

TOWN OF MISHICOT  
DRIVEWAY/CULVERT ORDINANCE

Ordinance No. 2024-1  
(Replaces 2022-1)

SECTION I. TITLE/PURPOSE/DEFINITIONS. This Ordinance is entitled the "Town of Mishicot Driveway/Culvert Ordinance. The purpose of this Ordinance is to regulate the installation of driveways and culverts in the Town of Mishicot.

SECTION II. AUTHORITY. The Town Board of the Town of Mishicot has the specific statutory authority, power and duty, pursuant to the specific statutory sections noted in this ordinance and/or by its adoption of village powers under Section 60.10 Wisconsin Statutes to regulate, control, or permit in the Town of Mishicot persons engaged in certain uses, activities, businesses and operations at certain locations in the Town of Mishicot, to assess these persons with appropriate fees for the licenses or permits as noted herein and to enforce, by penalty, the provisions of this Ordinance and the provisions of the licenses and permits.

SECTION III. ADOPTION OF ORDINANCE. The Town Board of the Town of Mishicot has, by adoption of this Ordinance, confirmed the specific statutory authority, powers and duties noted in the specific sections of this Ordinance and has established by these sections and this Ordinance licenses and permits to regulate, control, enforce permit violations (by revocation or penalty) and assess appropriate fees to persons engaged in certain uses, activities, businesses and operations in the Town of Mishicot.

SECTION IV. GENERAL PROVISIONS. The Town Board of the Town of Mishicot has, by this ordinance, required and confirmed the following permit and established the following fee. No person shall engage or allow on land owned, used or leased by that person in the Town of Mishicot any particular use, activity, business or operation until that person has obtained the required permit as established in this ordinance. All application fees are to be made payable to the Town of Mishicot. The application for permit, when submitted by the applicant, shall contain the appropriate fee amount attached and the completed applicable form.

SECTION V. DRIVEWAY/CULVERT PERMIT -- PERMIT REQUIRED. Every person, pursuant to Section 66.0425 and 86.07 Wisconsin Statutes and this Ordinance in the Town of Mishicot, who desires to install or modify any driveway/culvert, shall seek and obtain a Driveway/Culvert Permit from the Town Road Superintendent.

1. The owner of lands adjacent to the right-of-way of a town road may not construct, maintain and use a driveway for access to the road unless the owner procures and abides by a permit from the Town Board.
2. The Town of Mishicot allows one culvert and driveway per parcel of land to provide access from Town roads to private lands.
3. Permit applications shall be available from the Town Road Superintendent who will

bring them before the Town Board. Applications for permits shall contain a description of the property involved including the land tax parcel number, the location of such driveway/culvert and the purpose for which the installation will be made. Such application shall be signed by the owner.

4. The applicant will include a diagram of the land parcel showing the location of the work to be done.

5. A landowner seeking a permit for a driveway shall complete an application on a form prescribed by the Town Board. If the proposed driveway meets the requirements of subsection 7 below, the Town Board shall issue a permit for construction and use of the driveway. A permit is valid for one (1) year from date of issuance. Culvert/driveway installation must be completed within 60 days from the start of the project.

6. The Town Board may authorize the Town Road Superintendent to issue driveway/culvert permits on its behalf. Requests for more than one culvert and driveway per parcel of land, the request for a culvert that does not meet the minimum size standards, or the request for a culvert and driveway that would not be considered a standard installation will require approval of the Town Board.

#### 7. Driveway Requirements:

- a. A culvert must be a minimum of 18 inches in diameter by 30 feet in length for a residential driveway. The culvert can be aluminized-coated steel or double-walled plastic. Plastic culvert pipe must be high density polyethylene and have a minimum weight of 6.4 pounds per foot. The pitch (distance between the high point of a corrugated rib to the high point of the next rib) is a minimum of three inches for HDPE culvert pipe. All culverts must include metal endwalls. The culvert end must be a minimum of five feet from the property line and parallel to the roadway. The culvert shall be installed to allow proper drainage through the driveway. Longer culverts will be required where large trucks and equipment will travel. The length of a culvert to an agricultural parcel of more than five acres will be a minimum of 60 feet. The culvert to an agricultural parcel of five acres or less can be reduced to a minimum of 40 feet long if the parcel is not farmed with adjacent lands and its owner does not own any parcels contiguous to the parcel seeking the driveway. Culvert length for a business driveway will be determined by the type of business. The Town Board can adjust minimum culvert length standards as deemed necessary. A driveway at a ditch high point may not require a culvert.
- b. Driveways shall be constructed of solid, load-bearing material. A driveway surface will pitch down and away from the roadway edge for at least 6 feet with a minimum pitch of  $\frac{1}{4}$  inch per foot. Driveway side slopes shall be of earth material, covered with black ground and seeded, or of gravel,  $\frac{3}{4}$ " diameter or less. The grade shall be no less than a 3 to 1 slope. No concrete or bituminous side slopes shall be constructed. Landscaping of driveway side slopes with materials other than those listed may be allowed with prior approval of the Town Road



Superintendent. The surface of any materials used shall follow the contour of the ditch allowing ease of ditch maintenance by the Town and not pose a hazard.

- c. All driveway installations must comply with the Manitowoc County Firefighters' Association Driveway Guidelines. The Town Board may approve, reject or modify the width allowed for driving surfaces.
- d. The applicant shall complete the culvert/driveway installation in a timely manner. A final inspection will be done upon completion by the Town Road Superintendent. Failure to complete installation within 60 days may result in the completion of the areas of the project in the Town right-of-way by the Town, with charges assessed to the landowner.
- e. If the portion of a driveway which lies in the right-of-way is paved, it is the responsibility of the landowner to maintain it. The driveway will pitch away from the roadway as previously described in 7b. The pavement will also pitch from the center down to the edges or from one edge to the other to keep water from sitting on the pavement in the right-of-way. The pavement's leading edge facing traffic will be sloped downward to prevent snowplow blades from catching the pavement.
- f. Any hazards present while work is being done in the Town right-of-way will be properly marked by the contractor or landowner with barricades, cones, or other safety devices to alert motorists to the hazardous area. Excess soil and construction materials shall be kept out of the Town right-of-way.

SECTION VI. FEE. The fee for a Driveway/Culvert Permit is set at \$25.00 per permit.

#### SECTION VII. – EFFECTIVE DATE

This ordinance is effective on publication or posting.

This ordinance replaces Ordinance No. 2022-1

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 3rd day of June 2024.

Lee Stefaniak  
Lee Stefaniak – Chairman

Dean Anhalt  
Dean Anhalt - Supervisor

Robert DesJarlais  
Robert DesJarlais - Supervisor

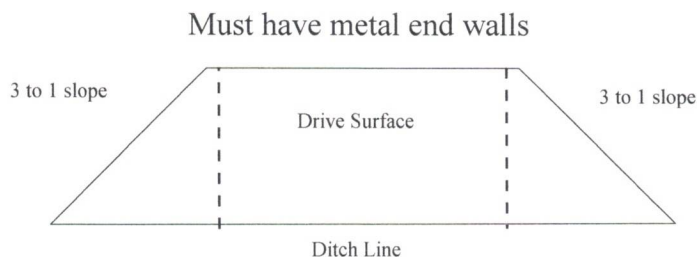
Attest: Connie Tesarik  
Connie Tesarik - Clerk

**TOWN OF MISHICOT – MANITOWOC COUNTY**  
**APPLICATION FOR PERMIT TO INSTALL CULVERT/DRIVEWAY**  
**WITHIN TOWN OF MISHICOT HIGHWAY RIGHT-OF-WAY**

Driveway side slopes shall be of earth material, covered with black ground, and seeded or of gravel, 3/4 inch or less. No concrete or bituminous side slopes shall be constructed. Grade shall be no less than a 3 to 1 slope as per diagram below. The culvert must be a minimum of 5 feet from property line and parallel to the roadway. Culvert must be a minimum of 18 inches x 30 feet long unless special variance is granted from the town board in writing. Longer culverts are required where large equipment will travel. All culverts must include metal end walls.

All culvert/driveway installations must comply with the Manitowoc County Firefighter's Association Driveway Guidelines.

CULVERT/DRIVEWAY MUST BE COMPLETED WITHIN 60 DAYS FROM THE START OF THE PROJECT. THE CULVERT PERMIT IS VALID FOR ONE (1) YEAR FROM DATE OF ISSUANCE.



Location of work with respect to roadway:

Work is on the      east   west   north   south   side of the road.

(please circle one)

Road Name \_\_\_\_\_ Section Number \_\_\_\_\_

Land Tax Parcel Number \_\_\_\_\_

Reason for Culvert Installation \_\_\_\_\_

Attach diagram of land parcel showing location of work to be done.

In the performance of this work, I will comply with terms and conditions of any permit that may be issued by the State, County or Local Highway Offices.

Please set out a stake, flag or some other identifying marker on each side of proposed culvert location.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name & Telephone Number

\_\_\_\_\_  
Print Address  
June 6, 2024

**Office Use Only**

Date Issued: \_\_\_\_\_

Required Culvert Size: \_\_\_\_\_

Approved By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Date of Final Inspection: \_\_\_\_\_