

APPLICATIONS GUIDE

Purpose

This Guide will help you understand and comply with the Town's ordinances covering land divisions, building permits, driveway construction, and outdoor heaters. By following the guidelines, you will ensure careful consideration of your request and help ensure its compliance with the Sauk Prairie Comprehensive Plan, the goals of which are to maintain the Town's agricultural land and rural character and to preserve and protect the natural environment. This amendment to the Guide replaces all other instructions for submitting the applications it covers.

The Town's Ordinances, the Comprehensive Plan, and the telephone numbers of the Town personnel you need to contact as required by the Ordinances, can be obtained on the Town's website

DRIVEWAY CONSTRUCTION PERMITS

Who Needs Them

All construction or modification of private driveways or field drives in the Town of Prairie du Sac requires approval by the Town Board if that construction or modification changes the existing topography of the land or affects the Town road. The Town's policies on the construction or modification of private driveways or field drives can be found in the Sauk Prairie Comprehensive Plan and the Town's Driveway Ordinance (Available on the Town's web site or from the Town Clerk). The Driveway Ordinance contains detailed information on the construction requirements for driveways and field drives.

Before Applying

If you have concerns not addressed by the Driveway Ordinance or this Applications Guide, before applying for a Driveway Construction Permit with the Town, you may wish to appear informally before the Town of Prairie du Sac's Planning Commission to explain your intent and be advised as to problems or concerns that will need to be addressed before you submit your request. Please note that this informal appearance is for informational purposes only and is not an official request to the Town and that the Town will not act without an application being filed and the proper fee paid.

To Apply

Submit a Driveway Construction Permit Application and its appropriate fee to the Town of Prairie du Sac Clerk. (Application packages are available on the Town web site or from the Town Clerk.)

After Applying

Drives involving a land division.

If a Land Division is involved, upon the receipt of the Application and fee for the Land Division and the Driveway, the Clerk will submit the applications to the Town Planning Commission

which meets on the third Thursday of the month. Submit the documents required by the Driveway Ordinance to the Town Planning Commission for review as part of the Land Division review process. The Commission will forward its recommendation regarding approval of the application to the Town Board. The Town Board will consider applications at its next regularly scheduled meeting on the second Tuesday of the month. After consideration, the Board will approve, conditionally approve, or deny your request. You or your representative will need to attend the Commission and Board meetings. The Town Board's driveway construction permit approval will be provided to the Town Building Inspector along with the Land Division Approval.

Drives not involving a land division.

If a drive is planned on an existing lot and not part of a Land Division for the purposes of building any kind of structure, please include the structure type and location of the proposed structure on a map or plan. After submitting the application and fee to the Town Clerk, the Driveway Inspector appointed by the Town Board will inspect the proposed driveway site. The Inspector may consult with the Planning Commission Chair and if the Driveway Plan site is simple the application will be submitted directly to the Town Board for review at its next scheduled meeting. If the Driveway Plan site is more complex, the Driveway Inspector may refer the plan to the Town Planning Commission. If the Plan is referred to the Commission, the Commission shall review the Plan at its next available meeting and make its recommendation to the Town Board. The Driveway Inspector will make the final inspection of the completed driveway.

Driveway proposals and plans.

If the Driveway Plan, or field drive access plan is complex, for example, involving long steep grades, side sloping terrain, unstable base, or retaining walls, review of the Driveway Plan and driveway inspections by an Engineer commissioned by the Town will be required as determined by the Town Driveway Inspector. The Inspector will coordinate with the Town Clerk and the Engineer as needed. There will be an additional cost to the applicant for the Engineer's services.

The Driveway Inspector and/or the Planning Commission, when reviewing a request for a driveway construction permit, will consider several factors including:

- Adequate vision should be provided for safe entry and exit from the driveway. Blind driveways are strongly discouraged.
- The width of the driveway at the juncture with the road shall be wide enough to provide safe access for emergency vehicles. A minimum width of 20 feet is recommended.
- When evaluating clearance for emergency vehicles, a minimum vertical clearance of 14 feet is needed. The driveway shall be constructed with a minimum width of 10 feet. There shall be no obstructions within 10 feet of the centerline of the driveway. Any portion of a downslope at the edge of the driveway and within 10 feet of the centerline of the driveway must not exceed a slope of 25%.
- Obstructions by both structures and vegetation will be considered.

- When culverts are used for drainage control, adequate measures must be used to prevent erosion caused by the culvert.
- Turnaround areas or cul-de-sacs are needed for long drives or drives with steep slopes. Turnaround areas should be large enough to allow safe turning for emergency vehicles.

Public Hearing

The Town Board may decide to hold a public hearing to allow the applicant to formally present his/her intentions for the driveway construction and for neighbors and other residents of the community to express their concerns and present other pertinent information to the Board. Questions from the Board as well as other residents may be posed to the applicant at this time.

If the proposed driveway enters onto a County, State, or Federal highway, additional permits may be required by these entities.

GLOSSARY

Aerial photo/site analysis. This is an 8½- by 11-inch copy taken from an aerial photograph of the section in the Town of Prairie du Sac in which the property lies. If the property lies in 2 sections, you will need 2 aerial photos. On the photo(s), you should outline in black the boundary of the entire property. Outline the boundaries of any proposed land divisions. Note any proposed drive, building, or change of use. Consider any land that is presently tilled or has been tilled (for example, land that is in CRP) as ag land. (The aerial photo is available on the Sauk County Department of Land Information/GIS website.

County Sanitary (Septic) Permit. This permit is required by the Sauk County Land Resources and Environment Department office at Sauk County West Square Building, Room 225, Baraboo, Wisconsin, 608-355-3245.

County Land Use Permit. This permit is required by the Sauk County Land Resources and Environment Department office at Sauk County West Square Building, Room 225, Baraboo, Wisconsin, 608-355-3245.

Driveway construction plan. This is an 8½- by 11-inch drawing of the proposed drive showing the length, width, and relationship to property lines, existing or proposed buildings, and existing roads. Also shown will be the location and size of all culverts, any areas that will require cuts or fills. Note: you may wish to make your initial drawing larger, then just make a reduced copy for attachment to your Driveway or Field Drive Construction Permit Application.

Driveway inspection report. This is a report filled out after completion of driveway construction. It certifies that the construction has been performed in accordance with the driveway construction plan and that it complies with specifications of the Town of Prairie du Sac's Driveway Ordinance.

Neighbor notifications. The Town Clerk may, at the discretion of the Town Board, notify all landowners whose property adjoins the edges of an entire property to be divided or developed

that such action is proposed.

Plat map. This is a copy of the Town of Prairie du Sac page from the county plat book on which you should outline the entire property. (This is available from the Clerk.)

Sewage system site suitability. This is a letter from a certified soil tester confirming the site suitability of the proposed sewage system. Attached to this letter should be a copy of the site plan (described below) on which the acceptable sewage system locations are marked by the soil tester.

Site plan. This is an 8½- by 11-inch or larger legible drawing or survey map showing the locations of all existing and proposed man-made features of the property. These include any dwellings, accessory or outbuildings, driveway, wells, culverts, and sewage system. In addition, the distances of any proposed dwelling unit or other structures and sewage system to the relevant setback boundaries of the property should be noted.

Soil/slope analysis. This is a map identifying the types of soils and slopes on the property, generally available from the Sauk County Department of Land Information/GIS website. It will show the soils on which no disturbance is allowed and the soils on which non-farm residential development should be avoided. On this map, outline in black the boundaries of your entire property. In addition, mark the boundaries of any proposed land divisions, any proposed dwelling, accessory, and outbuilding site, or any proposed and/or existing driveway.

Wisconsin Uniform Building Permit Application. This is a state form issued by the Wisconsin Department of Commerce. (Copies are available from the Building Inspector.)