

TOWN OF MARTELL
ORDINANCE 2025-08
DRIVEWAY PERMITS

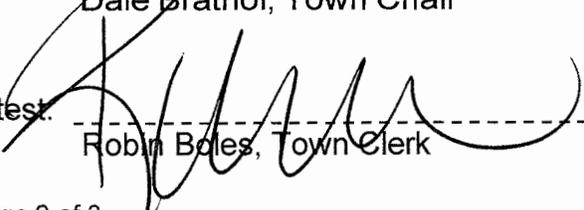
1. No building permit shall be issued for the construction of any building on any private property until a driveway permit has been issued by the Town Board of the Town of Martell or an existing driveway proposed to serve the building has been approved by the Town Board (hereinafter "Town Board" or "Town").
2. Any revisions or additions to the driveway or its accessories on a road right-of-way shall require a new driveway permit.
3. Approval Process. Applications for driveway permits shall be made on a form provided by the Town Clerk. In order to be considered by the Board at a regularly scheduled Town Board Meeting it must be submitted not less than seven (7) days in advance of the meeting. In the event an applicant desires a special meeting to consider a driveway permit application, the applicant shall pay all costs of the special meeting and shall submit the application not less than seven (7) days before the date of the special meeting.
4. Any driveway authorized to be constructed by the issuance of a permit under this Ordinance shall be fully and completely constructed within one (1) year from the date of the issuance of the driveway permit.
5. Driveway permit required. Specifications and requirements for the proper installation of driveways and culverts in the public right-of-way of any street, road or highway shall be set forth in a Resolution adopted from time to time by the Town Board. Before commencing installation of a driveway, a permit must first be obtained from the Town Board. The applications shall be signed by the owner of the real estate affected or his/her agent and shall include design specifications and a drawing depicting the location and orientation of the proposed driveway and culvert in relationship to the real estate involved and the adjacent road, street or highway. The Town Board cannot approve driveways which exit onto State or County roads.
6. Culvert Requirement. No person shall construct any driveway in the public right-of-way without installing a culvert as approved by the Town Board. This includes driveways which provide field access to agricultural lands. There shall be a minimum stopping sight distance measured in feet extending in each direction from the center line of the proposed driveway, which stopping slight distance shall not be impeded by hills, signs, curves or other obstructions. The stopping sight distance for a 55 MPH road the minimum stopping distance shall be 564 feet. For a 45 MPH road the minimum stopping distance shall be 396 feet. For a 35 MPH road the minimum stopping distance shall be 256 feet. Culverts shall be placed in the ditch line at elevations that will assure proper drainage. Culverts shall be installed wherever a roadway intercepts a natural waterway and flow in such a manner that no correction or runoff of water will be allowed. The property owner shall install the culvert and be

responsible for the cost and maintenance thereof. All culverts shall be constructed of galvanized steel rated to State Highway grade and be a minimum of fifteen (15) inches in diameter and a minimum of twenty-four (24) feet in length, and approved by the Town Board. End guards are required for all residential culverts. Culverts shall be laid on sand bedding or three-quarter ($\frac{3}{4}$) inch road gravel and back filled with three-quarter ($\frac{3}{4}$) inch road gravel. Culverts shall be covered with a minimum of six (6) inches of $\frac{3}{4}$ inch gravel.

7. Inspection and Approval. No driveway may be opened for use until it has been inspected and approved in writing by the Town Board or its designee.
8. Driveways to serve not more than two parcels.. No driveway may serve more than two parcels of land used for residential purposes.
9. Permittee liable for damage or injury. The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly from the construction or repair of driveway approaches or entrances, including any installation or construction of landscaping or structures of any kind within the Town Road right-of-way. The permittee shall execute an indemnification, release and hold harmless agreement, in form satisfactory to the Town prior to issuance of the permit. Such agreement shall indemnify the Town and its designees from any damages aforementioned and any damage to the adjoining Town Road caused by the driveway construction.
10. Violations. Any person who, or entity which, violates any provision in this Ordinance shall pay a fine of not less than \$250 and not more than \$500, plus Court costs and costs of prosecution. Each day a violation occurs shall be deemed a separate violation. In addition to the foregoing penalty, when a permit fee is required, the applicant shall pay double the specified fee and shall remove, alter or correct the installation or install the required installation, as directed by the Town. If the owner or occupant does not correct the installation as directed within the time specified by the Town, the Town shall undertake and complete the necessary installation or remediation and the expense thereof shall be charged to the property as a special charge on the tax roll.

Passed and Adopted: Nov. 11, 2025

By: 
Dale Brathol, Town Chair

Attest: 
Robin Boles, Town Clerk

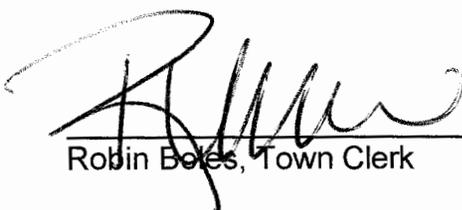
TOWN OF MARTELL

ORDINANCE CERTIFICATION

I, Robin Boles, being the Town Clerk of the Town of Martell, Pierce County, Wisconsin hereby certify that on November 11, 2025, Ordinance No. 2025 - , a true and accurate copy of which is attached, was duly enacted by the Town of Martell, Pierce County, Wisconsin, and entered into the Town of Martell record books. This Ordinance was posted in the following three locations in the Town of Martell, November 13, 2025.

- Town Hall
- Town Shop
- Martell Recycling Center

Dated this 13 day of November, 2025


Robin Boles, Town Clerk