fees

Operator's License	\$5
Cigarette & Tobacco Products Retail License	\$5

SECTION V – DOG LICENSES

Payable yearly	
Kennel License	\$42
Neutered or Spayed	\$12.50
Not Neutered or Spayed	\$17.50
Delinquent Fee	\$5

SECTION VI – COPIES OF RECORDS

Amounts in excess of \$5 must be prepaid, all lesser fees are to be paid on delivery of copies to requester

Photo Copies 8 ½ x 11, 8 ½ x 14, or 11 x 17	\$0.25 per sheet
Larger Sizes	Actual commercial cost
Cassette Tape	Actual copy cost plus new tape
Postage	Actual cost
Research Time	The 1 st \$50 is free, \$17 per hour thereafter
Computer Records	\$0.25 per sheet

SECTION VII – TITLE SEARCHES

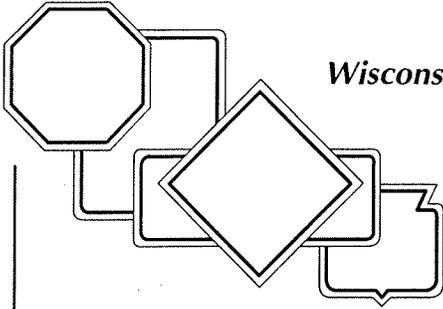
Title Searches	\$25 per parcel number per title search
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Dated this 21st day of April, 2014

Posted: April 29, 2014

Brenda Kahl, Clerk/Treasurer
 Don Witmer-Kean, Supervisor
 Joe Kruchten, Supervisor

Anthony Varda, Chair
 Jeff Davis, Supervisor
 Michael Statz, Supervisor



Mailbox Safety

There are 30 to 35 million rural and suburban 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. At the end is a list of points to be covered in a local mailbox ordinance.

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 two 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.

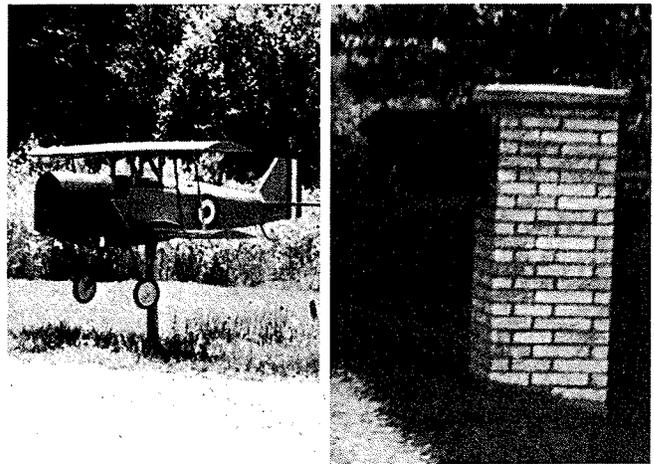
Weak attachments between box and post are another hazard. These may permit the box to penetrate the car's passenger compartment. Multiple mailboxes on a single support, or placed too close together, can also be hazards.

Hazardous mailbox installations

Most curb or 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 installa-

tion. 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. Thus the nation's highways are lined with multitudes of installations, some of which are highly hazardous obstacles.



Heavy ornamental mailbox installations may be roadside hazards.

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 1/2 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 light-weight. 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 1/2 inch 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 (Figure 1). Thus boxes mounted four feet above ground should be at least three feet apart (post center to post

center). Figure 2 shows an alternate type multiple box system.

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.

Figures 3 and 4 show examples of a cantilever mailbox installation. While the cantilever design is helpful to snow removal operations it may cause the mailbox to impact a vehicle at the windshield. Raising the support arm height and firmly suspending the box below may be another way to lessen the windshield damage.

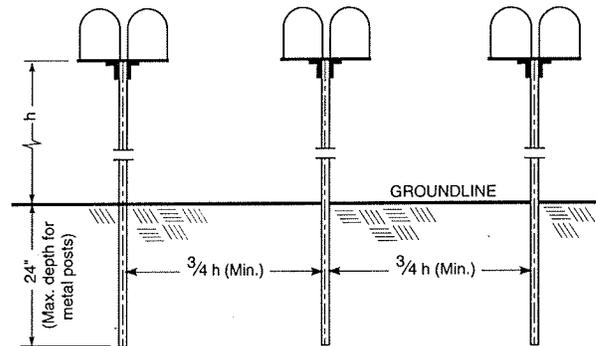


Figure 1: Spacing for multiple post installations

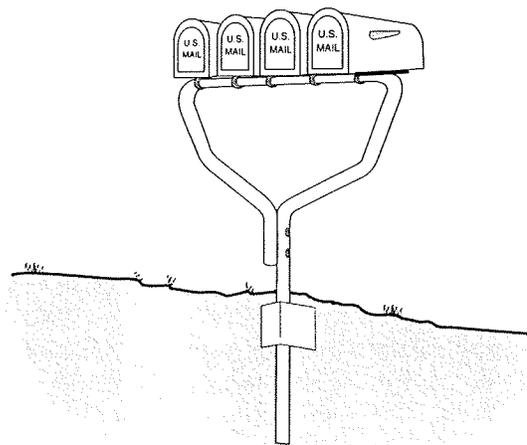


Figure 2: Suggested multiple box support system



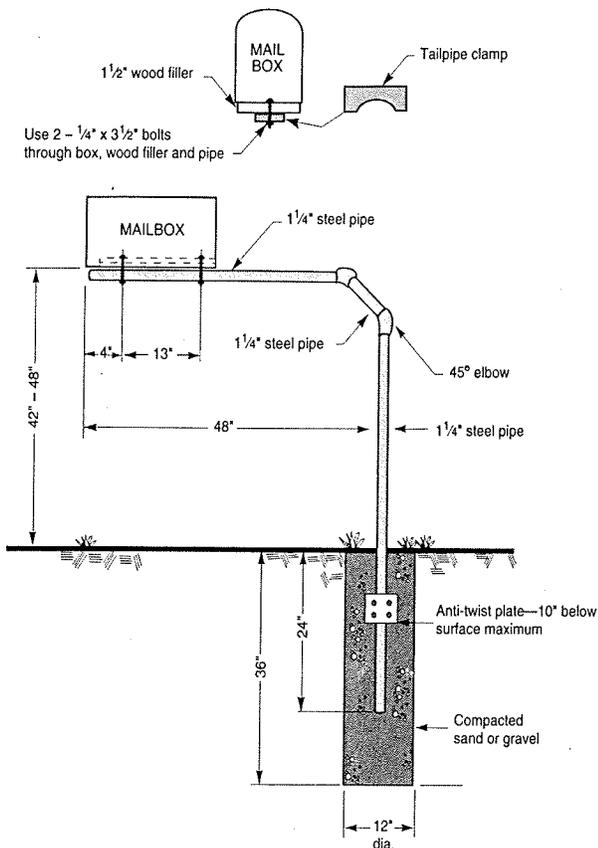


Figure 3: Example of a steel pipe cantilever mailbox support.

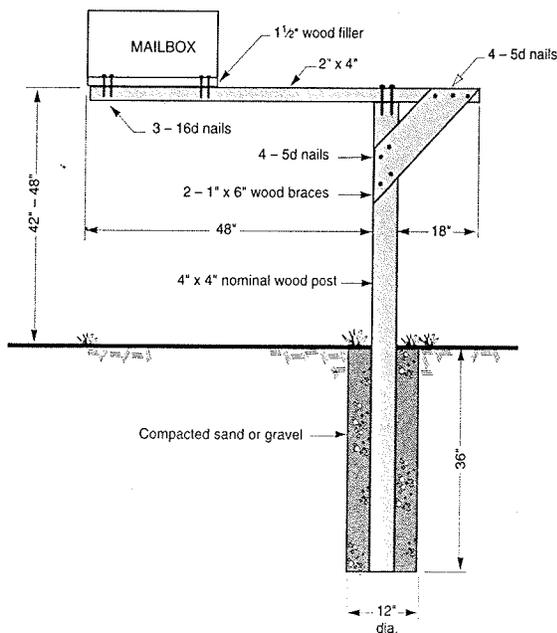


Figure 4: Example of a wood cantilever mailbox support.

Siting mailboxes

In Wisconsin snow removal operations frequently conflict with mailboxes. Several local agencies have developed a standard for mailbox installations which has been successful in reducing the number of mailboxes damaged or demolished by snow plows. The standard is published in local papers (Figure 5).

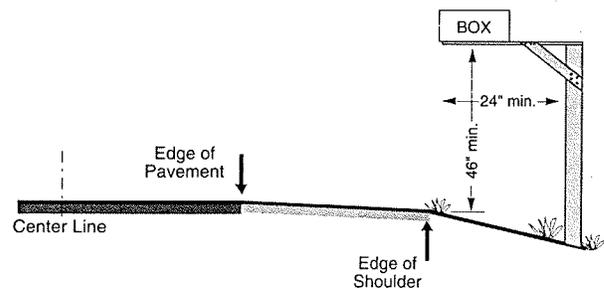
They recommend placing the box on a 24-inch minimum arm, at a minimum height of 46 inches. The front of the box should be aligned with the outside edge of the shoulder.

Locating mailboxes along the roadside is complicated by many factors other than snow removal. These require balancing the maximum convenience to the patron with safety considerations for highway traffic, and with postal carrier convenience and safety. You must also take into account existing roadside conditions such as proximity to intersections; blind spots caused by curves, hills and vegetation; and utility poles, guardrails, nearby bridges, and other physical installations.

NOTICE

Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.



Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snowbanks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

By order of the _____
and with the approval of the U.S. Postal Service.

_____ Highway Commissioner

_____ Postmaster

Figure 5: Sample mailbox notice

