Racine County

Policy On Permits For Access Points Between County Trunk Highways and Abutting Lands

Authorized and Approved By The Racine County Public Works Committee
March 7, 2002

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1. PURPOSE AND AUTHORITY

Pursuant to the authority granted the Racine County Public Works Committee in accordance with Section 16-146 (b)(6) of the Racine County Code of Ordinances, the following shall constitute Racine County's policy relative to placing, constructing, altering and maintaining private driveways or public streets, for the movement of traffic between highway under the jurisdiction of Racine County (County Highways) and abutting property.

The purpose of this policy is to regulate and control access onto County highways in order to promote the public safety, convenience, general welfare, economic viability; to protect the public investment of existing and proposed County highways; to provide for safe and efficient use of the Racine County highway system. The design standards herein prescribed are intended to promote orderly and safe movement, in and out of private properties, in such manner as will constitute minimum interference to through highway traffic and to control the use of drainage structures and appurtenances as may be necessary to preserve the physical structures of the highway.

2. ADMINISTRATION AND ENFORCEMENT

(a) This Policy shall be administered and enforced in accordance Chapter 16, Article VI of the Racine County Code of Ordinances.

(b) The Racine County Director of Public Works and/or his/her designee is hereby authorized to administer this Policy as Access Inspector.

(c) Applications for permits and variances shall be made to the Department prior to beginning construction. The inspector or his designee shall review the proposed development or construction and shall either grant or deny the proposed access

request based upon provisions, standards and requirements of this Policy, within ten (10) business days, for private driveways and within thirty (30) business day for public roads or streets. Applicants commencing work prior to issuance of an approved permit are subject to denial of permit, removal of access, as well as fines and possible prosecution.

(d) No driveway or Public access shall be constructed, reconstructed, altered, placed, or installed until a Permit has been issued by the Department. An access permit shall expire **after ninety (90) days** from the date of issuance. IF the driveway is not completed by the "Completion Date" specified, a time extension must be obtained from the Department or the Permit is null and void and the driveway shall not be constructed unless authorized through a subsequent permit.

(e) Any person aggrieved by a decision made in the administration of this Policy may appeal to the Racine County Public Works Committee. Appeals shall be made in accordance with Section 16-171 of the Racine County Code of Ordinances.

(f) In the case of any violation of this Policy, violations shall be handled in accordance with Section 16-172 of the Racine County Code of Ordinances.

3. APPLICATION APPROVAL REQUIREMENTS

(a) The applicant represents all parties in interest, and that any driveway or approach constructed by him is for a bona fide purpose of securing access to his property and not for the purpose of parking or servicing vehicles, or for advertising, storage or merchandising of goods on the highway right-of-way.

(b) No person shall construct an access point within the meaning of this Policy unless a valid permit has been obtained from the Public Works Department. Entrance to or exit from a County highway shall be prohibited except at designated access point.

(c) No person shall alter, in any way, existing appurtenances or features within the highway right-of-way including, but not limited to, ditches, drainage ways, culverts, bridges or pavement surfaces (including existing access points) until or unless a Permit has been obtained from the Department

(d) The Applicant shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the right-of-way. Materials used and type and character of work shall be suitable and appropriate for its intended purpose, and the type of construction shall be as designated and subject to approval of the Public Works Department. The Permittee shall make the installation without jeopardy to or interference with traffic using the highway. The Applicant shall restore highway surfaces,

shoulders, ditches and vegetation disturbed to equivalent of original condition as determined by the Department.

(e) No revisions or additions shall be made to the driveway or access point or its appurtenances within the highway right-of-way without the written permission of the Department.

(f) The Department reserves the right to make such changes, additions, repairs and relocations, within statutory limits, to the driveway or its appurtenances within the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening, and maintaining of the highway or to provide proper protection to life and property on or adjacent to the affected highway.

(g) The Permittee, his successors or assigns, agrees to hold harmless Racine County and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit.

(h) The Department does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of windrows of such material, upon any portion of any driveway, entrance or street along any County highway, even though snow, ice or sleet is deposited or windrowed on said driveway, entrance or street by its authorized representatives engaged in normal winter maintenance operations.

(i) Permit requests shall be reviewed for conformance to existing land use plans and zoning ordinances. The Applicant is responsible for insuring compliance with all existing local zoning regulations. Permits will not be granted for entrances if the County's Planning & Development Department indicates that the development does not conform to their land use plan and zoning ordinances or other adopted municipal land use plans or zoning ordinances.

(j) The subsequent maintenance of the access point and of its appurtenances within the limits of the highway right-of-way shall be the responsibility of the indicated Permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to said maintenance of the permitted access point.

(k) All access points for which a permit has been issued, or access points that have been in existence and continuously used prior to August 12, 1965, may be continued after the implementation date of this Policy. Any modifications to access points, or modifications in use of the property, permitted before the effective date of the Policy shall be subject to the requirements set forth herein..

(l) Any point of access allowed under this Policy shall be subject to review and removal by the Department where the Department, in consultation with the Racine County Planning Division, determines that there has been a change in the use of an access that will affect the safe and efficient ingress and egress to, and

from the affected highway. This determination shall be based primarily on a significant change in the volume of traffic or the type of vehicles using that point of access.

(m) If the Department determines that the use of an access point has been discontinued for a period of at least one year, or the use of the access point has been determined to have significantly change, the Department shall notify the owner, by certified mail, that the access point is considered vacated and/or not in complicance. The Department will allow the Owner 30 calendar days from the date of written notice to reply. If after the 30 days there is no reply from the Owner, the Department will declare the access to have been abandoned, the access shall be considered vacated, its use will not be permitted and the Owner will be instructed to remove the access point. Any further use of this access after it is declared vacated, will require a Permit and be considered a new access under this Policy. If after proper notification, the Owner fails to remove the access point or obtain the necessary Permit; the Department will have the access point removed and all costs associated with the removal will be billed to the Owner.

(n) Permits for temporary driveways may be issued for the construction and operation of driveways for a specific period of time. Such permits will clearly indicate that the driveways are temporary and are to be removed by the holder of the permit at the end of the specified time period.

4. LOCATION, DESIGN AND CONSTRUCTION REQUIREMENTS.

The location, design and construction of an access point shall be in accordance with the following policy and limits.

(a) The design of a driveway or a street intersection for appropriate sight distances, return radii, angles, profiles and widths shall be based upon engineering standards as established by the Department and to be generally in conformance with the minimum standards of the American Association of State Highway and Transportation Officials (AASHTO) . In locating access points along a controlled access highway, consideration shall be given to the alignment of the potential street intersections in order to facilitate the safe and efficient flow of traffic across the highway. The design is the responsibility of the owner/developer and shall be completed in accordance with the WisDOT State Facilities Development Manual and the Manual on Uniform Traffic Control Devices. The Department must approve all plans. Traffic projections, prepared by the Owner/Developer may be required to determine the impact of the access and the design classificatio

(b) Where a parcel of land, regardless of the parcel's zoning and proposed use, abuts two or more highways or streets, access to the parcel shall be taken from the lower jurisdictional classified highway (i.e. Town road has a lower jurisdictional classification than a County highway) with the lower A.D.T.,

unless there are circumstances that prevent the property from being developed in that manner. Where the two intersecting highways are both under the jurisdiction of Racine County, the Department will determine on which road the access will be allowed.

(c) An access point shall be located and restricted as to width as necessary so that the entire access point or roadway and its appurtenances are contained within the frontage along the highway of the property served. The engineer may permit the use of highway rights-of-way to complete construction of the access point where such construction would otherwise be outside the boundaries of applicant's property.

(d) At public highway intersections an access point shall not provide direct ingress or egress to or form the public highway intersection area and shall not encroach on or occupy areas of the roadway or right-of-way deemed necessary for effective traffic control or for highway signs or signals.

(e) Except on a controlled-access highway, the number of access points permitted serving a single property frontage prior to any land division along a county trunk highway shall be the minimum deemed necessary by the Engineer for reasonable service to the property without undue impairment of safety, convenience, and utility, of the highway. When a property owner owns more than one parcel adjacent to another, with the same zoning, all with frontage on the County highway, the parcels shall be treated as a single parcel under this policy. Successive land divisions shall not increase the number of access points permitted. However, the number of access points permitted shall not be greater than the following:

Distance	*Number of Access Points*
0 ft.-600 ft.	1
600 ft. – 1,500 ft.	2
1,500 ft. – 2,500 ft.	3
2,500 ft. – 1 mile	4

(f) The spacing of intersections for local roads shall be maximized wherever practicable. The access of local streets shall be minimized to the greatest extent practicable. The spacing for the intersection of such local roads shall be not less than **1,200 feet,** as provided in Chapter 18, Subdivision, Racine County Code of Ordinances or as subsequently amended.

(g) The island area on the right-of-way between successive access points or adjoining an access point and between the highway shoulder and right-of-way line shall remain unimproved for vehicular travel or parking. The distance between culverts under successive access points shall not be less than ten (10) feet. Such areas shall be considered as restricted and may be filled in or graded down only as provided in paragraph 4(n) of this article.

(h) The property owner shall not place, dump or construct any riprap walls, railings, posts or other structures around or above a driveway culvert. The Department shall not be liable for injuries to persons or damage to property caused by illegally placed structures at driveways. Furthermore, the property owner shall remove these illegal installations at his expense when directed by the Department.

(i) The access point shall not obstruct or impair drainage in highway side ditches or roadside areas. Access point culverts, where necessary, shall be adequate for surface water drainage along the highway and in no case be less than a **fifteen-inch (15") diameter pipe**, or its equivalent pipe-arch and be constructed of corrugated metal or concrete. All culverts shall have an approved end-wall treatment attached.

(j) Plastic pipe **will not** be permitted with the County right-of-way.

(k) Upon approval of the installation permit by the engineer, the property owner's contractor may start work after notice to the public works department by the contractor or property owner. The installer must, prior to backfilling, notify the department for inspection and approval of the location and installation. The department may opt to require that culvert pipes for single family home access points be installed by the department. Culvert pipes installed by the department shall be supplied by the permittee.

(l) The access point construction shall include replacement of sidewalk areas, which are inadequate or become damaged by reason of vehicular travel across the sidewalk.

(m) Any highway surfaces, shoulders, ditches and vegetation that are disturbed by the construction of the access point shall be restored, by the Applicant, to the equivalent of the original condition. In the event that the Applicant fails to comply with this article and the public works department must engage in restoration work, the Applicant shall be charged actual costs, base on the County's hourly labor and equipment rates, in addition to the cost of necessary supplies used in such work.

(n) The restricted area between successive access points may be filled in or graded down, when extreme circumstances exist and with written permission

of the Department, only when the following requirements are fully complied with:

(1) The filling in or grading down shall be to grades approved the engineer and except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the highway roadbed in a suitable manner.

(2) Culvert extension under the restricted area shall be of like size and equivalent acceptable material of the access point culvert and intermediate manholes adequate for cleanout purposes shall be required where the total culvert length exceeds one hundred (100) feet.

(3) The Applicant shall be responsible for maintenance and any repairs to the installations. In the event that the installation causes drainage problems that effect the highway, the County can order the installation removed.

(4) The County is not obligated to replace the installation as a result of the reconstruction/regarding of the County highway and/or ditches.

(5) Where no highway side ditch separates the restricted area from the highway roadbed, permanent provision may be required to separate the area from the highway roadbed, to prevent its use for access point or parking purposes, by construction of a border, curb, rail or posts deemed adequate by the Department.

(o) Where necessary for the safe and efficient movement of traffic, the County may require access points to be geometrically designed so as to provide for only limited turning movements.

(p) Where lots are not large enough to allow accesses on opposite sides of the street to be aligned, the center of driveways not in alignment should normally be offset a minimum of 150 feet on Minor Collectors and Local roads and 300 feet on Major Collectors and Arterial roads. Greater distance may be required if left turn storage lanes require such.

5. ACCESS POINT DESIGN CRITERIA

(a) An access point shall be so located and constructed that vehicles approaching it or using it will have adequate sight distance in both directions along the highway. This adequate sight distance shall be defined as follows:

1. For Single family, two-family or agricultural access points, a minimum of 8 seconds, desirably a minimum of 10 seconds, is required from the time an approaching vehicle is seen by a driver waiting to come out of an access point, while the approaching vehicle gets to the access point. This 8-10 seconds is the total time required for the driver waiting to leave the access point to look in both directions of the road, perceive that there is sufficient time to enter the road safely, begin movement of the vehicle and accelerate to cross or inter into the highway traffic flow.

2. For all other types of development, the sight distance shall be a least equal to the 2001 AASHTO Design Guide Curve B-2, or the most current edition of the AASHTO manual.

(b) Only one access point onto a County highway, per parcel, will be allowed for parcels with a residential zoning. Access requests for Multi-family zoned parcels of land will be reviewed and determined on a per-case basis.

(c) Agricultural zoned parcels of land on which there are located no farm buildings will be allowed one access point onto a County highway, per field, unless there are natural barriers that prevent internal circulation that would prevent the field being served from the one location. Fields adjacent to and continuous to the farm home and farm buildings will be allowed one access point to serve the home, the farm buildings and adjacent fields. If necessary for the safer movement of traffic and operation of farm equipment, one additional access point for the adjacent farm fields will be allowed, provided that a distance of 500 feet between the proposed access point and the centerline of the access point, serving the buildings, can be maintained.

(d) Commercial and industrial zoned parcels of land will be allowed one access point onto a County highway, per parcel. Two (2) points of access may be allowed, provided each access point meets the criteria of this Policy, if the development requires more than 50 parking spaces, each access points can be separated by a distance of ~~300~~ 500 ft feet or more and/or if the two (2) access points would provide for safer movement of traffic.

(e) Subdivision Street and/or Local Road Connections:

(1) In the case of a requested access which will be constructed by a municipality and become a local road, under the maintenance authority of a municipality, the local municipality shall be listed as the applicant of record and any permit granted shall be issued to the municipality.

(2) In the case of a requested access which will be constructed by a private developer and become a local road under the maintenance

authority of a municipality, the local municipality and the private developer shall be the joint applicants of record and any permits granted shall be issued to the private developer and to the municipality jointly.

(3) In those cases where the development's streets are to remain private streets, and the development has been approved by the local municipality, the design standards and approval requirements shall be the same as if the street were to be constructed as a public facility. The permit for this type of access will be issued to the Owner/Developer.

(4) Vision Corners shall be required at all intersections of the proposed subdivision street with a County highway. Reference is made to the Racine County Zoning Ordinance, Section 20-1086. The size of the vision corner shall be as defined in Sec. 20-1086(b) of said referenced Ordinance.

(5) Local ordinances covering this topic which are more restrictive shall be controlling where applicable.

(6) Where possible roads or streets crossing a County highway **shall not** be staggered, creating "T" intersections, but should connect with another road or street on the other side of the highway. If it is not possible to connect the proposed alignment with a road on the opposite side of the County highway, the proposed road or street should be staggered by a minimum distance of 500 feet.

(f) Shared/joint access points will be required whenever possible to minimize the number of access points and interruption of traffic flow. Multiple access points shall not be permitted when shared access or interior roadways are an alternative.

(g) Facing access points on opposite sides of a County highway shall be located directly opposite each other whenever possible.

(h) The angle of the access point shall be as close to 90 degrees with the centerline of the County highway as possible, but not less than ~~X~~ 80° degrees.

(i) Interior turnarounds shall be provided as necessary such that vehicles do not need to back out onto the County highway.

(j) A minimum distance of three hundred (300) feet or the maximum available distance based on the frontage owned shall be maintained from the intersection of any state or county trunk highway. Such distance shall be

measured from the centerline of the access point to the nearest right-of-way line of the intersecting state or county trunk highway.

(k) Access from Subdivision Lots, abutting a County highway:

(1) Subdivisions having lots that abut a County highway must take their access from the interior subdivision streets when at all possible. The Department will review on a case-by-case situation any variances from this requirement.

(2) Subdivision lots that abut both the County highway and the subdivision street, entering onto the County highway, shall have no direct access to the County highway.

(3) Single-family and Two-family residential lots in the subdivision shall also have no access to the subdivision street, entering onto the County highway, for a distance of 75 feet or 75% of the lot frontage, whichever is greater.

(4) Multi-family residential lots in the subdivision shall also have no access to the subdivision street, entering onto the County highway, for a distance of 150 feet or 75% of the lot frontage, whichever is greater.

(5) Commercial and/or Industrial lots in the subdivision shall also have no access to the subdivision street, entering onto the County highway, for a distance of 250 feet or 75% of the lot frontage, whichever is greater.

(l) Access Point -- types and widths

(1) For a land-use with a single-family or two-family zoning:
Urban Roadway: 14-20 feet, measured at the curb line.
Rural Roadway: 16 feet, measured at the right-of-way line and with a return radius of 20 feet.
For a shared/joint access point on a rural highway, the width shall be 24 feet with a return radius of 20 feet. See Type "A" detail in Appendix "A".

(2) For a land-use with an agricultural zoning:
Width of the access point may be 20-28 feet wide at the right-of-way line with a return radius of 20 feet. See Type "A" detail in Appendix "A".

(3) For other land-uses, the following design criteria shall be applied to access points serving the delineated uses: (references to types are to specific drawings available through the Public Works Department)

Multi- Family	***Type***
a. 3-10 units	C
b. 11-20 units	B
c. More than 20 units	B, D

Commercial/Industrial	***Type***
a. Up to 25,000 sq. ft.	C
b. Greater than 25,000 sq. ft.	B ~~X~~, D,

Subdivision	***Type***
a. Up to 20 units *	~~X~~,C,D
b. More than 20 units	B, D

* Where the ADT is greater than 2500 VPD, Type "B" detail will be required.

Referring to the ADT on the County Trunk highway

(3) In the event that the applicant proposes a use not covered by this Policy, the Department shall make the determination of the applicable criteria based on the need to preserve highway capacity and safety. Access proposals which conflict with safe driving standards will not be allowed.

(4) Standard detail drawings for the above listed driveway types and intersections types can be found in Appendix "A" attached to this policy

(m) Far side passing (bypass) lane shall be required for all "T" type intersections when traffic on the adjacent County highway exceeds two thousand five hundred (2,500) vehicles per day or when in the judgement of the Department, peak traffic demand and /or location of the access point would warrant it. (i.e. interior subdivision streets will be extended into abutting properties at a future date). The surface of the access point connecting with a rural-type highway sections shall slope down and away from the edge of pavement to preclude ordinary surface water drainage from the access point area flowing onto the highway roadbed,

(n) The elevation of the finished driveway surface directly atop of the culvert or at a location designated by the Engineer, shall be a minimum of six (6) inches below the elevation of the pavement edge at the centerline of the driveway. The driveway shall be crowned so as to direct the runoff water away form the roadway and into the ditch.

(o) The surface of the access point connecting with a rural-type highway sections within the right-of way shall be asphalt, or aggregate from the edge of pavement to the right-of -way line. The property owner shall make another application to the Department for permission to place asphalt surfacing on the driveway if planned subsequent to the original culvert installation. **Concrete pavement shall not be placed on any driveway surface within the County right-of-way.**

6. DESIGN STANDARDS

(a) Driveways and roads with access onto County highways must comply with the following design standards:

(1) Culvert Pipes – Initial Installation: No person shall install a culvert or any other pipe or device which could or may obstruct or increase the volume (i.e. running a drain tile or sump pump discharge into the highway ditch) of the free flow of water without a valid permit for same, obtained from the Department.

(2) Driveways shall be constructed of solid, load-bearing material. Culverts must be placed under at least 6 inches of granular cover, sufficient to support a vehicle and not result in rutting. See Appendix "A"

(3) The culvert diameter and length will be determined by the Department so as to allow for proper drainage. In no case shall the culvert less than 24 feet long and 15 inches in diameter or its equivalent pipe-arch. The culvert material can be corrugated metal (aluminum or galvanized steel) 16 gauge or heavier or concrete, Class III.

(4) Plastic pipes of any kind **shall not be permitted** within the right-of-way of the County highway.

(5) All culverts shall be installed with appropriate sized end-wall sections.

(6) Upon approval of the Access Permit, the applicant shall furnish and install a culvert of the diameter and length specified in the Permit.

(7) Slopes to the side of the access driveway shall not be steeper that 3 to 1 (horizontal to vertical) or that of the embankment of the County highway whichever is flatter. See Appendix "A".

(8) When any curb or gutter is removed for constructing a new or widening an existing driveway, the entire curb and gutter section must be removed and a standard driveway gutter and driveway ramp shall be replaced with equivalent acceptable material and curb returns provided to match other driveway locations. If the entire curb and gutter section is not removed, the curb opening may be created by HORIZONTALLY sawing off the head of the curb to a height of 1-1/2 inches above the flowline of the curb. Sawing the back of curb off vertically and capping the back of curb with the driveway itself, is specifically prohibited. The access point surface shall connect with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. See Appendix "A"

(9) The surface of the access point connecting with a rural-type highway sections shall slope down and away from the edge of pavement to preclude ordinary surface water drainage from the access point area flowing onto the highway roadbed. The elevation of the finished driveway surface directly atop of the culvert or at a location designated by the Engineer, shall be a minimum of six (6) inches below the elevation of the pavement edge at the centerline of the driveway. The driveway shall be crowned so as to direct the runoff water away form the roadway and into the ditch. See Appendix "A".

(10) Placement of the access point on the lot: The centerline of the access driveway must be no less than a distance, equal to one-half the pipe length plus 5 feet, from the nearest lot line (extended from the right-of-way line at 90 degrees to the centerline of the County highway). But in no case shall the centerline of the access driveway be less than 20 feet from the property line.

(11) The end of an access point culvert (including the end-wall section) shall be a minimum of at least 10 feet from any cross-culvert under the County highway.

(12) Where no highway side ditch separates the restricted area from the highway roadbed, permanent provision may be required to separate the area from the highway roadbed, to prevent its use for driveway or parking purposes, by construction of a border, curb, rail, or posts deemed adequate by the Department.

(13) Accesses must intersect a public street at 90 degrees or as close to 90 degrees as topography permits (no less than 80 degrees)

See Pg 9 Act 5(h)

7. DRIVEWAY REPAIR & REPLACEMENT

(a) The property owner for a driveway or field entrance or the maintaining authority for a side street culvert shall periodically inspect said culvert. They shall keep the culvert pipe free of debris that may block the free flow of water.

(b) The property owner, with regard to private access points, and the maintaining authority, with regards to public access points, **shall be responsible** for the replacement of any failed, blocked or otherwise unusable culvert pipe so that the free flow of water can be maintained. The cost of replacement shall be borne by the property owner or maintaining authority.

(c) The property owner or maintaining authority, prior to replacing the culvert, shall apply for a proper permit from the Department for such work. Such work and any future improvements or alterations shall meet the terms of this Policy.

(d) The Department may investigate complaints of blocked culverts. If the culvert is blocked by debris, silt, or other material, the Department may order the owner to clear the blockage. If the owner fails to comply, the Department or its contractor may do the work and bill the owner for the costs therefore. If the Department finds that a culvert is blocked due to collapse of the pipe, it shall order the owner to replace the culvert pipe. The notice shall be in written form and delivered to the reported property owner. The owner shall, within ten (10) business days, contact the Department indicating how and when the culvert will be replaced. The department shall issue a permit for said work and inspect same. Based upon its investigation, the Department may order that a larger size pipe be installed due to changed hydraulic conditions or other conditions requiring a larger size pipe than was previously installed.

(e) The Department may replace all culverts they deem to be unserviceable due to damage or normal wear and tear. Culverts removed for replacement, cleaning or that are adjusted or enlarged, as part of a County project shall be done at the expense of the Department. Culverts damaged by or requested to be changed by the property owner shall be paid for by the property owner.

(f) The Department, when disturbing an existing culvert, shall restore the driveway surface in kind, to an as before condition. Any retaining walls, headwalls, timber walls or decorative appurtenances installed by the property owner **shall not** be restored. The Department will exercise care in removing minor appurtenances and ungrouted stone walls, to permit the property owner

the opportunity to salvage said appurtenances. Removed material, to be salvaged, will be set aside on the property immediately adjoining the culvert for handling by the owner, if requested. The Department will seed and mulch disturbed areas of the work.

(g) The replacement culvert and maintenance of the replacement culvert shall be the responsibility of the property owner. Any future improvements or alterations shall meet the terms of this Policy.

(h) Should the property owner fail repair or replace the failed or damaged culvert with the time frame specified by the Department, the Department may install a culvert of proper size and charge the cost of same to the property owner. The Department will not restore the driveway surface and will not be liable for the costs of restoration incurred by the property owner.

8. CONDITIONS RELATED TO RECONSTRUCTION OR ALTERATIONS OF COUNTY HIGHWAYS

For any Permittee required to or desiring to reconstruct or alter any portion of the County highway in order to comply with the provisions of this chapter, the department, prior to issuing any permit, may impose the following additional conditions:

(a) Undertake soil borings and soils report by a qualified firm approved by the engineer. Prepare a pavement design based on the soil borings and existing ADT (Average Daily Traffic) plus a 10% increase. The design must use the Wisconsin Department of Transportation pavement design methods. Minimum section will provide ~~X~~" 10" of crushed aggregate and 5" of bituminous pavement.

(b) Utility coordination must be completed prior to approval of plans. The coordination includes documentation showing utility agreements and time schedule for relocation of any utilities. The copies of utility agreements must be attached to the final plans and are required prior to issuing any permits or the beginning of construction.

(c) Abutting property owners shall be informed in writing of the proposed improvement including the project scope and timetables.

(d) All grading and paving work within the County highway right-of-way will be limited to the period between May 15 and October 15. Exceptions are landscaping and placement of incidental items (signs, guardrails, etc.)

(e) Permittee is responsible for the placement and maintenance of all barricades, work zones and detours associated with the work. All detour routes must be approved in advance by the maintaining authorities

(g) A performance bond, letter of credit, or certified check sufficient to construct the entire project shall be provided to the County and may be returned after the work is completed to the Department's satisfaction. The permittee will also provide appropriate liability insurance in amounts as determined by the Department.

8. TRAFFIC STUDIES

(a) Traffic Impact Analysis (TIA) studies may be required by the County in order to adequately assess the impacts of a development proposal abutting and seeking access to an existing County highway. The primary responsibility for assessing the traffic impacts associated with a proposed development will rest with the developer, with the County serving in a review capacity and, upon approval, accepting the assessments made as its own.

(b) This TIA study will be the responsibility of the Applicant and must be prepared by a registered professional engineer, registered to do work in the State of Wisconsin, with adequate experience in Traffic Engineering.

(c) The Applicant will be required to submit a new TIA study if, after submitting an original traffic study, the land use intensity is increased or the land use is changed so that trip generations are increased and the existing level of service on the abutting County highway will be reduced.

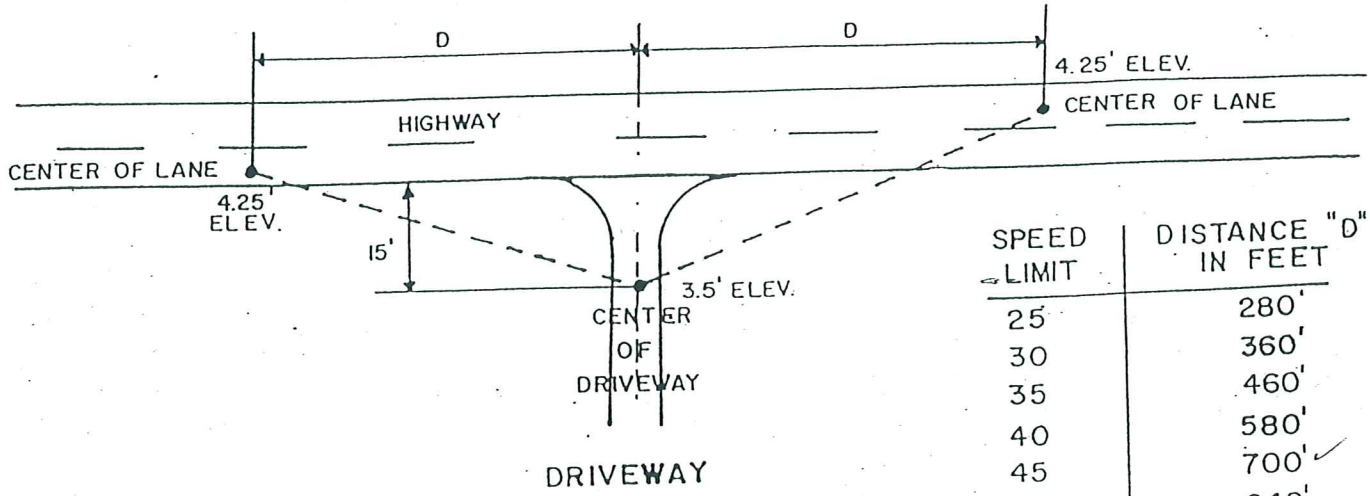
(d) All previous traffic studies relating to the development that are more than two years old will have to be updated, unless the Department determines that conditions have not changed significantly.

(e) Transportation consultants are required to discuss project development with the Department and Racine County's Planning & Development Department prior to starting the study. As a minimum, topics for possible discussion at such meeting will include trip generation, directional distribution of traffic, trip assignment, definition of the study area and methods of projecting build out volume of cumulative projects. This will provide a firm base of cooperation and communication between the County, the Owner/Developer and the project's consultant in forecasting future traffic characteristics which realistically define traffic movement associated with the proposed development.

(f) In order to provide consistency and to facilitate staff review of TIA studies, the TIA should be completed in accordance with Wisconsin Department of Transportation "Traffic Impact Analysis Guidelines—January 1998" and any revisions or supplements there to.

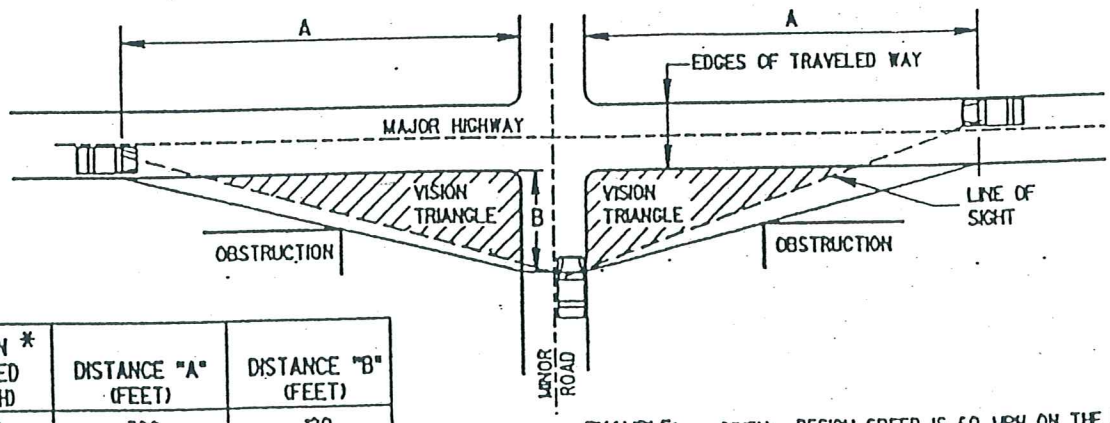
APPENDIX "A'

VISION CORNERS



SPEED LIMIT	DISTANCE "D" IN FEET
25	280'
30	360'
35	460'
40	580'
45	700'
50	840'
55	980'

GUIDE DIMENSIONS FOR VISION TRIANGLES STOP CONTROL ON MINOR ROAD



DESIGN * SPEED (MPH)	DISTANCE "A" (FEET)	DISTANCE "B" (FEET)
40	300	120
50	400	150
55	500	160
60	600	175

* USE THE DESIGN SPEED OF THE MINOR ROAD TO DETERMINE DISTANCE "B".

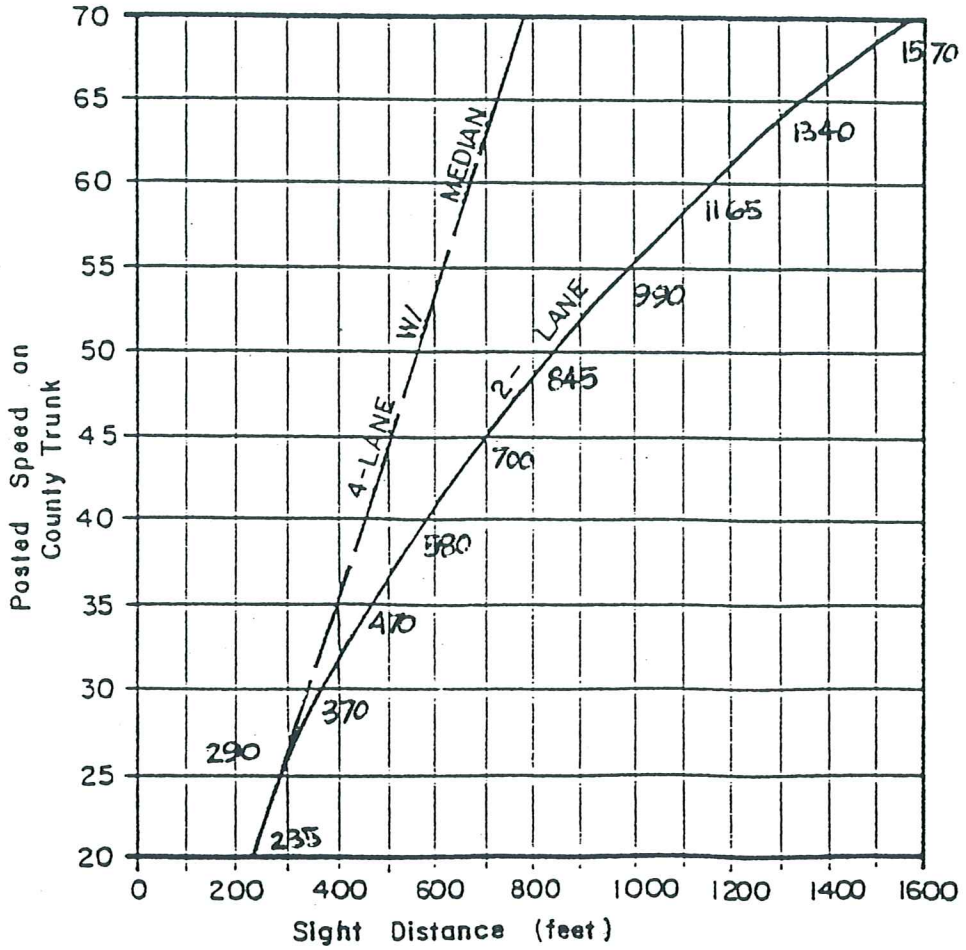
EXAMPLE: GIVEN: DESIGN SPEED IS 60 MPH ON THE MAJOR HIGHWAY AND 50 MPH ON THE MINOR HIGHWAY.

SOLUTION:

READING FROM THE DIMENSION TABLE, THE LEGS OF THE VISION TRIANGLE ARE "A" = 600 FEET AND "B" = 150 FEET.

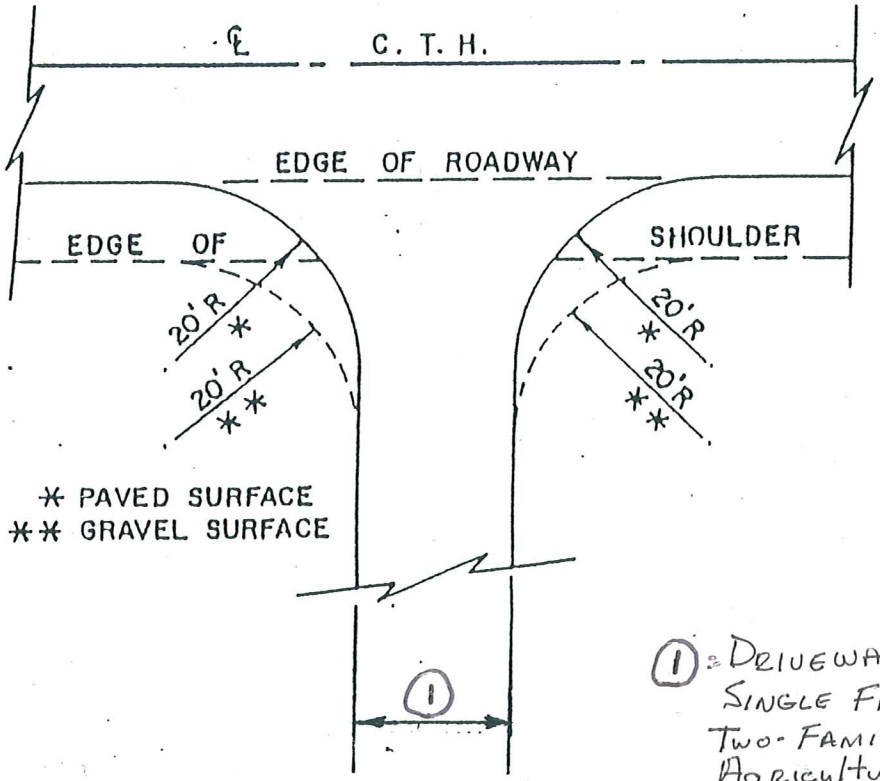
SIGHT DISTANCE TABLE

MORE THAN FOUR UNITS
(1990 AASHTO DESIGN GUIDE CURVE B-2)

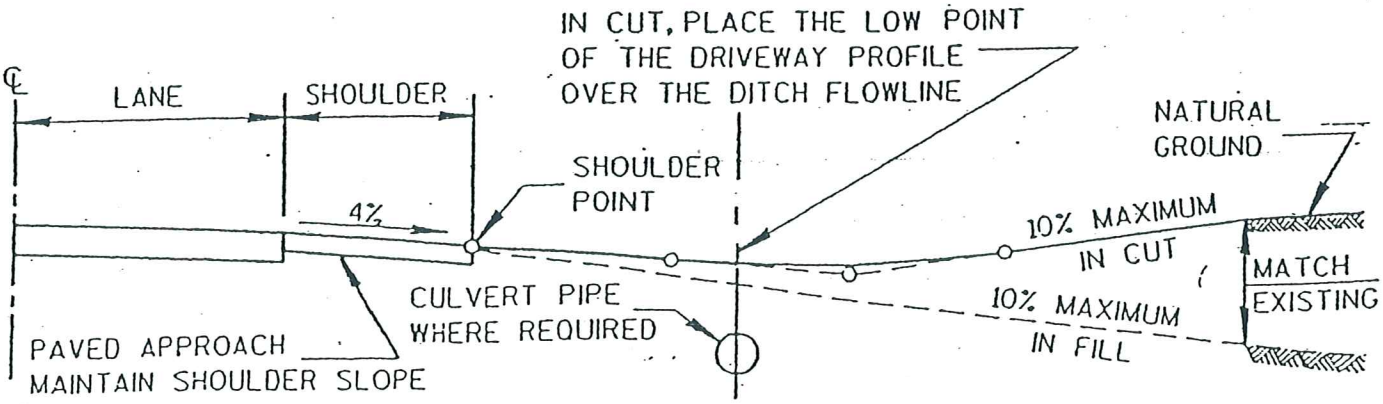


PRIVATE DRIVEWAYS

C.T.H. WITH SHOULDERS



1 = DRIVEWAY WIDTH
SINGLE FAMILY RES. = 16 ft
TWO-FAMILY SHARED = 24 ft
AGRICULTURAL = 20-28 ft

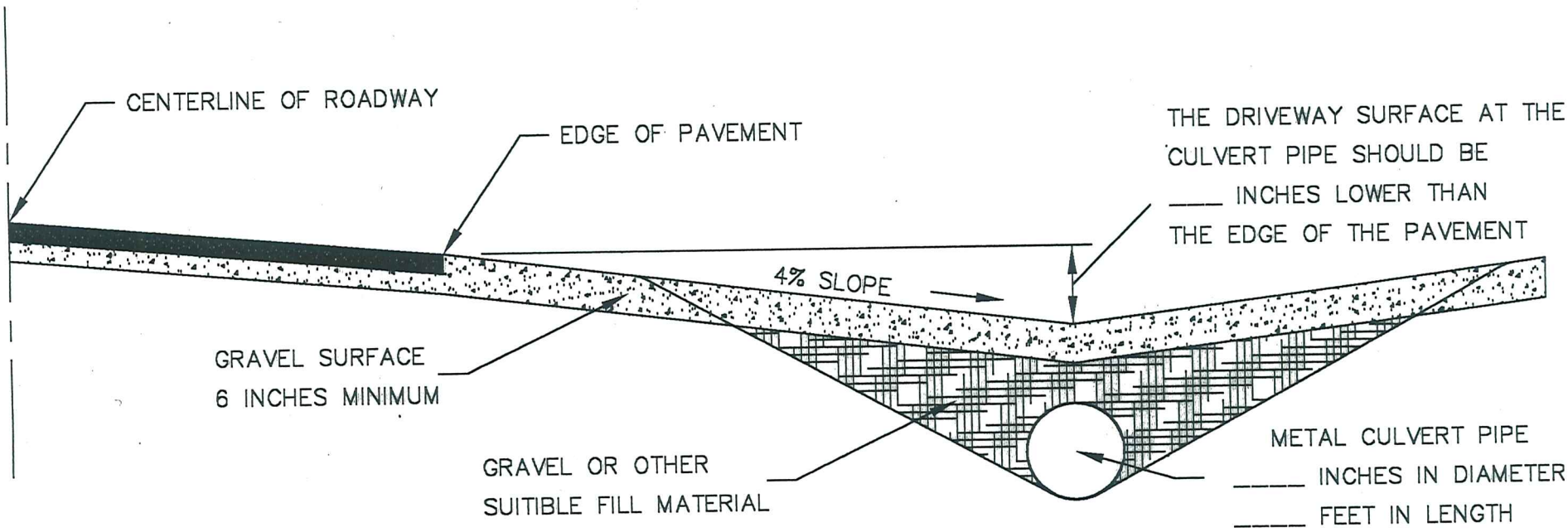


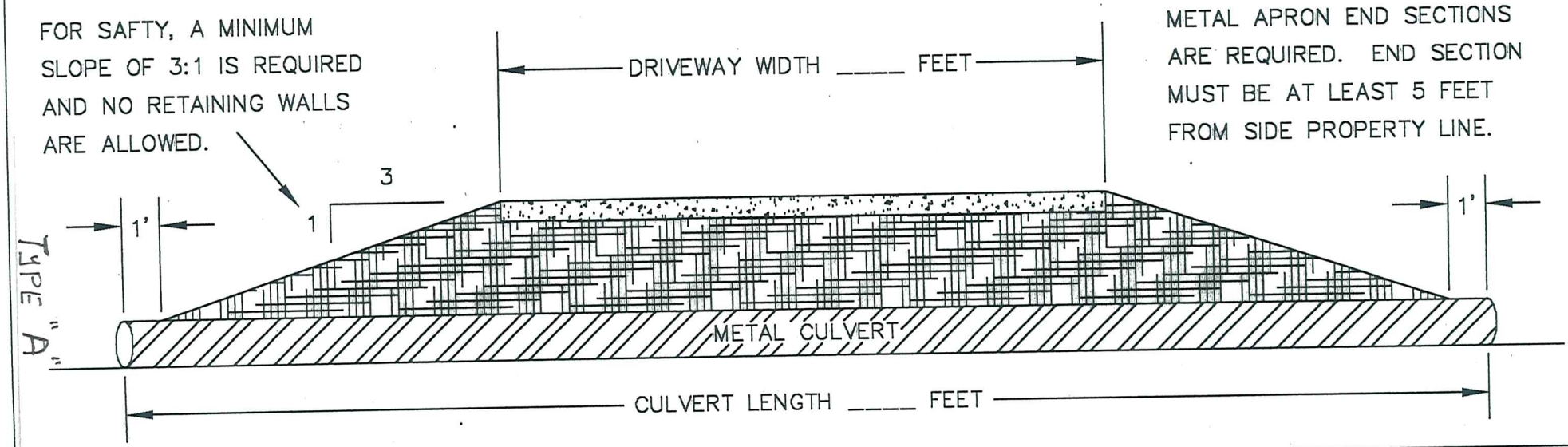
TYPICAL DRIVEWAY PROFILES

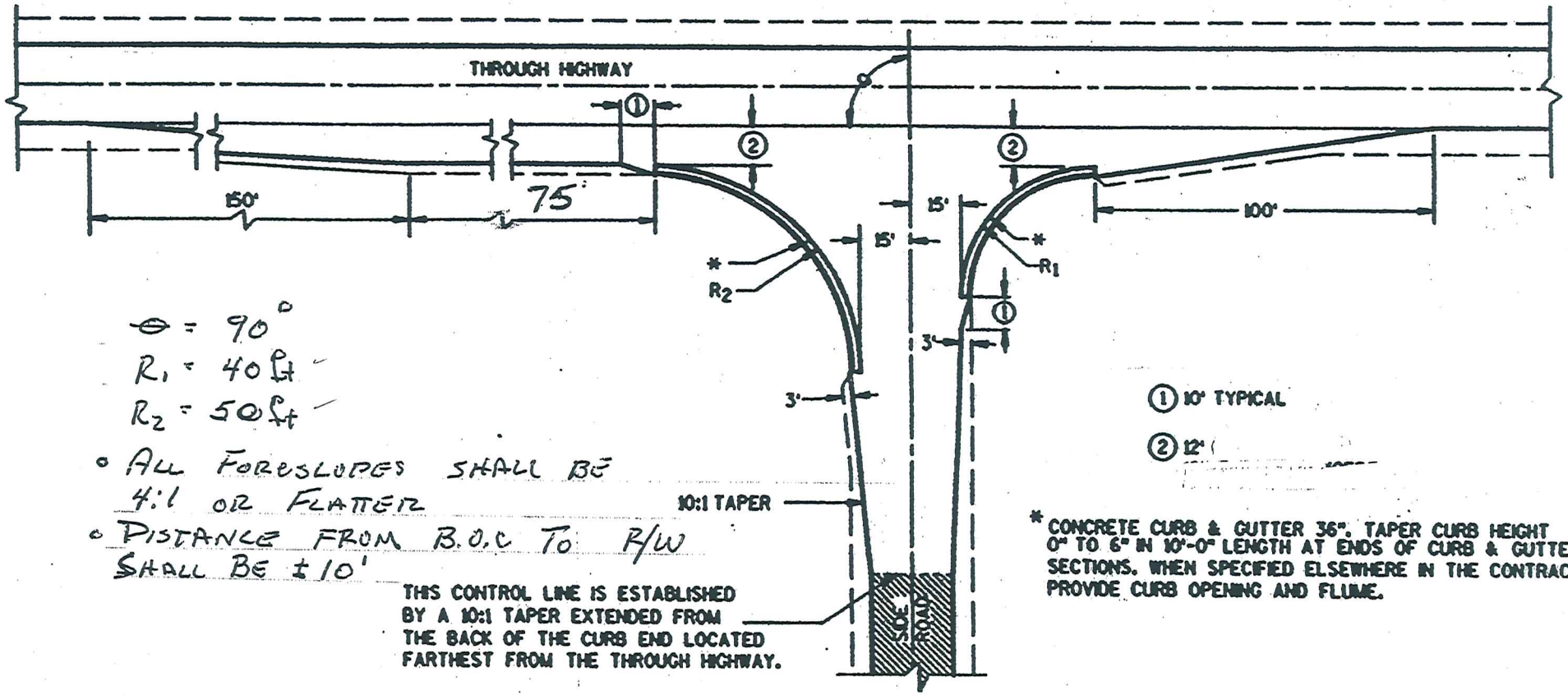
TYPE "A"

Racine County Public Works
14200 Washington Avenue, Sturtevant Wisconsin 53177-1253 (262) 886-8440

TYPICAL DRIVEWAY CONSTRUCTION







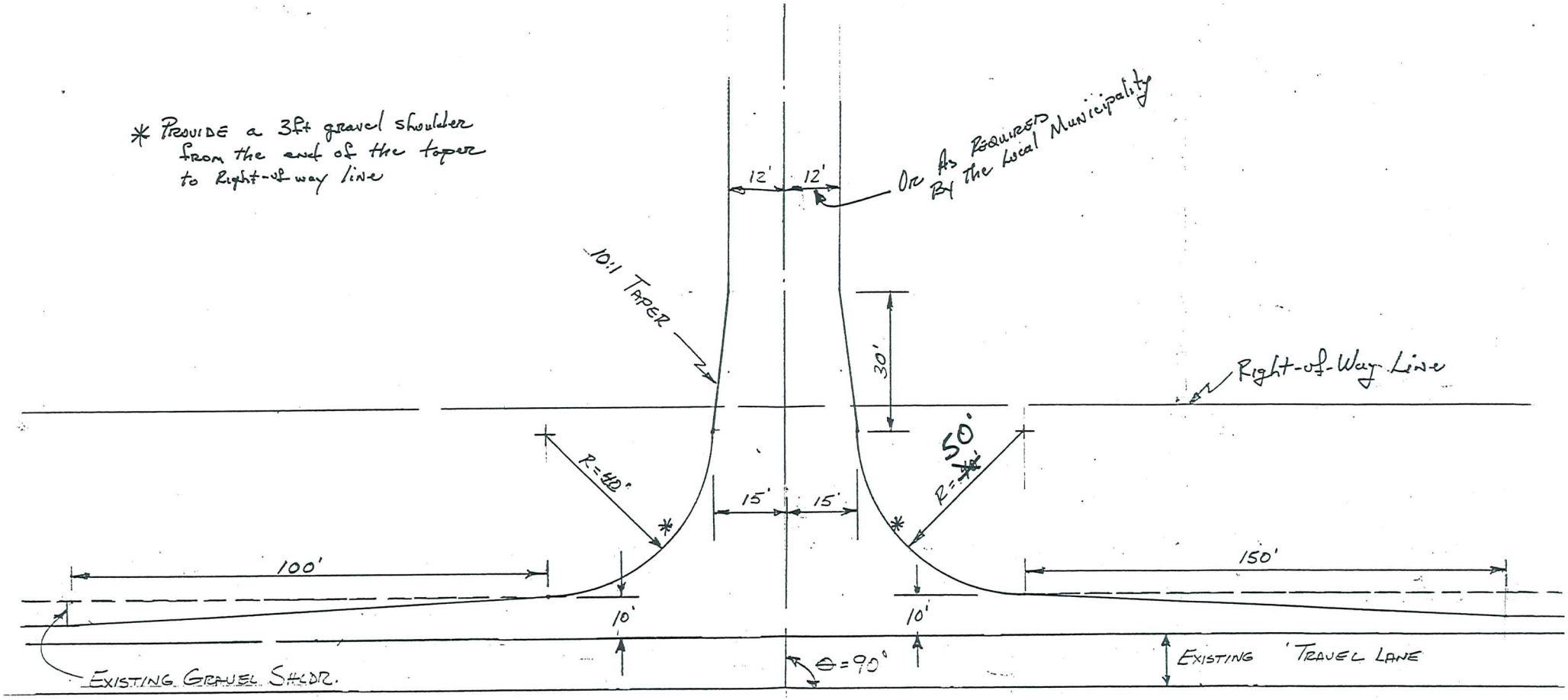
$\theta = 90°$

$R_1 = 40$ ft

$R_2 = 50$ ft

- ALL FORESLOPES SHALL BE 4:1 OR FLATTER
- DISTANCE FROM B.O.C TO R/W SHALL BE ± 10'

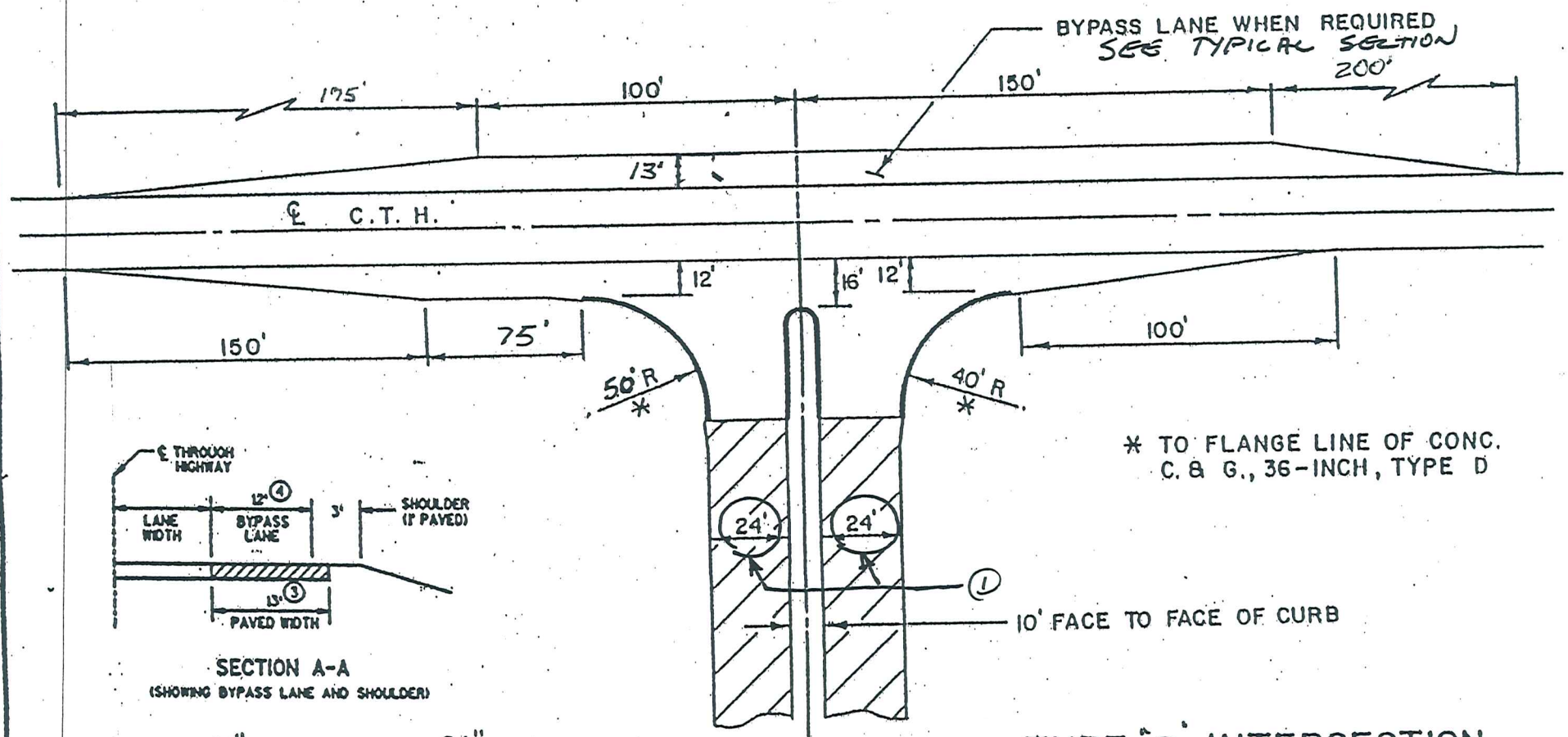
TYPE "B" INTERSECTION DETAIL



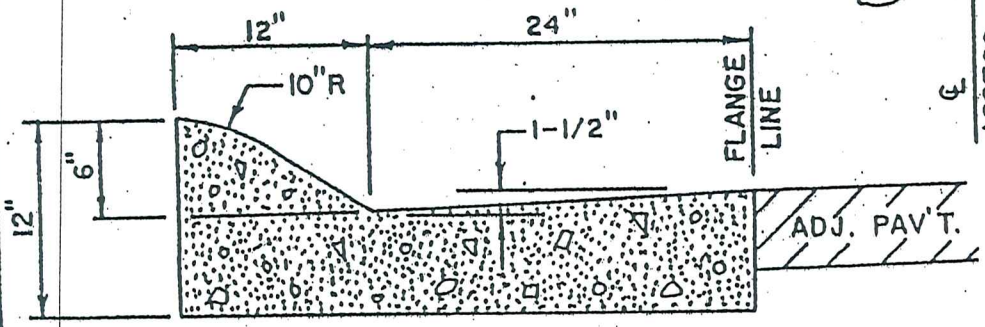
Driveway Detail

Type - "C"

No Scale



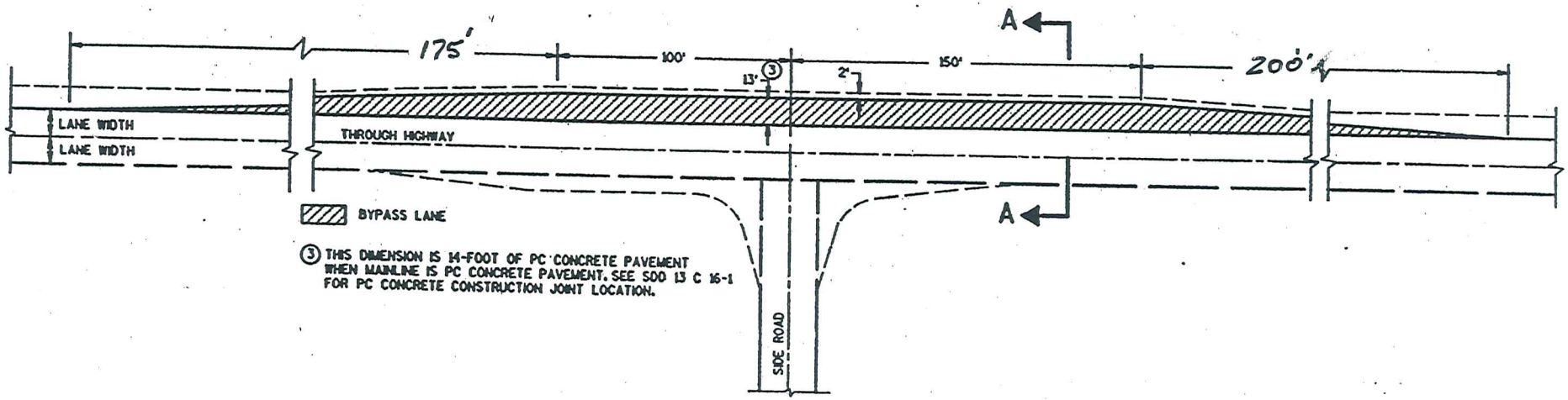
SECTION A-A
(SHOWING BYPASS LANE AND SHOULDER)



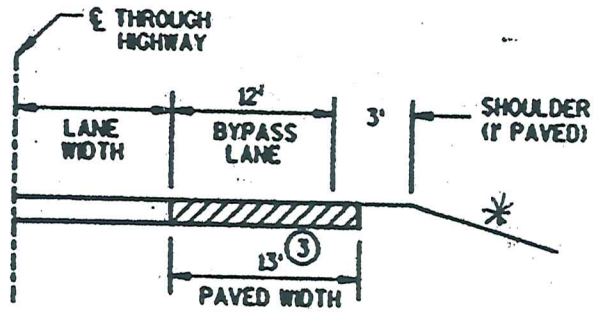
CONC. C. & G., 36-INCH, TYPE D

TYPE "D" INTERSECTION DETAILS

① If this dimension is less than 24 Ft, provide a minimum of 15 Ft at the end of the radii. Refer to the Type "B" Intersection for radii and construction layout

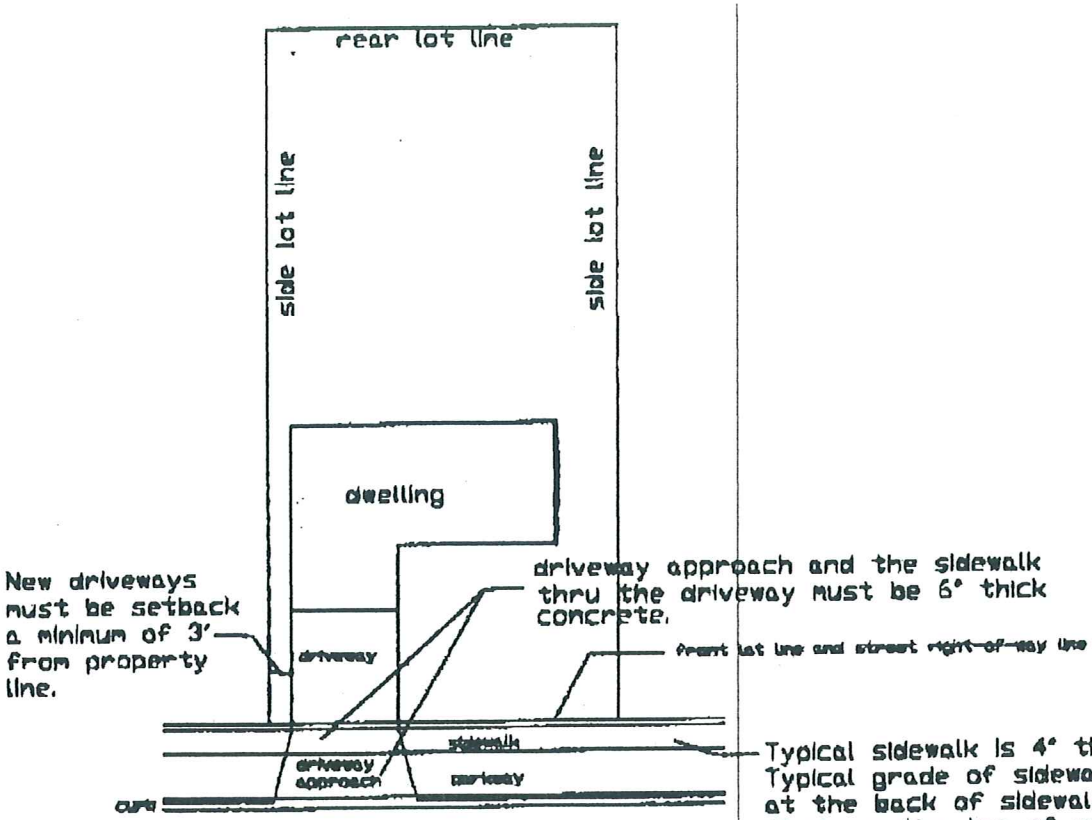


* FORESLOPE SHALL BE NO STEEPER than 4:1



SECTION "A-A"

TEE INTERSECTION BYPASS LANE DETAIL



DRIVEWAY OPENING DETAIL

CROSS SECTION THROUGH DRIVEWAY

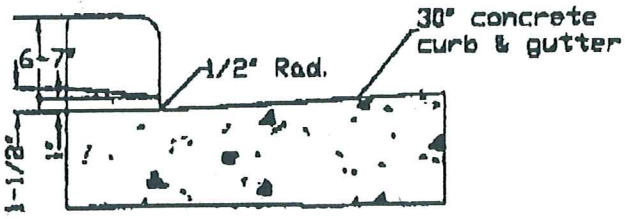
When creating new, or widening existing driveway approaches, the curb openings shall be created by one of two methods.

1) The entire curb and gutter section shall be removed and replaced. No remaining curb shall be left shorter than 4 ft. in length. New curb shall be tied with 2 driven tie bars on each end of pour.

2) Back of curb shall be horizontally sawn. Vertically sawing the curb head off is prohibited.

The height at the back of curb line shall be 1-1/2", and at the flow line of the curb it shall be 1".

When closing drive openings, the entire curb and gutter section shall be removed and properly replaced, as mentioned in 1) above.



CURB AND GUTTER DETAIL AT DRIVEWAYS

D:/RES/DWG/DVSWPNT.DWG

URBAN DRIVEWAY

APPENDIX "B"

Driveway Permit Application

for construction or alteration of a driveway on Racine County highway right-of-way

PLEASE PRINT

Applicant's Name		Property Owner's Name if Not Applicant	
Mailing Address		Property Address	
City, State, Zip		City, State, Zip	
Phone	Fax	Name of Highway	Side of Road
Cellular Phone	Alternate Phone	Township	Application Date

1. What do you want to do?

   ☐ Build a new driveway ☐ Relocate existing driveway ☐ Replace existing culvert pipe

   ☐ Other _____

2. What type of property use will this driveway serve?

   ☐ Residential ☐ Farm Field ☐ Commercial, type of business _____

3. How wide will surface of driveway be? _____ feet. ☐ Gravel ☐ Asphalt ☐ Concrete

4. When do you plan to do the work? _____

5. Other comments _____

6. Describe the location of the driveway relative to the nearest intersection or landmark. You may draw a map on the other side of this page. Please submit a copy of your property survey.

_____

_____

_____

Field mark the driveway location with a stake. An inspection of the driveway location will be made by a county representative. If approved, a permit will be issued indicating specific construction requirements such as pipe length and diameter. The driveway must be constructed by the property owner, at the property owner's expense, to Racine County's requirements.

Return application to:

Public Works Driveway Permit
14200 Washington Avenue
Sturtevant, WI 53177-1253

Phone (262) 886-8440
Fax (262) 886-8480

For County Use Only			
Inspection Date		Subdivision or CSM	
Field work required? ☐ Yes ☐ No	Ditching required? ☐ Yes ☐ No	Block	Lot or Parcel Number
Culvert Required? ☐ Yes ☐ No	Culvert size	Parcel ID number	
Comments		Quarter, section, town, range	

Permit Number

Permit to Install a Driveway on a Racine County Highway

The undersigned and designated applicant requests permission to construct the driveway hereinafter described on county highway right of way. In consideration of being granted permission, as evidenced by the approval of an authorized representative of Racine County Public Works, the applicant is bound and obligated to construct the driveway in accordance with the description contained herein and sketches, if any, attached hereto, and to abide by the general requirements of location, design and construction set forth in this permit.

Applicant's Name, Current Mailing Address, City, State, Zip		Property Owner's Name, Property Address, City, State, Zip
Phone	Alternate Phone	Parcel ID Number

Highway	Township	CSM or Subdivision	
Side of Road	Distance from Nearest Road	Direction from Nearest Road	Nearest Road

Pipe Length in feet	Pipe diameter in inches	End Treatment	Surface Type	Surface Width
24 feet long	15 inch diameter	Metal ends	Gravel	20 feet

Permit Requirements:

1. The pipe must be metal.
2. The surface of the driveway 12 feet from the edge of the pavement must be 5 inches lower than the edge of the pavement.

The undersigned property owner agrees to the terms and conditions of this permit:

Signature:

Print Name:

Date:

Approved By Racine County. Construction must be completed within one year.

Signature:

Date:

Sign and return one copy of this permit to: **Public Works Driveway Permit, 14200 Washington Av., Sturtevant, WI 53177**

PERMIT REQUIREMENTS

THIS PERMIT IS SUBJECT TO THE FOLLOWING RESTRICTIONS:

1. The Applicant shall place stakes in the ditch line where we wants to place the proposed driveway so that the Department may inspect the location.

2. The driveway(s) authorized by this permit shall be installed within a period of ninety (90) calendar days from the day of issuance of said permit, otherwise Racine County Department of Public Works has the right to revoke said permit and the Applicant must reapply.

3. Any grading, special ditching, alteration of slopes, or any other disturbance of any portion of the highway right-of-way, shall be restored by and at the expense of the Applicant, to the condition existent prior to such disturbance and to the satisfaction of the Racine County Director of Public Works and/or his designated representative.

4. The entire cost of the driveway construction and/or installation shall be the obligation of the Applicant.

4. The Applicant shall make the installation without danger to or interference with traffic using the County highway.

5. Applicant shall notify the Public Works Department when the culvert is on site so that the Department may inspect the same and make arrangement to prepare the ditch for the culvert, if necessary.

6. Applicant shall keep driveway culvert free of debris and other obstructions to provide proper drainage along the highway.

7. Maintenance and upkeep of the driveway on and over County highway right-of-way shall be the responsibility of the Applicant

8. If restoration of highway right-of-way is not accomplished voluntarily and without delay, the highway authority may issue a notice setting forth a final date by which the restoration shall be completed. If Applicant fails to complete the restoration within the allotted time, the highway authority may arrange for the restoration and all resulting costs shall be the obligation of the permit Applicant.

9. The Permittee, his successors, or assigns, agree to hold harmless the Racine County Department of Public Works and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.

10. The roadway surface of the entrance immediately adjacent to the highway roadbed shall, to the extent that is practical, slope away from such roadbed to minimize surface drainage onto the highway, per attached detail.

11. The surface of the driveway shall consist of bituminous asphalt or compacted gravel, from the edge of pavement to the right-of-way line. Concrete pavement shall not be used within the right-of-way of the County highway.

12. A separate Permit will be required when the existing driveway surface if upgraded from a gravel surface to a paved surface, unless the paving is done at the time of the initial installation.

STANDARD PERMIT LANGUAGE

1. A _____ diameter culvert pipe with end-walls, _____ feet in length shall be installed under the (each) driveway to provide proper drainage along the highway.

2. At a distance of 15 feet from the edge of the existing pavement, the finished grade of the driveway shall be at least 6 inches below the grade of the edge of the adjacent pavement.

3. The centerline of the proposed driveway shall be a minimum of _____feet from the _____ property line of the Applicant parcel.

4. The top width of the (each) driveway shall be well defined and shall not exceed _____feet at the right-of-way line, provided however, that fillets of _____ radius to facilitate on and off movements shall be provided at the junction of the entrance with the highway roadbed.

5. The work proposed under this Permit shall be completed by:_____.

6. If the driveway is not completed by the "Completion Date" specified, a time extension must be obtained from the Department or this Permit is null and void and the driveway shall not be constructed unless authorized through a subsequent permit.

APPENDIX "C"

TRAFFIC IMPACT ANALYSIS GUIDELINES

WISCONSIN DEPARTMENT OF TRANSPORTATION

June 2006

TRAFFIC IMPACT ANALYSIS OUTLINE

Chapter 1. Introduction And Executive Summary
- A. Purpose Of Report And Study Objectives
- B. Executive Summary

Chapter 2. Proposed Development
- A. On-Site Development
  1. Development Descriptions and Site Location
  2. Land Use And Intensity
  3. Site Plan
  4. Development Phasing and Timing
- B. Study Area
  1. Influence Area
  2. Area Of Significant Traffic Impact
- C. Off-Site Land Use And Development
- D. Site Accessibility
- E. Chapter 2 Exhibits

Chapter 3. Analysis Of Existing Conditions
- A. Physical Characteristics
- B. Traffic Volumes
- C. Capacity/Level Of Service
- D. Sources Of Data
- E. Chapter 3 Exhibits

Chapter 4. Projected Traffic
- A. Background Traffic Forecasting (each horizon year)
- B. Site Traffic Forecasting (each horizon year)
  1. Trip Generation
  2. Mode Split
  3. Determination Of Pass-By and Multi (Linked)-trip Traffic
  4. Trip Distribution
  5. Trip Assignment
- C. Total Traffic (each horizon year)
- D. Chapter 4 Exhibits