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**ROCK COUNTY DEPARTMENT OF PUBLIC WORKS**

*Highways - Parks*

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**Rock County Driveway  
Access Policy**

**Adopted by  
Public Works Committee  
Of the  
Rock County Board of Supervisors**

**December 17, 2002**

Revised December 28, 2005

Revised February 13, 2007

**Rock County Driveway**  
**Access Policy**  
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**Introduction**

**Authority**

These regulations are adopted under the authority granted by Section 83.027, Wisconsin Statutes, and pursuant to 83.07, 83.08 and 86.07, Wisconsin Statutes.

**Purpose and Intent**

The goal of this access management policy is to provide adequate access to land development while simultaneously preserving the flow of traffic on the surrounding road system in terms of safety, capacity and speed. The goal of the access management is to reduce highway accidents caused by frequent and poorly designed points of access, to promote the balanced use of land for the mutual protection of land owners, motorists, and Rock County, to enhance the highway appearance for making highway travel more pleasant. Without access management, roadways become increasingly congested and safety is compromised. State statutes give all levels of government the authority to require a permit for construction of a private driveway onto a public road. A permit may be denied if the driveway is planned for an unsafe location or if an alternative access is available.

**General Provisions**

**Jurisdiction**

These regulations shall apply to all current and future county trunk highways in Rock County. They also apply to any current or future local roads in Rock County in the following Towns:

Harmony	Lima	Rock
Janesville	Magnolia	Spring Valley
La Prairie	Milton	

The following Towns have requested jurisdiction over the issuance of access permits and local roads in these Towns are not subject to the regulations of this ordinance:

Avon	Center	Johnstown	Porter
Beloit	Clinton	Newark	Turtle
Bradford	Fulton	Plymouth	Union

This policy is meant to operate in conjunction with the Access Control Regulations developed by the Rock County Planning Office in July of 1974. This ordinance is not intended to supercede any of the requirements contained in that ordinance.

**Right of Access**

Each existing parcel of land abutting a highway or local road shall be entitled to an access when in compliance with the provisions of this ordinance.

**Standards and Specifications**  
**Driveway Requirements**

Driveways will be specified as one of six different accesses

- 1) Intersecting Public Road. Defined as an access that will be constructed and dedicated to the Town as part of the local road network for maintenance by the Town.
- 2) Private Entrance. Defined as an access that will be used as the primary access for a private residence or a personal business expecting a peak hour traffic volume of less than 50 customers per hour.
- 3) Commercial Entrance. Defined as an access that will be used as the primary access for a commercial or industrial site expecting a peak hour traffic volume of more than 50 customers per hour or more than 50 full time employees.
- 4) Field Entrance. Defined as an access that will be used on a seasonal basis for entrance to an undeveloped piece of land. The access would not be used as an access for a private residence or personal business.
- 5) Shared Access. Defined as an access for a private residence or business that is shared with the adjoining property owner for the purpose of sight distance or reducing accesses along the public road.
- 6) Park Access or access to Public Lands

All accesses on public roads require the acquisition of an access permit for the purpose of performing alterations that affect the right-of-way of county maintained highways. The permit is to be transferred to all future owners of the given property.

### **Driveway Dimensions**

- 1) Driveway will have minimum width of 12 feet at the end of the radius of return. Driveway will have a maximum width of 35 feet at the end of the radius of return.
- 2) Radius of return on the end of driveways will be a maximum of 25 feet.
- 3) Minimum culvert size, where required, will be 15" to promote drainage in the ditchline.
- 4) Shared Access will have a minimum width of 12 feet. Shared access will be constructed such that at least 40% of the access is located on each of the adjoining landowners property with the remainder to be divided at the landowners discretion. The length of the access that must remain shared shall be no less than 30 feet, after which the drive can be separated to serve the separate landowners.

### **Estimating Safety of Access Location**

- 1) Driveway shall have a minimum of 650 feet of clear sight distance in both directions along the intersecting public road to promote safe ingress and egress from the access.
- 2) The centerline of a Private entrance or Field Entrance shall be located a minimum of 150 feet from the centerline of the nearest public road.

- 3) The centerline of a Commercial Entrance shall be located a minimum of 300 feet from the centerline of the nearest public road.
- 4) On a controlled access highway the centerline of any entrance shall be located a minimum of 600 feet from the centerline of the nearest entrance or public road on the same side of the road as the proposed entrance.
- 5) Size (diameter and length) of the culvert pipe shall be specified by a representative from the Rock County Highway Department.
- 6) Edge of the entrance, at the center of the highway ditch, shall not be closer than 20 feet from the edge of another entrance.
- 7) Edge of an entrance, or the end of a culvert pipe, shall not be closer than 5 feet from any property line.
- 8) No concrete or stone endwalls or any other materials that could constitute a menace to highway safety may be used. The standard apron endsections made of either metal or concrete may be used.
- 9) The culvert pipe shall have a minimum cover of 6 inches of gravel or rock.
- 10) The entrance shall be constructed with a gentle slope to the back of the ditch line such that the finished blacktop surface is level or lower than the roadway in order to keep drainage off of the roadway. All of the water that drains from the driveway must drain into the ditch before it reaches the roadway.
- 11) No concrete surfacing shall be placed in the highway right-of-way. A permit may be obtained for surfacing the highway right-of-way and the surface of the road.
- 12) The entrance shall always be the sole responsibility of the property owner. The County does not assume any responsibility for maintenance of any driveway along the Town road or county highway.
- 13) Driveway shall not be located on a roadway if there is an alternative to locate the access on another roadway with a lower daily traffic count.
- 14) No more than one access shall be provided to an individual residential parcel or to contiguous parcels under the same ownership and serving a single residence, unless it can be shown that additional access would not be detrimental to the safety and operation of the highway and are necessary for the safety and efficient use of the property.
- 15) Agricultural field entrances shall be limited to one per farm field, with additional field entrances allowable where natural obstructions within the field prevent reasonable access across the field, or where the distance across the field exceeds one-half mile.
- 16) Access on a road that intersects with a highway designated as controlled access by either the state or county shall not be within 250 feet of the centerline of the controlled access highway.

- 17) No access shall be located such that it is directly across from a private residence, such that exiting the access would cause disturbance to the residence (i.e. lights shining into the residence).

**Stopping Sight Distance**

In locations where driveways are located without adequate stopping sight distance, the use of warning signs should be used. Property owner shall be responsible for installation costs of required warning signs.

A guide for decision to locate signs should be based on standards developed in a 1990 study done for the state of New Jersey based on AASHTO stopping sight distances for given posted speeds.

Posted Speed (MPH)	Minimum Stopping Sight Distance (Feet)
25	150
30	200
35	250
40	325
45	400
50	475
55	550

If an access is to be located in the area where a speed zone transitions from a faster speed limit to a slower speed limit, the higher speed limit will be used as the posted speed up until the spot where the slower speed limit is signed.

**Application and Review Procedures**

**Permits**

- 1) Application for permits shall be made to the Rock County Highway Commissioner.
- 2) Permits shall be required for all new access points along county highways or local roads.
- 3) The final authority to approve, conditionally approve, or reject applications for access is delegated to the Rock County Public Works Committee (Highway Committee) by the Rock County Board of Supervisors.
- 4) The Rock County Highway Department shall conduct periodic inspections to determine compliance with the ordinance provisions and shall maintain permanent records of data submitted, staff recommendations and permits issued.
- 5) An access permit shall expire one year from the date of issuance if evidence of use has not been established within that time. Permit holders will be notified of the discontinuance of the permit and the need to request another permit for future work.
- 6) Upon issuance of a permit, the point of access shall be inspected during and after construction.
- 7) When violations occur, the Rock County Public Works Committee shall revoke the access permit and will have the authority to request that any work that has been done in violation of the ordinance be removed at the cost of the permit holder.

**Temporary Permits**

Temporary permits may be issued for locations that do not meet the requirements of this ordinance for extenuating circumstances at the discretion of the Rock County Public Works Committee. The duration of a temporary permit is not to exceed a maximum of 2 months time.

**Administration and Enforcement**

**Fees**

The applicant shall pay to the Rock County Highway Department a fee at the time of application. The fee structure is as follows, and is structured to reimburse the county for the costs of permit administration and field inspection.

- |    |   |         |
|----|---|---------|
| 1) | Intersecting Public Road  | \$500   |
| 2) | Private Entrance  | \$150   |
| 3) | Commercial Entrance   | \$1,000 |
| 4) | Field Entrance  | \$100   |
| 5) | Shared Access (per property owner)  | \$150   |
| 6) | Park Access or Access to Public Lands<br>(No Fee Required for other governmental bodies.) | \$0     |

**Existing Points of Access**

All existing points of access may be continued after the adoption of these regulations. However, if the use of such driveways is discontinued for a period of one year, the Rock County Public Works Committee may require alterations or improvements for compliance with the standards set forth in this ordinance. Modification of the driveways which existed prior to the adoption of this ordinance shall be subject to the requirements set forth herein. Existing driveways are to be determined by use of the aerial photos kept by the Rock County Planning Department.

# DRIVEWAY ACCESS PERMIT REQUEST

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

Name: \_\_\_\_\_  
(Husband & Wife, Corporation or Business Name, or Governmental Body)

Current Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone – Where can you be contacted between 7:00 am and 4:00 pm:

Home: \_\_\_\_\_ OR Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PLEASE PLACE TWO STAKES, ONE AT EITHER END OF THE PROPOSED CULVERT**

**Check should be made payable to the Rock County Treasurer.**

- |  |   |
|--|---|
| <input type="checkbox"/> Intersecting Public Road - \$500.00 | <input type="checkbox"/> Shared Access. \$150.00 per property Owner   |
| <input type="checkbox"/> Private Entrance - \$150.00         | <input type="checkbox"/> Park Access or access to Public Lands –<br>No Fee Required for other governmental<br>bodies. |
| <input type="checkbox"/> Commercial Entrance - \$1,000.00    |   |
| <input type="checkbox"/> Field Entrance - \$100.00           |   |

### Location of Proposed Driveway

Subdivision: \_\_\_\_\_ Lot Number \_\_\_\_\_

Road Name \_\_\_\_\_ Side of Road \_\_\_\_\_

Distance \_\_\_\_\_ Feet or Miles - \_\_\_\_\_ of \_\_\_\_\_  
Direction Nearest Cross Street

Town \_\_\_\_\_ Section \_\_\_\_\_

Driveway Construction: Gravel Asphalt Concrete (See 11, Page 5)  
(Circle Surface Type)

General Location, attach site plan showing location: \_\_\_\_\_

### **For Department Use:**

Culvert Required: Size \_\_\_\_\_ Length \_\_\_\_\_ Feet

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning and Development Department

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Department