

MARQUETTE COUNTY

DRIVEWAY PERMIT APPLICATION

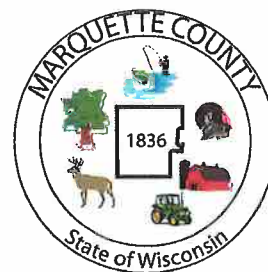
Marquette County Highway Department

PO Box 398

Montello, WI 53949

608-297-3078

highway@marquettecountywi.gov



Section 1 (Owner/Agent Information)

Date _____

Owner's Name _____

Phone # _____

Mailing Address _____

City _____ State _____ Zip _____

Builder's Name _____

Builder's Phone # _____

Builder's Address _____

City _____ State _____ Zip _____

Email Address to Send Approved Permit (if email is preferred): _____

Section 2 (Property Information)

APPLICANT WILL PLACE STAKES IN DITCHLINE WHERE DRIVEWAY IS PROPOSED

Road to be Accessed: _____ Township: _____

Legal Description _____

Subdivision / CSM _____ Lot _____ Block _____

Parcel ID Number _____ Computer ID # _____

Zoning District _____ Acres _____ or Lot Size _____ x _____

Directions to Property from closest County or State Road: _____

Section 3 (Project Information)

Use of Access: ☐ Residential ☐ Commercial ☐ Agricultural

Estimated Start of Construction of Access: _____

Contractor Responsible for Installation: _____

Section 4 (Fees) Make checks payable to: Marquette County Highway Department

☐ \$100.00 - Initial Permit Application

☐ \$50.00 - Alteration to Existing Driveway

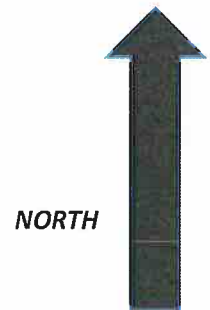
☐ \$2400.00 - Culvert Installation by Marquette County Highway Department
see terms of culvert install in owners agreement on page 3, items 10 and 11.

☐ \$250.00 - Culvert Installation by Contractor

Section 5 (Plot Plan)

- 1). Make a drawing of your project in relation to neighboring driveways and intersections.
- 2). Indicate size of culverts you are installing if necessary.

****Applications without a plot plan WILL BE RETURNED****



The undersigned hereby makes application for the work described and located as shown herein. The undersigned agrees that all such work shall be done in accordance with all the requirements of the Zoning Ordinance and all other applicable ordinances of Marquette County and all applicable laws, codes and regulations of the State of Wisconsin, and restrictions on the reverse side of this application and states that the above information is true to the best of his or her knowledge. Issuance of this permit is not to be construed as legal responsibility for the construction on the part of Marquette County or its staff. Pursuant to Marquette County Zoning Ordinance 16.0101(1)(e), by applying for this permit the undersigned grants permission for the Marquette County Zoning Department, its agents or assigns, to enter upon the premises and inspect the work to determine compliance with the zoning ordinances and the terms of this permit.

INSPECTION *** FOR OFFICE USE ONLY *******

APPROVED ☐

DENIED ☐

Culvert Needed: Yes ☐ No ☐

Size: _____

Install Date: _____

Modified (explain) _____

Project Name/Code: _____

Inspector _____ Date _____

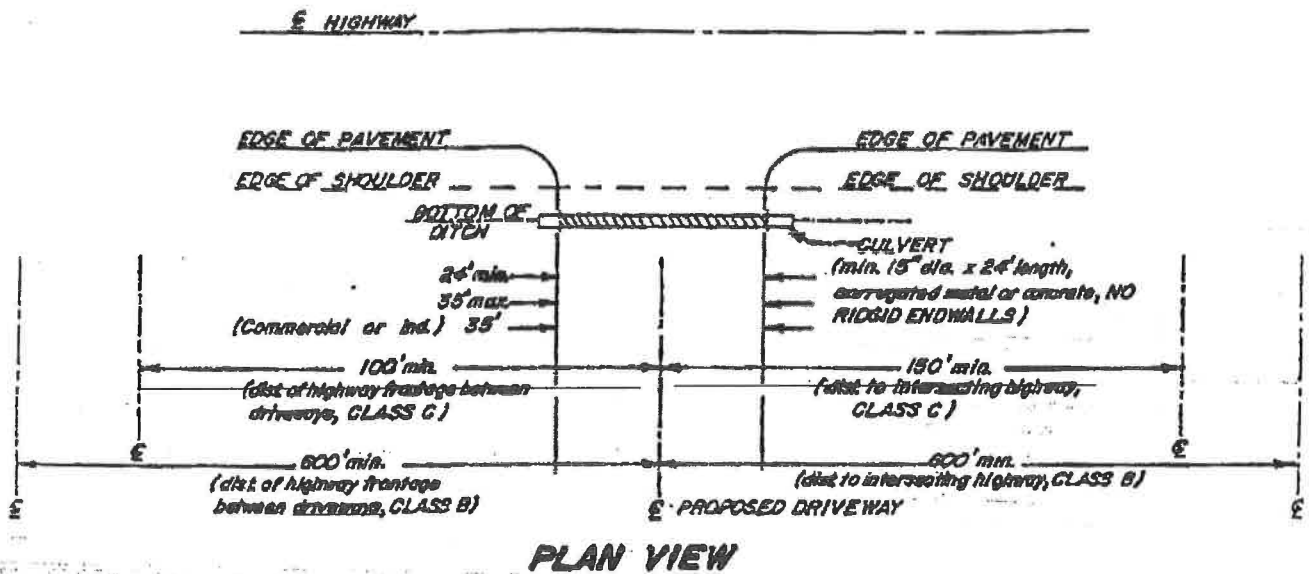
OWNERS AGEEMENT

I have read, understand and hereby agree to abide by the following provisions of this permit:

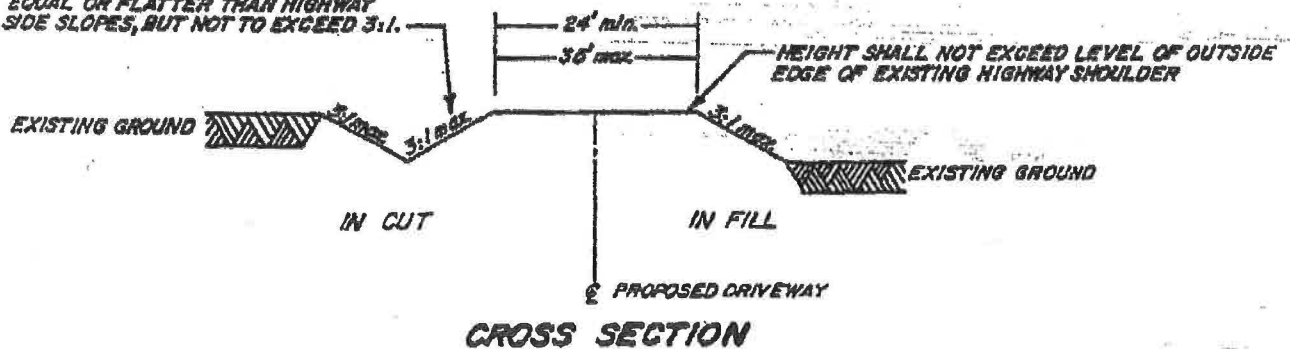
1. Any grading, special ditching, alteration of slopes, or any other disturbances of any portion of the highway right-of-way shall be restored by and at the expense of the applicant, to the condition existing prior to such disturbance and to the satisfaction of the Marquette County Highway Commissioner or his designee. If the restoration work or any damage caused to the highway right-of-way cannot, or will not, be accomplished voluntarily, the Highway Department may complete the required work at the applicant's expense.
2. The entire cost of the driveway construction, installation, and all long term maintenance shall be the responsibility of the applicant.
3. Driveway height shall not exceed the level of the outside edge of the road shoulder to the ditch line.
4. The side slope of the driveway shall be of earthen material, covered with topsoil and seeded. Side slope shall be equal to, or flatter than, slide slope of the main highway, but shall not be steeper the 3:1.
5. No rigid vertical end walls such as concrete, stone, timber, or bituminous shall be permitted.
6. No concrete approach aprons will be permitted, except within a curb and gutter area.
7. Elevations of the adjoining approaches must be kept below the adjoining roadway surface in order to avoid obstructions and potential damage from maintenance activities.
8. Driveways shall be sloped in such a way that the water is diverted to the roadside ditch. Runoff is not allowed to drain onto the adjoining roadway.
9. Driveway spacing distances, as defined in Marquette County Ordinance 70.17, shall be complied with by the applicant.
10. The applicant shall keep the driveway culvert free of debris and other obstructions in order to provide proper drainage along the highway.
11. The applicant, his successors, or assigns, agree to hold harmless the Marquette County Highway Department and their duly appointed supervisors, agents, and employees, against any actions for personal injury or property damage sustained by reasons of the issuance or exercise of this permit.
12. Culvert size, if deemed necessary by Marquette County Highway Department and will be a minimum of 15" arch by 24' and be constructed of galvanized steel or possibly HDPE (high density polyethylene) if sufficient cover exists. Minimum depth of cover is 6" for steel and 12" for HDPE. Should a culvert be required the applicant will have an opportunity to contract with the Marquette County Highway Department or hire a private contractor for culvert installation.
13. Should the culvert be installed by Marquette County Highway Department, the surface will be graveled to the edge of the right of way, portions outside of the right of way and asphalt paving if desired will be the responsibility of the applicant. The 15" arch culverts can be extended for \$100 per foot to a max length of 40 feet. Should a larger culvert be needed cost will be determined at time of application review and communicated to applicant.
14. Culverts installed by private contractors are subject to inspection to insure proper drainage and installation. Contractors are required to return and make adjustments or corrections if necessary.
15. This permit expires 1 year from the date of approval.
16. After the fact permits are subject to a charge of twice the associated permit fee.

Owner _____ Date _____

MARQUETTE COUNTY HIGHWAY ACCESS STANDARD DETAILS



DRIVEWAY SIDE SLOPES SHALL BE EQUAL OR FLATTER THAN HIGHWAY SIDE SLOPES, BUT NOT TO EXCEED 3:1.



THE COMPLETE TEXT OF THE HIGHWAY ACCESS REGULATIONS ARE CONTAINED IN SECTIONS 4 & 5 OF THE MARQUETTE COUNTY ZONING ORDINANCE NO. 18 OR CONTACT:

MARQUETTE COUNTY ZONING DEPT.
77 W. PARK ST.
MONTELLA, WIS. 53949

MARQUETTE COUNTY HIGHWAY DEPT.
328 UNDERWOOD AVE.
MONTELLA, WIS. 53949

70.01 Highway Setback and Access Provisions.

- A. For the purpose of determining the distance buildings and other structures shall be set back from streets and highways, the highways of the County are divided into the following classes:
 - 1. All State and Federal highways are hereby designated as Class A highways.
 - 2. All county trunks are hereby designated as Class B highways.
 - 3. All town roads, public streets and highways not otherwise classified, are hereby designated Class C highways.
- B. The minimum setbacks from the various Class highways are as follows:
 - 1. The setback from a Class A highway shall be one hundred ten (110) feet from the centerline of the highway or fifty (50) feet from the right-of-way line, whichever is greater.
 - 2. The setback from a Class B highway shall be seventy-five (75) feet from the centerline of the highway or forty-two (42) feet from the right-of-way line, whichever is greater.
 - 3. The setback from a Class C highway shall be sixty-three (63) feet from the centerline of the highway or thirty (30) feet from the right-of-way line, whichever is greater.
- C. Driveway/Access Permits shall be required prior to the issuance of building permits for all new construction and for all new access points on Class A, B and C highways.
 - 1. Permit applications for access to Class A highways shall be made with the Wisconsin Department of Transportation, for Class B and C highways shall be made with the County Highway Dept.
 - 2. The agency which issues the permit shall conduct inspections of the point of access to determine compliance with the Chapter and shall maintain permanent records of data submitted, staff recommendations and permits issued.
 - 3. The authority to approve, conditionally approve or reject an application is delegated to the agency which issues the permit, except if the proposed access does not conform to the access provisions of the Zoning or Subdivision Chapters. Requests for nonconforming access shall be subject to review and approval by the Highway Committee prior to the issuing agency granting the permit.
- D. Access driveways from abutting properties shall comply with the following requirements:
 - 1. Class A

The minimum distance between access points shall be one thousand (1,000) feet and minimum distance between access and the centerline of an intersecting highway shall be one thousand (1,000) feet.
 - 2. Class B

The minimum distance between access points shall be six hundred (600) feet and minimum distance between access and the centerline of an intersecting highway shall be six hundred (600) feet.
 - 3. Class C

The minimum distance between access points shall be one hundred (100) feet and minimum distance between access and the centerline of an intersecting highway shall be one hundred fifty (150) feet.
- E. Where strict application of spacing standards would deny access to lots in existence prior to adoption of access regulations, new access shall be spaced to provide safe access.

- F. More restrictive spacing standards may be applied for safety reasons.
- G. Where spacing standards permit, driveways shall be located opposite each other.
- H. Where the option exists, access should be granted to a highway with a lower classification than one with a higher classification.
- I. The new driveways needed to serve new residences shall not divide existing farm fields but instead shall be beyond the farm field or as far as practical towards the edge of a farm field. (Farmland Preservation Zoning)
- J. The maximum number and traversable width of access driveways per land use to highways and service roads shall be as follows: Overall width may be wider to accommodate sloping requirements.
 - 1. Commercial and Industrial.

The maximum number of accesses shall be two (2) and the maximum width shall be thirty-five (35) feet.
 - 2. Residential.

The maximum number of accesses shall be one (1) and the maximum and minimum width shall be thirty-five (35) feet and twelve (12) feet, respectively.
 - 3. Agricultural.

The maximum number of accesses shall be one (1) and the maximum and minimum width shall be thirty-five (35) feet and twenty-four (24) feet, respectively.
 - 4. Field Access.

Maximum of 2 accesses per quarter mile of road frontage and the maximum and minimum width shall be thirty-five (35) feet and twenty-four (24) feet respectively, if required.
- K. All new driveways shall comply with the following minimum design standards in addition to meeting any other provisions of the access permits issued by the Department of Transportation or the County Highway Department.
 - 1. Culverts, if needed, shall be a minimum of fifteen (15) inches in diameter and be constructed of corrugated metal, concrete, or dual wall high density polyethylene (HDPE) if sufficient cover exists. Minimum depth of cover is 6" for steel or 12" for HDPE, concrete cover depth is per manufacturer specifications.
 - 2. Driveway height shall not exceed the level of the outside edge of the road shoulder to the ditch line. Elevations of the adjoining approaches must be kept below the adjoining roadway surface in order to avoid obstructions and potential damage from road maintenance activities.
 - 3. Driveways shall be sloped in such a way that runoff is diverted into the roadside ditch and not onto the adjoining roadway.
 - 4. The side slopes of the driveway shall equal or be flatter than the side slope of the main highway but shall not be steeper than 3:1. Side slopes shall be of earthen material, covered with topsoil, and seeded.
 - 5. No rigid vertical end walls such as concrete, stone, timber, or bituminous, shall be permitted. No concrete approach aprons will be permitted, except within a curb and gutter area.
- L. Conversion of an access point from one type of use to another shall be treated the same as opening a new access point.

Chapter 70 newly created and enacted by Resolution No. 25-2026, dated July 21, 2026; passed July 21, 2026; published August 27, 2026; effective August 28, 2026.