

Driveway Permit Information Sheet



When does this process apply?

The Village requires property owners to obtain Driveway Permits in order to gain access to the public right-of-way. The purpose of this process is to ensure that driveways are constructed in a manner that alleviates or prevents congestion on streets and to promote the safety and general welfare of the public.

What are the rules?

Driveway standards are within the Village's Zoning Ordinance; Title III Chapter 2.9.07 and 2.9.10. Driveways are also subject to the Village's setback requirements listed under figures 2.5.01(2) and 2.5.02(2). Copies of all these applicable rules are in the Driveway Permit packet.

Administrative Review

The Building Inspector is the responsible authority to review and approve Driveway Permits.

Plan Commission Review, if necessary

An applicant who desires to deviate from the number of vehicular access points allowed and width of driveway requirements shall go through the Site Plan Review process and obtain Plan Commission approval for the proposed deviations.

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Section 2.9.07: Access and Visibility Standards (Driveways)

- (1) **Purpose and Applicability.** The purpose of this Section is to alleviate or prevent congestion of public rights-of-way so as to promote the safety and general welfare of the public by establishing minimum requirements for the provision of access to public rights-of-way in accordance with the utilization of various sites. The provisions in this Section apply to all uses other than agricultural uses.
- (2) **Permit Required.** Each access point onto a Village street or right-of-way shall have a driveway permit issued by the Building Inspector per Wisconsin Statutes 86.07(2). Such driveway permit may be issued as part of or in conjunction with a building permit.
- (3) **Number of Vehicular Access Points.**
 - (a) Each lot shall not have more than one vehicular access point on any one street if its frontage on said street is less than 100 linear feet (as measured along the right-of-way line), and not more than two access points otherwise.
 - (b) On arterial streets and in certain areas experiencing, or expected to experience, congestion and/or safety problems, access to a lot may be required to be via an access point on an adjacent property or another street frontage.
 - (c) Exceptions to these access point standards may be approved by site plan approval under Section 2.13.09.
- (4) **Residential Uses.** Residential uses shall not have access points onto a collector street primarily serving a commercial area or an arterial street, unless such street has the only available frontage.
- (5) **Non-residential Uses.** Non-residential, non-agricultural uses shall not have access points onto a residential street, unless such street has the only available frontage.
- (6) **Access Near Street Intersections.** At its intersection with the street right-of-way line on an arterial or residential collector street primarily serving a nonresidential area, no access point shall be located closer than 100 feet from the intersection of any two street rights-of-way unless access is otherwise impossible. In all cases, access points shall be located as far from an intersection as the lot size permits. Nonconforming driveways may be replaced in their current location, except where required to be relocated as part of a site plan approval.
- (7) **Distance Between Access Drives.** The minimum distance between access drives serving the same property shall be 25 feet (edge to edge), as measured at the property line. A distance in excess of said 25 feet may be required if, in the opinion of the Zoning Administrator, the present or projected traffic factors warrant a greater distance.
- (8) **Angle of Intersection with Public Right-of-Way.** All access drives shall intersect with any public right-of-way at an angle of not less than 75 degrees, and shall intersect at an angle of 90 degrees wherever possible.
- (9) **Distance from Property Line.** The distance from an access drive or parking lot to the property line of an adjacent property shall not be less than three feet, as measured along the right-of-way line, except for in the case of approved shared driveways. See also Figures 2.5.01(2) and 2.5.02(2).
- (10) **Width of Driveways.** All access drives shall have a minimum width of 10 feet for single-family and two-family dwellings, and 20 feet for all other land uses to which this Section is made applicable. All curb openings for access

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drives shall have a maximum width of 24 feet for all residential uses, and 40 feet for all non-residential, non-agricultural uses, as measured at the right-of-way line. Access drives may be flared between the right-of-way line and the roadway up to a maximum of five additional feet. Widths that vary from those specified above may be approved by site plan approval under Section 2.13.09.

- (11) **Traffic Control.** The traffic generated by any use shall be channelized and controlled in a manner that minimizes congestion on public streets and/or other safety hazards. Traffic into and out of all off-street parking, loading, and traffic circulation areas serving six or more parking spaces shall be forward moving, with no backing into streets or pedestrian ways.
- (12) **Paving of Access.** All access approach areas located within a street right-of-way shall be paved with a hard, all-weather surface, and shall be maintained so as to prevent the transport of gravel, dirt, or other eroded material from a property into the right-of-way.
- (13) **Vision Clearance Standards.** In order to provide a clear view of intersecting streets to motorists, there shall be a triangular area of clear vision formed by (a) the two lines formed by the boundaries of any two intersecting street rights-of-way (or by the boundaries of a site access driveway and an intersecting street right-of-way) and (2) a third straight line connecting the first two lines per the following standards:

Figure 2.9.07(1): Vision Clearance Triangle Standards

Street Right-of-Way Width	Distance from Street Right-of-Way/Driveway Edge Intersection
less than 66 feet (and all driveways)	10 feet
66+ feet	20 feet

Within said triangular area, no signs, structures, earthwork, vegetation, or other obstructions between 30 inches and eight feet in height (measured above either of the centerline elevations of said two streets) shall be permitted, except for tree trunks and sign poles.

- (14) **Depiction on Required Site Plan.** The configuration and location of any and all proposed access drives on a property shall be depicted on any required site plan.

Section 2.9.10 Residential Driveway Standards

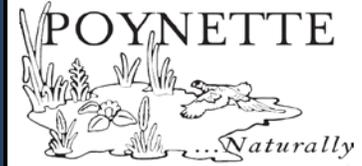
- (1) **Generally.** The owners of residential property in the Village shall construct and continuously maintain a hard-surfaced driveway extending from the curb or street edge to all garages intended for vehicle parking located on the lot, except in agricultural zoning districts.
- (2) **Installation Timing.** No residential driveway shall be constructed until the owner has been issued a building permit for the residence. Each residential driveway shall be constructed prior to occupancy of the associated dwelling, except in cases when construction of the dwelling is completed in the month of December, January, February, or March. In such cases, driveways must be installed no later than May 15th following occupancy.
- (3) **Minimum Width.** The driveway(s) shall be a minimum of 10 feet wide. Where such driveway(s) meets the garage, the width shall be, at minimum, the width of all garage door openings.

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- (4) **Provision for Sidewalk.** Driveways shall accommodate a concrete sidewalk section within the public right-of-way, built to Village sidewalk standards, to maintain connection with existing sidewalks or to allow for the connection of future sidewalks on either side of the driveway.
- (5) **Hard-surfacing Required.** Approved driveway surfacing materials include concrete, asphalt paving, pervious pavement, paving stones commercially designed and manufactured for the proposed purpose, or any combination of these materials or another other material specifically approved by the Plan Commission. Gravel or crushed stone driveways are permitted in agricultural zoning districts.

Driveway Permit Checklist



This document is published to provide supplemental information to applicants. Please refer to Title III Section 2.9.07 and 2.9.10 for the full requirements and information.

STEPS PRIOR TO SUBMITTING APPLICATION MATERIALS – NO FEE

<u>Step</u>	<u>Completed</u>
Pre-Application Consultation with Building Inspector (optional)	

MATERIALS REQUIRED

<u>Document</u>	<u>Received</u>
Application Form	
Site Plan (a depiction of the configuration and location of driveway, see checklist)	
\$50 fee (only if project <u>does not</u> require a building permit)	

REQUIREMENTS FOR ALL USES EXCEPT AGRICULTURE

<u>Ordinance Number</u>	<u>Rule</u>	<u>Complies</u>
2.9.07(3)	Number of Vehicular Access Points (exceptions only granted by Site Plan Review)	
2.9.07(4)	Residential Uses	
2.9.07(5)	Non-residential Uses	
2.9.07(6)	Access Near Street Intersections	
2.9.07(7)	Distance between Access Drives (exceptions approved by Zoning Administrator)	
2.9.07(8)	Angle of Intersection with Public Right-of-Way	
2.9.07(9)	Distance from Property Line	
2.9.07(10)	Width of Driveways (exceptions only granted by Site Plan Review)	
2.9.07(11)	Traffic Control	
2.9.07(12)	Paving of Access	
2.9.07(13)	Vision Clearance Standards	

ADDITIONAL REQUIREMENTS FOR RESIDENTIAL USES

<u>Ordinance Number</u>	<u>Rule</u>	<u>Complies</u>
2.9.10(2)	Installation Timing	
2.9.10(3)	Minimum Width	
2.9.07(5)	Provision for Sidewalk	
2.9.07(6)	Hard-surfacing Required	

ADMINISTRATIVE REVIEW PROCESS

<u>Review</u>	<u>Completed</u>
Building Inspector Action	

LEGISLATIVE APPROVAL PROCESS – This process is only allowed when the proposed driveway conflicts with the number of vehicular access points and minimum width requirements.

Refer to the Site Plan Application Process

Site Plan Checklist



A well drafted site plan includes ALL of the following information. However, many situations will not require certain components. Please communicate with the Zoning Administrator or Building Inspector to determine appropriate level of detail.

<u>Information</u>	<u>Complies</u>
A title block that indicates the name, address, and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.	
The date of the original plan and the latest date of revision to the plan.	
A north arrow and a graphic scale. Said scale shall not be smaller than one-inch equals 50 feet; except where the Zoning Administrator allows reduced scales.	
A legal description of the subject property.	
All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.	
Delineation of floodplains, shoreland-wetlands, steep slopes, mature trees, and woodlands, with labels and descriptions.	
All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.	
All required building setback lines/minimum yards applicable to the zoning district(s), including setbacks from natural resources.	
A grading and erosion control plan at the same scale as the main plan showing existing and proposed grades, including retention walls and related devices, and erosion control measures.	
The location of existing and proposed stormwater management facilities and structures, along with any technical data required by the Village Engineer to determine the adequacy of the proposed facilities.	
Proposed land use or uses, with projected number of employees, residents, and maximum customer capacity.	
All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.	
The location and dimension of all access points onto public streets.	
The location and dimension of all on-site parking (and, if applicable, off-site parking), including a summary of the number of parking stalls provided versus required by this Chapter.	
The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.	
The location of all outdoor storage areas including dumpsters and the design of all screening fences.	
The location, type, height, fixture design, and cut-off angle of all exterior lighting, including a detailed photometric plan showing the distribution of light output across the property to the property lines. Depiction of illumination on the photometric plan shall be shown rounded to the nearest 0.10-foot candles. Exterior lighting shall comply with the requirements of Section 2.9.11.	
A landscape plan for the subject property complying with the requirements of Article 8.	
Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed remodeling of existing buildings to include exterior or roof mechanical equipment and showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color, and overall appearance.	
The location, type, height, size and lighting of all existing signage on the subject property, and for proposed signage to the extent practical at the time.	
<p>In the site plan map legend, the following additional data for the subject property:</p> <ol style="list-style-type: none"> 1. Proposed zoning (or existing zoning if no change) 2. Lot area 3. Total number and type of residential dwelling units (if applicable) 4. Total Gross Floor Area (GFA) 5. Landscape Surface Area 6. Landscape Surface Ratio 7. Building Height 	

Figure 2.5.01(2): Open Space and Residential District Setback and Height Standards

Zoning District	Minimum Setbacks (ft) (b)								Minimum Principal Structure Separation (ft)	Maximum Building Height			
	Principal Residential Structure including Attached Garage				Detached Accessory Structure (a)		Pavement (d)			Principal Structure		Accessory Building (h)	
	Front (a)	Street Side (a)	Interior Side	Rear	Interior Side (c)	Rear	Interior Side or Rear	Front or Street (a)		Feet	Floors	Feet	Floors
AT	30	30	10	30	10	10	3	10	30	35	2.5	35	2.5
P	30	30	10	30	10	10	3	10	30	35	2.5	25	2
R-1-M	30	30	10	30	3	3	3	10	20	35	2.5	15	1
R-1-T	20	20	6	20	3	3	3	10	10	35	2.5	15	1
R-2 (e)	30	30	10	30	3	3	3	10	20	35	2.5	15	1
R-MF (f)	30	30	10	40	3	3	3	10	20	40	3	15	1
R-MH	20(g)	20(g)	6	10	3	3	3	10	10	20	1	15	1

- (a) See Section 2.4.09(2) for standards related to detached accessory buildings located within front yard areas, minimum separation requirements associated with detached accessory structures, and other standards associated with detached accessory structures.
- (b) Additional setbacks may be required along zoning district boundaries for buffer yards, if required for the particular land use under Article 4 or Section 2.8.02(3)(d).
- (c) Minimum street side yard setbacks are equal to the minimum street side setback for the principal structure.
- (d) Includes all gravel, black-top, or other paved surfaces. This setback excludes intrusions required for driveway entrances and permitted or required for cross access driveways and pedestrian ways; shared driveways; and shared parking lots.
- (e) Single-Family Detached Residences shall comply with the requirements for the R-1-T district.
- (f) Single-Family Detached Residences shall comply with requirements of the R-1-T District. Two-Family Residences shall comply with the requirements for the R-2 district.
- (g) A minimum 100-foot wide buffer must be provided around the perimeter of each “Mobile Home Community.”
- (h) Maximum building height for accessory buildings may be increased by site plan approval under Section 2.13.09.

Amended 10/12/2015 via Ord. 15-525

Figure 2.5.02(2): Non-residential District Setback and Height Standards

Zoning District	Minimum Setbacks (ft) (b)				Pavement (c)		Minimum Principal Building Separation (ft)	Maximum Building Height (stories/ft, whichever is greater)	
	Principal Building to Front and Street Side Lot Lines (a)	Principal Building to Interior Side Lot Line	Principal Building to Rear Lot Line	Accessory Building to Interior Side/Rear Lot Line (a) (d)	Front or Street Side	Interior Side or Rear		Principal Buildings	Accessory Buildings
INT Institutional (e)	20 (e)	10 (e)	20	3	10	5	10	4/60	1/20
B-1 Downtown Commercial	0 (f)	0	0	0	5	0	0	3/45	1/20
B-2 Highway Commercial	30	10	30	10	10	5	10	3/40	1/20
B-3 Neighborhood Commercial (g)	10	6	20	3	5	5	10	2/30	1/15
BP Business Park	30	10	30	10	10	5	10	3/40	1/20
I Industrial	30	15	30	15	10	5	10	3/45	2/35

(a) See Section 2.4.09(1) for standards related to detached accessory buildings located within front yard areas, minimum separation requirements associated with detached accessory structures, and other standards associated with detached accessory structures.

(b) Additional setbacks may be required along zoning district boundaries for buffer yards, if required for a particular land use in Article 4 or Section 2.8.02(d).

(c) Includes all gravel, black-top, or other paved surfaces. This setback excludes intrusions required for driveway entrances and permitted or required for cross access driveways and pedestrian ways; shared driveways; and shared parking lots.

(d) Front and street side yard setbacks for accessory structures as the same as the minimum front and street side setback for the principal structure.

(e) Institutional districts adjacent to the B-1 district shall instead follow the same standards as the B-1 district.

(f) For B-1 zoned properties addressed within the North 200, North 100, and South 100 blocks of South Main Street, principal buildings constructed after October 21, 2013 shall also have a maximum 10-foot setback from front and street lot lines. All other B-1 properties shall have a minimum front and street side yard principal building setback of 20 feet or the actual principal building setback as of October 21, 2013, whichever is less.

(g) For lots that are zoned B-3 as of October 21, 2013, the principal building setbacks shall be the requirements in this figure or the actual principal building setbacks as of October 21, 2013, whichever are less.

Driveway Permit Application



Applicant Information:

Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Property Owner Information (if different):

Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Address or Parcel Number of Property: _____

Zoning of Property: _____

Name of Road to which it will connect: _____

How many existing driveways does the property currently have: _____

Are there any easements or driveway sharing agreements? Please include copies: _____

Summary of Project:

Expectations and Tips: Reimbursement for Village Development Review



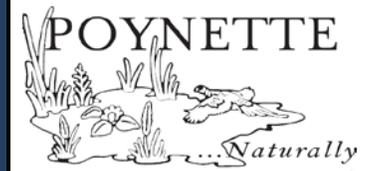
ATTENTION READ CAREFULLY

Development review processes often require the use of Village consultants, such as planning, engineering and legal consultants. Because it is the applicant who is generating the need for the service, the Village’s policy is to assign consultant costs to the applicant, as opposed to asking general taxpayers to cover these costs. This policy also helps maintain a relatively small permanent Village staff. Applicants are asked on the “Signature of Understanding” page to acknowledge that costs for development review services will be billed back to them for reimbursement. Unpaid costs by the applicant will be applied to the property tax bill or intercepted through the State’s income tax process.

The development review costs provided below represent the *estimated* range of costs associated with each particular type of development review. This usually involves analysis and preparation of a written recommendation to a Village committee, Board, or staff. Costs vary depending on a range of factors, including the type of application, completeness and clarity of the development application, complexity of the proposed development, degree of cooperation from the applicant, and level of community interest.

Type of Development Review Being Requested	Typical Consultant Review Costs
Land Division	
Certified Survey Map	\$100-400
Preliminary Subdivision Plat	\$1,500 to \$2,500
Final Plat (does not include any development agreement time)	\$500 to \$1,200
Condominium Plat	\$1,500 to \$2,500
Rezoning	
To a standard (not Planned Neighborhood) zoning district	\$400 to \$2,000
To PN zoning district, including General Development Plan	\$2,000 to \$5,000
Text Amendment	\$100-\$500
Conditional Use	\$100 to \$500
Sign Permit	\$0 - \$50
Site Plan	\$100 to \$500
Variance	\$100 - \$1,000
Zoning Interpretations	\$100 - \$500
Annexation	\$500 - \$1,000
Vacate Village Land/Right of Way	\$300 - \$1,000

Expectations and Tips: Reimbursement for Village Development Review



Applicants for Village development approvals can help manage and minimize their development review costs and often speed up development review by following these tips:

- 1. Talk or meet with Village Zoning Administrator before submitting an application.** Before you make significant investments in your project, the Administrator can help you understand the feasibility of your proposal, what Village plans and ordinances will apply, the type of review process there will be, and how to prepare a complete application.
- 2. Submit a complete and thorough application.** One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with Village ordinance requirements. There are checklists built into development approval applications to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.
- 3. Consider working with an experienced professional to help prepare your plans.** Professional engineers, land planners, architects, surveyors and landscape architects should be familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the Village's consultants to review, saving you money in the long run. Any project that includes site grading, stormwater management, or utility work; significant landscaping; or building remodeling or expansion generally requires professionals. For less complicated proposals, it is acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the Village's staff and planning consultant still need to ensure that your proposal meets all requirements. All plans must be prepared with attention to detail.
- 4. For more complex projects, submit your project for conceptual review.** Conceptual review of preliminary plans almost always saves time, money, stress, and frustration in the long run for everyone involved. Conceptual plans may be submitted to the Zoning Administrator, who may share with the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help identify key issues.
- 5. Hold a neighborhood meeting for larger and potentially more controversial projects.** For these types of projects, one way to help the formal development review process go more smoothly is to host a meeting for the neighbors. This usually should happen before you even submit a formal development review application. A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions, and address issues in an environment that is less formal and potentially less emotional than a Plan Commission or Village Board meeting. Please notify Zoning Administrator of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware; and document the outcomes of the meeting to include with your application.

Signature of Understanding



APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL THIS PAGE IS SIGNED.

By signing and dating below, I/We:

1. Reviewed and understand the applicable Village of Poynette ordinances and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date