

# TITLE 6

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## Public Works

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# Title 6 ► Chapter 1

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## Public Works

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- 6-1-3** Burning or Deposit of Rubbish on Highway Right-of-Ways Prohibited
- 6-1-4** Safety Setback from Town Roads

### **Sec. 6-1-1 Statutory Public Work Authority.**

Without limitation because of enumeration, the Town Board may:

- (a) **Acquire Lands.** Notwithstanding Sec. 60.10(2)(e), Wis. Stats., acquire lands to lay, construct, alter, extend or repair any highway, street or alley in the Town of Big Bend.
- (b) **Streets, Sewers and Water Mains.** Provide for laying, constructing, altering, extending, replacing, removing or repairing any highway, street, alley, sanitary sewer, storm sewer or water main in the Town.
- (c) **Sidewalks.** Provide for construction, removal, replacement or repair of sidewalks under Sec. 66.0907, Wis. Stats.
- (d) **Lighting Highways.** Provide for lighting for highways, as defined under Sec. 340.01(22), Wis. Stats., located in the Town.
- (e) **Lake Improvement.** Provide for making improvements in any lake or waterway located in the Town.

*State Law Reference:* Sec. 60.50, Wis. Stats.

### **Sec. 6-1-2 Payment for Public Works; Special Assessments.**

The Big Bend Town Board may levy and collect special assessments and charges under Sec. 66.0703, Wis. Stats., and Title 3, Chapter 2, of this Code to pay for all or part of the cost of any public work or improvement. Special assessments may be paid under Sec. 66.0713, Wis. Stats.

*State Law Reference:* Secs. 60.51, 66.0703 and 66.0713, Wis. Stats.

**Sec. 6-1-3 Burning or Deposit of Rubbish on Highway Right-of-Ways Prohibited.**

It shall be unlawful for any person to throw or deposit any weeds, sod, brush, cans, glass, gravel, stones, boulders, machinery, garbage or other waste or rubbish in or on the right-of-way of any highway located in the Town of Big Bend, Rusk County, State of Wisconsin, or to burn any material of any nature in or on the right-of-way of any such highway or road, and particularly the paved portions thereof, in the Town of Big Bend, except as specifically authorized by the Town Board.

**Sec. 6-1-4 Safety Setbacks from Town Roads.**

In order to safeguard Town road right-of-ways by preserving adequate clearance areas for snow plowing and grading, areas for drainage grading and allow for sufficient sight lines, no structure shall be erected adjacent to a Town road right-of-way closer than fifty-five (55) feet measured from the center point of the paved surface of a Town road.

## Title 6 ► Chapter 2

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# Laying Out and Construction of Town Highways and Roads

<b>6-2-1</b>	Application to Lay Out and Construct Highway
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### **Sec. 6-2-1 Application to Lay Out and Construct Highway.**

An application under this Chapter to lay out and construct a new Town highway, other than as part of to a new subdivision or plat, may be filed by six (6) or more resident freeholders of the Town. Said application must in writing and it may be delivered to any Supervisor or the Town Clerk-Treasurer. The application shall contain a complete description and a survey map of the property in question. New streets and roads in subdivisions and plats shall be constructed pursuant to the Town subdivision ordinance and this Chapter where it is not in conflict with the Town subdivision ordinance.

*State Law Reference:* Section 80.02, Wis. Stats.

*Cross-Reference:* Title 14 and Land Division and Subdivision Code

### **Sec. 6-2-2 Restrictions on Laying Out Highways.**

- (a) No Town highway shall be laid out through or upon any cemetery without the consent of those having the control of the cemetery.

- (b) No Town highway shall be laid through or upon any structure, yard or enclosure used for educational or charitable purposes.
- (c) No Supervisor shall act in laying out, altering, widening or discontinuing any highway in which he/she may be personally interested.
- (d) When the laying out of a highway would require the construction of a bridge costing more than One Thousand Dollars (\$1,000.00), exclusive of donations, the order of the Supervisors laying out such highway shall not be effective unless approved by the electors of the Town, and an estimate by the Wisconsin Department of Transportation shall be conclusive of the cost of such bridge for the purposes of this Section.
- (e) Without the consent of the owner, no Town highway shall be laid out through or upon any garden or orchard or any building or fixture used for trade or manufacture or any other building or fixture or the yard or enclosure necessary to the use thereof, when the damage thereby caused thereto, exclusive of the damage to the land, exceeds Three Hundred Dollars (\$300.00).

*State Law Reference:* Sections 80.02, 80.03 and 80.04, Wis. Stats.

### **Sec. 6-2-3 Procedure After Application is Filed.**

- (a) On application made pursuant to Sec. 6-2-1 above, the Town Board shall prepare a notice fixing therein a time and place at which they will meet and decide upon the application.
- (b) The notice shall specify as near as practicable the highway proposed to be laid out, widened, altered or discontinued and the tracts of land through which the highway passes.
- (c) If the application is for discontinuance, the notice shall specify the tracts of land abutting on the highway which will be benefited or injured by such discontinuance.
- (d) When the description in the aggregate exceeds two hundred (200) words in length, the notice may state that such descriptions are contained in the application as provided in Sec. 80.02, Wis. Stats., and shall give the name and address of the Town Clerk-Treasurer to whom the application has been delivered.

*State Law Reference:* Section 80.05(1), Wis. Stats.

### **Sec. 6-2-4 Duties of Applicants After Application is Fixed.**

- (a) Applicants shall at least ten (10) days prior to date of hearing give notice by registered mail to all occupants and owners of record of lands through which the highway may pass.
- (b) Applicants shall give notice to the Wisconsin Department of Natural Resources by registered mail.

- (c) Applicants shall give notice to the Board of Soil and Water Conservation District by registered mail.
- (d) Applicants shall publish the notice as a Class 2 notice under Ch. 985 of the Wisconsin Statutes.
- (e) Failure of applicants to comply with this Section will invalidate the entire proceeding.

*State Law Reference:* Section 80.05(2), Wis. Stats.

### **Sec. 6-2-5 Proceedings After Notice.**

- (a) The Supervisors shall meet at the time and place stated in the notice pursuant to Sec. 6-2-3(a).
- (b) The Supervisors are to be satisfied that all notices as required by this Chapter and the Laws of the State of Wisconsin have been complied with.
- (c) The Supervisors shall personally examine the highway which is the subject of the application and shall hear any reason that may be offered for or against laying out, widening or altering the highway.
- (d) The Supervisors shall, after complying with Subsections (a), (b) and (c) above, decide upon the application and shall grant or refuse the same as they deem best for the public good.
- (e) The Supervisors may adjourn said hearing from time to time, not exceeding in all thirty (30) days from the time of the first meeting, giving public notice of the time and place of such adjournment and by filing forthwith of such adjournment in the office of the Town Clerk-Treasurer.

*State Law Reference:* Section 80.06, Wis. Stats.

### **Sec. 6-2-6 Order, Award and Recording.**

- (a) When Supervisors lay out, alter, widen or discontinue any highway, they shall make and sign an order therefor, incorporating therein a description of the highway and cause survey thereof to be made when necessary.
- (b) Damages are to be awarded to landowner pursuant to Sec. 6-2-7 hereafter and Sections 80.09 and 80.10, Wis. Stats.
- (c) The order and award of damage shall be filed and recorded in the office of the Town Clerk-Treasurer within ten (10) days after the date fixed by the notice or adjournment for deciding upon the application.
- (d) If the Supervisors fail to file the order and award within ten (10) days, they shall be deemed to have decided against the application.

- (e) A certified copy of the order shall be transmitted by the Town Clerk-Treasurer to the Rusk County Highway Commissioner.

*State Law Reference:* Section 80.07, Wis. Stats.

### **Sec. 6-2-7 Damages.**

- (a) The applicant(s) shall secure a release of damages from all occupants and owners of record and file it with the Town Clerk-Treasurer. The damages sustained by any person upon whose land any highway be laid out, widened or altered shall be fixed by agreement signed by the owner and the Supervisors and be filed in the Town Clerk-Treasurer's office. Such agreement and every release of damages given shall bar any further claims for damages by the owner and all persons claiming under him. A land conveyance shall accompany the release of damages, which shall be properly recorded with the Rusk County Register of Deeds.
- (b) If any owner does not so agree with the Supervisors as to his/her damages or does not deliver to the Supervisors a written release of all claims for damages, the Supervisors shall, at the time of making the highway order, assess the damages and make a written award specifying the sum awarded by them to each owner. The award shall be signed by the Supervisors and be filed in the Town Clerk-Treasurer's Office with the order laying out, widening, altering or discontinuing the highway.

*State Law Reference:* Sections 80.09 and 80.10, Wis. Stats.

### **Sec. 6-2-8 Appeals.**

- (a) **Appeal From Highway Order** shall be pursuant to Sec. 80.17, Wis. Stats.
- (b) **Appeal From Award of Damages** by owner shall be pursuant to Sec. 80.24, Wis. Stats.

*State Law Reference:* Sections 80.17 and 80.24, Wis. Stats.

### **Sec. 6-2-9 Payment of Construction Expenses.**

All expenses involved in the preparation, construction and dedication involved in highway construction under this Chapter shall be borne by the applicant(s).

### **Sec. 6-2-10 Preliminary Inspection.**

Prior to the design, preparation and construction of any roadway to be dedicated to the Town of Big Bend, the applicant shall notify the Town Chairperson or Town Clerk-Treasurer. An on-site

meeting will then be arranged to be attended by the Town Board, the Town Engineer (if applicable) and the applicant. Plans must be provided in order for the Town Engineer to check the design and the drainage.

### **Sec. 6-2-11 Performance Bond.**

At the option of the Town Board, the applicant(s) shall prepare the highway (grade, ditch, and gravel, etc.) one year and surface it the next year in order to further compact the roadbed. If so, the applicant(s) shall provide a bond or irrevocable letter of credit which would enable the Town to finish the road, in case of default by the applicant(s). The performance bond, irrevocable letter of credit, or cash escrow agreement shall be equal to the Town Board's or Town Engineer's estimated cost of the required improvements adjusted for inflation. If the required improvements are not complete within the eighteen (18) month period, all amounts held under the escrow agreement or performance bond shall be turned over and delivered to the Town and applied to the cost of the required improvements. Any balance remaining after such improvements have been made shall be returned to the owner or subdivider. The Town Board, at its option, may extend the bond period for any additional period not to exceed one (1) year; however, the initial bond shall be required to run one (1) year beyond the initial date of acceptance of improvements.

### **Sec. 6-2-12 Roadway Specifications.**

The road construction specifications for plats prescribed in Title 14 shall be applicable for both new roads ordered constructed under this Chapter and for roads required as a condition of new plat approval.

### **Sec. 6-2-13 Final Inspection.**

Upon completion of the proposed highway, the Town Official will proceed to make final inspection, accepting or rejecting road as the case may be. After all of the provisions of this Chapter have been complied with, the roadway or easement will be inspected by the Town officials and, at that time, proof will be made by the presenting of waivers of liens or receipted bills that all work that has been done has been paid for or arrangements have been made for the payment through written instrument by the subdivider. If the road is rejected, corrections shall be made as recommended by Town Board, upon the Town Official recommendation, before final inspection can then be made again. If final acceptance is then made, the owner or owners shall turn over to the Town the deed of all land necessary for the road as previously mentioned.

## Title 6 ► Chapter 3

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# Road Excavations; Trees

- 6-3-1** Excavations of Streets, Alleys, Public Ways and Roads
- 6-3-2** Regulations Governing Excavations and Openings
- 6-3-3** Trees and Shrubbery Obstructing View at Intersection or View of Traffic Signs; Tree Removal; Fences
- 6-3-4** Injury to Trees and Shrubs Prohibited
- 6-3-5** Deposit of Rubbish and Stones on Highway Right-of-Way Prohibited
- 6-3-6** Placement of Rural Mailboxes

### **Sec. 6-3-1 Excavations of Streets, Alleys, Public Ways and Roads.**

(a) **Permit Required.**

- (1) No person, partnership, utility or corporation, or their agents or employees or contractors shall make or cause to be made any opening, excavation or boring in or under any public street, public road, public alley, public way, public ground, public sidewalk or Town-owned easement or fill or alter any culvert or construct or install additions or extensions to its existing facilities within the Town of Big Bend without a permit therefor from the Town Chairperson or Clerk-Treasurer, or their designee.
- (2) The utility or contractor shall submit to the Town a written request for a utility construction/street excavation permit and a plan of the proposed alteration, boring, extension or addition, showing its location and details of construction, including specified depth, method of excavation, open out or auguring, provisions of restoration and whatever the Town would deem necessary for review and consideration. In being issued a permit the utility or contractor agrees to be bound by the regulations of this Section and Section 6-3-2.

(b) **Fee.** The fee for an excavation or opening permit shall be in accordance with the Town Board's current fee schedule. The fee shall be paid to the Town Clerk-Treasurer, who shall issue a receipt therefor.

(c) **Insurance Required.** A permit shall be issued only upon condition that the applicant submit to the Town satisfactory written evidence that applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than One Million Dollars (\$1,000,000.00) per one (1) person, One Million Dollars (\$1,000,000.00) for one (1) accident and property damage coverage of not less than One Million Dollars (\$1,000,000.00).

(d) **Bond.**

- (1) Before a permit for excavating, boring or opening any street or public way may be issued, the applicant must sign a statement in that he/she will indemnify and save harmless the Town of Big Bend and its officers from all liability for accidents and damage caused by any of the work covered by his/her permit, and that he/she will fill up and place in good and safe condition all excavations and openings made in the street, and will replace and restore the pavement over any opening he/she may make as near as can be to the state and condition in which he/she found it, and keep and maintain the same in such condition, normal wear and tear excepted, to the satisfaction of the Town Board for a period of one (1) year, and that he/she will pay all fines imposed upon him/her for any violation of any rule, regulation or ordinance governing street openings or drainlaying adopted by the Town Board and will repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the Town. Such statement shall also guarantee that if the Town shall elect to make the street repair, the person opening the street will pay all costs of making such repair and of maintaining the same for one (1) year.
- (2) Whenever the Town Board shall find that any such work has become defective within one (1) year of the date of completion, it shall give written notice thereof to the contractor stating the defect, the work to be done, the cost thereof and the period of time deemed by the Town Board to be reasonably necessary to complete said work. After receipt of such notice, the contractor or the surety must, within the time specified, repair the defect or indemnify the Town for the cost of doing the work as set forth in the notice.

**Sec. 6-3-2 Regulations Governing Excavations and Openings.**

- (a) **Frozen Ground.** No openings in the streets, alleys, sidewalks or public ways shall be permitted when the ground is frozen except where it is deemed necessary by the Town Chairperson or Town Clerk-Treasurer, or their designee.
- (b) **Removal of Paving.** In any opening or excavation, all paving materials shall be removed with the least possible loss of or injury to surfacing materials and together with the excavated materials from the opening shall be placed so as to cause the least practicable inconvenience to the public and permit free flow of water along gutters.
- (c) **Protection of Public.**
  - (1) Every opening and excavation shall be enclosed with sufficient barriers. sufficient warning lights shall be kept on from sunset to sunrise. Such lights shall be spaced so as to give adequate warning of the existence of the opening and of piled excavated materials. No open flame warning pots shall be used. Except by special permission from the Town, no trench shall be excavated more than two hundred fifty (250) feet in advance of pipe or conduit laying nor left unfilled more than five hundred (500) feet where pipe or conduit has been laid.

- (2) All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of the work. Each person making such opening shall be held liable for all damages, including costs incurred by the Town in defending any action brought against it for damages, as well as cost of any appeal, that may result from the neglect by such person or his/her employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.
- (d) **Replacing Street Surface.** In opening any public street, public alley, public sidewalk, public way, public easement or public ground, the paving materials, sand, gravel and earth or other material moved or penetrated and all surface monuments or hubs must be removed and replaced as nearly as possible in their original condition or position and the same relation to the remainder as before. Any excavated material which, in the opinion of the Town, is not suitable for refilling shall be replaced with approved backfill material. All rubbish shall be immediately removed. In refilling the opening, the earth must be laid in layers not more than six (6) inches in depth and each layer mechanically rammed or tamped to prevent after-settling. When the sides of the trench will not stand perpendicular, sheathing and braces must be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in any trench. Trenches shall be compacted to ninety-five percent (95%) Modified Procter, with test results from a certified soil tester filed with the Town. The Town may elect to have the opening for any street or sidewalk repaired by the Town, in which case the cost of making such repair and of maintaining it for one (1) year shall be charged to the person making the street opening.
- (e) **Notice.** It shall be the duty of the permittee to notify the Town Chairperson and/or Town Clerk-Treasurer, or the Town Engineer when requested by the Town, and all private individuals, firms and corporations affected by the work to be done at least twenty-four (24) hours before such work is to commence. The Clerk-Treasurer and/or Chairperson, or the Town Engineer when requested by the Town, shall also be notified at least four (4) hours prior to backfilling and/or restoring the surface.
- (f) **Validity of Permit.** Unless the work shall be commenced within thirty (30) days of the issuance of the permit, the permit shall be void, and a new permit must be obtained and an additional fee charged. The Town may extend the time limitation for good cause. The utility or contractor shall have present at the site of construction and during the restoration period a copy of the construction plans and Town permit.
- (g) **Backfilling.** Reconstruction shall be in accordance with the current cross-section or according to Town Standards, whichever is stricter. If the surface is not restored as required, the Town may restore the surface and bill the permittee therefor; the Town shall perform such work and bill the cost thereof to the permittee.
- (h) **Emergency Excavation.** In the event of an emergency, any person, firm or corporation, owning or controlling any sewer, gas main, water main, conduit or other utility in or under any public street, alley easement, way or ground and his/her agents and employees may take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health or safety without obtaining an excavation permit.

provided that such person, firm or corporation shall apply for an excavation permit not later than the next business day.

- (i) **Excavation in New Streets Limited.** Whenever the Town Board determines to provide for the permanent improvement or repaving of any street, such determination shall be made not less than thirty (30) days before the work of improvement or repaving shall begin. Immediately after such determination by the Town Board, the Town shall notify in writing each person, utility, Town department or other agency owning or controlling any sewer, water main, conduit or other utility in or under said street or any real property abutting said street, that all such excavation work in such street must be completed within ninety (90) days. After such permanent improvement or repaving, no permit shall be issued to open or excavate said street for a period of five (5) years after the date of improvement or repaving unless, in the opinion of the Town Board, an emergency exists which makes it absolutely essential that the permit be issued.
- (j) **Exception.** The provisions of this Section shall not apply to excavation work done by Town employees or contractors performing work under contract with the Town except that the safety precautions under Subsection (c) hereof shall be complied with.

### **Sec. 6-3-3 Trees and Shrubbery Obstructing View at Intersection or View of Traffic Signs; Tree Removal; Fences.**

- (a) **Obstruction of Intersections.**
  - (1) **Purpose.** No person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two (2) or more roads, streets or alleys in the Town of Big Bend any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.
  - (2) **Visual Clearance at Intersections.** In each quadrant of every road intersection, there shall be designated a visual clearance triangle bounded by the road centerline and a line connecting them three hundred (300) feet from all state and U.S. numbered highway intersections, two hundred fifty (250) from county trunk highway intersections and two hundred (200) feet from a Town road intersection. If two highways of a different class intersect, the largest distance shall apply to both centerlines. Within this triangle, no object over two and one-half (2-1/2) feet in height above the roads shall be allowed if it obstructs the view across the triangle. Posts or open fences are excluded from this provision. Tree trunks shall be exempt where they are unbranched to a height of ten (10) feet and located a minimum of thirty (30) feet apart.
- (b) **Setback Requirements on Town Roads.**
  - (1) The setback for Town roads (highways) other than major or arterial roads designated as such on official maps in effect in the County shall be sixty-five (65) feet from the

- centerline of the highway or thirty (30) feet from the right-of-way line, whichever is greater.
- (2) A setback equal to the average setback of existing principal buildings, located within five hundred (500) feet of a proposed building site and on the same side of the road, shall be permitted where five (5) of these buildings do not conform with the appropriate setback line.
  - (3) Minor, readily removable structures such as open fences or signs may be placed within setback lines, but not within Town right-of-way. Public utility equipment without permanent foundations is also permitted. When deemed necessary by the Town Board in connection with development such as highway improvement programs, property owners and public utilities may be required to remove, at their own expense and without right of compensation, any such structures erected within setback lines.
- (c) **Obstruction of Signs.** It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign in the Town. It shall be the duty of every owner of such tree, brush, shrubbery or vegetation to remove such obstruction.
- (d) **Abatement Procedure.** Any shrub, tree or other plant which obstructs the view at an intersection or the view of a traffic sign shall be deemed to be dangerous to public travel, and the Town Clerk-Treasurer shall notify the property owner in writing, describing the conditions, stating the steps necessary to correct the conditions, and establishing a reasonable time within which the corrective steps shall be taken. In the event that effective steps are not taken within the time specified, it shall be lawful for the Town to abate these conditions to the extent necessary to assure compliance with the foregoing requirements, and the costs thereof shall be assessed to the owner.
- (e) **Trees on and Adjacent to Highway.**
- (1) **Removal of Fallen Trees.** If any tree falls from adjacent land into any highway, the owner or occupant of the land shall immediately remove the tree from the highway. If the tree is not removed by the property owner following notice from the Town, the Town may remove from any highway any fallen tree or trees therein and charge the cost thereof to the property owner pursuant to Sec. 66.0627, Wis. Stats.
  - (2) **Planting Trees and Shrubs in Highway.** Any person owning or occupying land adjoining any highway may, with the approval of the Town Board, plant, cultivate and maintain trees, shrubs or hedges on the side of the highway continuous to and within ten (10) feet of his/her land. Such trees, shrubs or hedges shall be cut or removed only by the owner or occupant of the abutting land or by the public authority having control of the highway.
- (f) **Cutting or Injuring Trees on Highway.** No person shall cut down, break, girdle, bruise the bark or in any other manner injure any public or private trees, shrubs or hedges growing within the highway, except as the owner thereof or the public authority maintaining the highway may cut down, trim and remove trees, shrubs and hedges for the purpose of and

conducting to the benefit and improvement of the owner's land or the highway facility.

✓ When it is necessary for trees in a road right-of-way to be removed, the adjacent property owner shall have a right of first refusal to have the wood.

(g) **Fences.** No person shall build or reconstruct any fence within the public road right-of-way.

*State Law Reference:* Sec. 86.03, Wis. Stats.

### **Sec. 6-3-4 Injury to Trees and Shrubs Prohibited.**

(a) No person shall, without the consent of the owner in the case of a private tree or shrub, or without written permits from the Town Board in the case of a public tree or shrub, do or cause to be done by others any of the following acts:

(1) Secure, fasten or run any rope, wire sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.

(2) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.

(3) Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub, or place cement or other solid substance around the base of the same.

(4) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub, or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.

(5) Attach any sign, poster, notice and other object on any tree, or fasten any guy wire, cable, rope, nails, screws or other device to any tree; except that the Town may tie temporary "no parking" signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades.

(6) Cause or encourage any fire or burning near or around any tree.

(b) All trees on any parkway or other publicly owned property near any excavation or construction of any building, structure or street work shall be sufficiently guarded and protected by those responsible for such work as to prevent any injury to said trees.

*State Law Reference:* Sec. 86.03, Wis. Stats.

### **Sec. 6-3-5 Deposit of Rubbish and Stones on Highway Right-of-Way.**

It shall be unlawful for any person to throw or deposit any weeds, sod, brush, cans, glass, gravel, stones, boulders, machinery, garbage or other waste or rubbish in or on the right-of-way of any highway located in the Town of Big Bend, without written permission of the Town Board for temporary use.

## **Sec. 6-3-6 Placement of Rural Mailboxes.**

Rural mailboxes are prohibited on the right-of-way of all highways within the Town of Big Bend except as hereinafter provided:

- (a) Mailboxes are approved only if they are of a construction or design approved by the United States Postal Service or previously approved by the Postmaster.
- (b) Newspaper tubes are permitted only if provided by the newspaper and are of a construction or design that will not present a hazard to the public use of the right-of-way.
- (c) A nameplate bearing the name and address number of the mailbox owner shall be permitted on each box.
- (d) The support for the mailbox and newspaper tube shall adhere to the standards governing construction of mailbox supports as established by the Wisconsin Department of Transportation and shall not constitute a hazard to the public use of the right-of-way.
- (e) Mailbox and newspaper tubes must be located on the side of the road required by the United States Postal Service and so that the door to the mailbox or protruding end of the newspaper tube is at least one (1) foot from the paved portion of the highway.
- (f) The owner of each mailbox and/or newspaper tube shall, within twenty-four (24) hours after the end of each snowfall, remove all snow and ice which has fallen or accumulated in front of said mailbox and/or said newspaper tube and shall remove the snow for a distance of fifteen (15) feet to each side of said mailbox and/or newspaper tube.
- (g) No other object of any kind shall be attached to the mailbox, newspaper tube or their supports. No other objects, including, but not limited to, landscaping boulders or fences may be placed on the right-of-way.
- (h) This Section is not intended to and shall not be construed to create any affirmative duty on the part of the Town of Big Bend to locate and remove obstructing mailboxes.

## Title 6 ► Chapter 4

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# Driveways; Culverts

**6-4-1** Culvert Requirements

**6-4-2** Driveway and Culvert Location, Design and  
Construction Requirements

### **Sec. 6-4-1 Culvert Requirements.**

No person shall construct any driveway or private road in a public right-of-way of the Town of Big Bend without installing a culvert in full compliance with this Section. Included within the scope of this requirement are commercial driveways.

### **Sec. 6-4-2 Driveway and Culvert Location, Design and Construction Requirements.**

(a) **Approval; Inspection.**

- (1) All new driveways proposed to be installed or any driveway alleged to be existing and serving open land without improvements and proposed to be converted to a driveway to serve one or more structures shall be subject to inspection by any Town officer prior to the start of any permit. An approved driveway shall be in place before a building permit can be issued.
- (2) The applicant, who may be the owner, agent, or contractor shall submit a location construction plan showing specifications including grade, slope, width, and length of the driveway and erosion control procedures.
- (3) Authorization for a driveway permit is subject to the approval of the Town Board wherein located and when so approved, the Town Board shall notify the Rusk County Zoning Office. If there is a dispute on the adequacy of an alleged existing driveway the decision of the Town Board shall be the deciding factor.

(b) **General Requirements.** The location, design and construction of driveways shall be in accordance with the following:

- (1) **General Design.** Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of the property served. Driveways shall not provide direct ingress or egress

to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least ten (10) feet apart except by special permission from the Town Board, and driveways shall in all cases be placed wherever possible as not to interfere with utilities in place.

- (2) **Island Area.** The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only as provided in Subsection (a)(4).
- (3) **Driveway Standards.**
  - a. The following specifications shall apply:
    1. Minimum road surface width: Twelve (12) feet.
    2. Minimum width clearance: Twenty-four (24) feet; thirty-two (32) foot maximum.
    3. Maximum height clearance: Eighteen (18) feet.
    4. Maximum grade: Ten (10) feet.
  - b. The sides of the apron, at least to the culvert, should be beveled down to grade so as to have no abrupt surface that could damage a snow plow or create a hazard to any vehicle that should travel off the pavement.
  - c. No barricade, fence or guard that extends higher than the roadbed may be constructed in the area from the pavement to the center of the culvert.
- (4) **Restricted Areas.** The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
  - a. The filling or draining shall be to grades approved by the Town Board and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
  - b. Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate catch basins are required where the total culvert length is greater than three hundred (300) feet and/or where a bend or curve in the pipe is required.
  - c. Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the Town Board.
- (5) **Relocation of Utilities.** Any costs of relocating utilities shall be the responsibility of the property owner with approval of the Town Board necessary before any utility may be relocated and the driveway installed.
- (6) **Slope; Base.** The driveway within the area of the public right-of-way shall slope away from the public road in a manner sufficient to prevent erosion onto the public road. An adequate road bed base of suitable material to support the project traffic and

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(6)(d) **Culvert Construction Standards.**

- (1) **Size.** All driveways, whether temporary or permanent, are required to have culverts as determined by Town Board. This includes, but is not limited to temporary roads, i.e. construction sites, logging trails, etc. Culverts shall be installed prior to construction work being commenced on the property. Culvert size shall be determined by the Town Board. All culverts shall be constructed of galvanized steel, **plastic**, or reinforced concrete, and shall be of new manufacture, unless specifically excepted by the Town Engineer.

passed 3/2/05  
Cecilia Stenil  
Clerk Treasurer

any requirements for culverts shall be determined by the Town in considering an application for driveway approval.

- (7) **Variances.** Any of the above requirements may be varied by the Town Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.
- (c) **Prohibited Driveways and/or Filling.**
- (1) No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the limits of any public road, highway or street in the Town of Big Bend except as permitted by this Section. As used herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this Chapter.
  - (2) No driveway shall be closer than twenty-five (25) feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Town for effective traffic control or for highway signs or signals.
  - (3) The grade of that portion of any private driveway located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
  - (4) Drainage from driveways shall run into adjacent ditches and not onto the road pavement.
  - (5) Filling of ditches and/or culverts located within a public right-of-way is prohibited without written approval from the Town.
  - (6) The placement of lawn sprinkler pipes in a road right-of-way is prohibited.
- (d) **Culvert Construction Standards.**
- (1) **Size.** All driveways, whether temporary or permanent, are required to have culverts as determined by Town Board. This includes but is not limited to temporary roads, i.e. construction sites, logging trails, etc. Culverts shall be installed prior to construction work being commenced on the property served. Culvert size shall be determined by the Town Board. All culverts shall be constructed of galvanized steel or reinforced concrete, and shall be of new manufacture, unless specifically excepted by the Town Engineer.
  - (2) **Gauge.** The minimum wall thickness for the galvanized steel or plastic pipe culverts shall be in accordance with the following:

Pipe Diameter	Gauge
15 to 24 inch	16
30 to 36 inch	14
42 to 54 inch	12
60 to 72 inch	10
78 to 84 inch	8

The class of reinforced concrete pipe shall be in accordance with the following:

Height of Cover (in feet)	Class of Pipe
0-2	IV
2-3	III
3-6	II

- (3) **Drainage.** The culverts shall be placed in the ditchline at elevations that will assure proper drainage.
  - (4) **Backfill Material.** Material used for backfill shall be of a quality acceptable to the Town Engineer and shall be free from frozen lumps, wood, or other extraneous or perishable materials. The minimum cover, measured from the top of the pipe to the top of the subgrade, shall be six (6) inches.
  - (5) **Erosion Control.** Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Town Engineer.
  - (6) **Cost.** The property owner shall install the culvert and be responsible for the cost thereof. Illegal culverts shall be removed at the banner's expense.
  - (7) **Appeal.** Persons may request a variance from the culvert requirements of this Section by filing a written appeals request with the Town Clerk-Treasurer, who shall place the matter as an agenda item for the Town Board's next meeting. The Town Board may only waive the requirement for a culvert upon a finding that unique physical characteristics of the location in question render a culvert unnecessary. The Town Engineer may be asked to render an opinion on the request.
- (e) **Definitions.**
- (1) **Driveway/Access.** Any area where travel occurs from a public road over land (whether by easement or ownership) not considered to be a part of the public road for the purpose of gaining access to land or improvements.
- (f) **Maintenance and/or Repair.** Maintenance of driveway and/or repair of defective culverts shall be the responsibility of the property owner.
- (g) **Enforcement.** All costs incurred by the Town relating to the enforcement of this Chapter or in making the determinations or inspections necessary hereunder shall be paid by the property owner, including, but not limited to, Town administrative costs and engineers' and attorneys' fees. If a property owner refuses to comply with the Chapter, the Town may install the culverts and charge back the cost or additional cost thereof as a special charge pursuant to Sec. 66.0627, Wis. Stats.

TOWN OF BIG BEND  
DRIVEWAY PERMIT

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address of Proposed Driveway \_\_\_\_\_

Section \_\_\_\_\_ Town 33N Range 8W  
The driveway will provide access to STH \_\_\_\_ CTH \_\_\_\_ Town Road \_\_\_\_\_  
Proposed Land Use of Property \_\_\_\_\_

\*\*\*Provide a sketch of proposed driveway including grade, slope, width and length of driveway on back of this applications. Specify erosion control procedures to be used.

Minimum of 6" of gravel shall cover culvert

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The following specifications shall apply:

- Minimum road surface width .....12 feet
- Minimum width clearance .....24 feet
- Maximum height clearance.....18 feet
- Maximum grade.....10 feet

The driveway within the area of the public right of way shall slope away from the public road in a manner sufficient to prevent erosion onto the public road. An adequate road bed base of suitable material to support the projected traffic and any requirements for culverts shall be determined by the town in considering an application for driveway approval. If culverts are required, the size shall be determined by town board. Flares are recommended.

All driveways shall be constructed in accordance with above requirements and other specifications as may be set forth by the Town Board. The maintenance of the driveway shall be the responsibility of the applicant and/or property owner.

Signature of Applicant \_\_\_\_\_

To be completed by Town Board:

A culvert (will/will not) be required. If required, a minimum diameter of \_\_\_\_\_ inches. The above driveway location has been (approved/disapproved) on \_\_\_\_\_. The above driveway has been inspected by the Town of Big Bend and determination has been made that the driveway meets the minimum standards.

Signed (Town officer) \_\_\_\_\_