



PERMIT NO. \_\_\_\_\_ - \_\_\_\_\_

**DEPARTMENT OF ENGINEERING**  
300 East Main Street, Sun Prairie, Wisconsin 53590  
(608) 825-1170  
FAX (608) 825-1194

**DRIVEWAY PERMIT & APPLICATION**

**PERMIT FEE: \$25.00**

**DRIVEWAY ADDRESS** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **LOT NO.** \_\_\_\_\_

Single Family       Duplex       Multi Unit \_\_\_\_\_       Business       Other \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_

**Width of driveway at edge of pavement:** \_\_\_\_\_ FT (See Article I, Paragraph F)

**Width of driveway at right of way or property line:** \_\_\_\_\_ FT (See Article II, Paragraph A)

**ATTACH SKETCH PLAN**

Indicate the proposed driveway location and size. Indicate street names, distance to property line or adjacent driveway, and other information which will aid in locating the driveway(s) on the sketch plan and in the field.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ LAND OWNER?  Yes  No

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

**LAND OWNER INFORMATION** (If different than applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PLAN PREPARED BY:** \_\_\_\_\_ Business Phone: \_\_\_\_\_

All permits issued under this policy shall be issued subject to the following conditions and requirements and any permittee who begins to perform any activities authorized by this permit shall be deemed to have accepted all of these conditions. \* See note under conditions of approval. (Signature also required on page 5 of this document.)

\_\_\_\_\_ Date \_\_\_\_\_

*Applicant Signature*

Do not write in this section.

**PERMIT IS**  **APPROVED** /  **CONDITIONALLY APPROVED.** (See conditions of approval.)

**CONDITIONS OF APPROVAL** \_\_\_\_\_

\* **Note:** Adjust water shut off valve to finished grade prior to placing the drive apron.

**APPROVED BY:** \_\_\_\_\_

Clinton J. Christenson, P.E. Staff Engineer

Date

## CITY OF SUN PRAIRIE - ACCESS MANAGEMENT GUIDELINES

### I. MINIMUM REQUIREMENTS FOR ALL DRIVEWAYS

The following requirements shall apply to all driveways:

- A. No driveway shall be located closer than 20 feet to the intersection of the two right-of-way lines at an intersection corner, or closer than 40 feet to the back of the curb and gutter of the "other" street, if it was extended, whichever is greater.
- B. The desirable angle of intersection between the driveway and the street is between 75 and 90 degrees. Driveways may intersect the street between 45 and 90 degrees, however, 90 degree intersections will be required wherever possible.
- C. Adjacent properties may apply for a joint driveway permit; however, a written joint access agreement must be filed with this application. Joint driveways are not to exceed requirements placed on any single driveway.
- D. Except for permitted joint driveways, the outside edge of the driveway must be at least 5 feet from the side property line. Additionally, the flared portion of the driveway shall be at least 2.5 feet from the side property line when extended to the street. Thereby, creating a minimum horizontal separation of 5.0 feet between drive openings at the street.
- E. Driveways shall be constructed with an approved all weather surface. Driveway approaches, between the edge of pavement and the right-of-way line, shall be constructed with concrete pavement in accordance with the City's Standard Specifications.
- F. Driveways constructed in areas with curb and gutter shall include a flared section between the curb and gutter and the street side of existing or future sidewalks in accordance with attached detail drawings. The flared section shall be flared 0.5 times the distance between the back of the curb and the existing or future sidewalk, but no greater than 2.5 feet, for a total apron flare of 5.0 feet. The curb head shall be horizontally saw cut or the curb and gutter shall be neatly removed at the driveway opening location and replaced with a concrete gutter and driveway approach head.
- G. All driveways shall be designed to accommodate future or existing sidewalks. All paved driveway entrances and aprons shall provide for concrete sidewalks in accordance with standard specifications for sidewalks.
- H. The construction of driveways shall not impede the drainage of the street or off street areas. In areas with existing curb and gutter, the driveway shall not extend further into the street than the face of the gutter. In areas without curb and gutter, or in areas with ditch sections for the drainage of the roadway, a culvert of the size or capacity required by the City Engineer shall be installed at the time of driveway construction at the property owner's expense.
- I. Driveways onto collector or arterial streets shall be designed with minimum throat lengths as required in Article 13-9-4(j) of the Zoning Ordinance.
- J. The applicant shall assume all responsibility for injury or damage to property resulting directly or indirectly from the construction of, repair of, or existence of all driveway approaches or entrances. Any damages to adjacent property, sidewalk, bike path, street, and/or curb and gutter shall be repaired or restored in a prompt, safe, workmanlike manner.
- K. There shall be no more than one (1) driveway per lot or two (2) driveways per multi-family residential lot per street frontage. One (1) additional drive may be permitted per street frontage when that frontage exceeds one hundred (100) feet; multi-family residential lots are restricted from more than two (2) driveways per street frontage regardless of the street frontage length. All drives on each street frontage shall meet all applicable driveway requirements separately or each street frontage.
- L. There shall be no residential access to any collector or arterial street unless such street has the only available access. There shall be no non-residential access to any residential street unless such street has the only available access.

## II. ADDITIONAL REQUIREMENTS FOR RESIDENTIAL DRIVES

In addition to the above MINIMUM REQUIREMENTS FOR ALL DRIVEWAYS in section I of these guidelines, driveways in residential areas shall conform to the following requirements.

- A. Residential driveways shall not be wider than 24 feet, when measured at the property line.
- B. Property owner or applicant shall check their local neighborhood covenants or designated architectural review committee for additional requirements. This application is for City requirements approval only and does not supersede local neighborhood requirements.

## III. ADDITIONAL REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL DRIVES

In addition to the above MINIMUM REQUIREMENTS FOR ALL DRIVEWAYS in section I of these guidelines, driveways for commercial and industrial areas shall conform to the following requirements.

- A. There shall be no more than two (2) driveways per commercial or industrial lot per street frontage. Drives on each street frontage shall meet the requirements for each street frontage separately. Driveways may be prohibited or restricted in size, number, or direction of traffic flow, if the opinion of the City Engineer, the proposed access will present a hazard to the safety and general welfare of the public. Driveways on one street frontage may be prohibited, only if alternate access can be provided on another frontage.
- B. Driveways for commercial or industrial lots shall not be wider than 30 feet, measured at the property line.
- C. Driveways for commercial or industrial lots shall be paved with heavy duty bituminous or concrete pavements.
- D. Where required by the City Engineer, driveways for commercial or industrial lots shall be equipped with such traffic control devices (i.e. signs, signals, pavement markings, etc.) as deemed necessary to safely control the traffic that may ingress and egress the drive. Such devices shall be furnished and installed by the applicant at his expense.
- E. Streets, sidewalks, alleys, and/or public rights-of-way shall not be used for internal traffic circulation or maneuvers into and from off-street parking spaces. Driveways shall be located to promote good internal traffic circulation with minimal disruption of on-street traffic.

### EVALUATION PARAMETERS

The following parameters shall be used to define various levels of development, street traffic volumes, and driveway traffic volumes insofar as they may affect the design and requirements of commercial and industrial driveways.

DEFINITION	CRITERIA
Level of Development :	If the number of commercial and industrial drives per mile is:
Low	0 - 30
Medium	31 - 60
High	61+
Highway Volume:	If the Average Daily Traffic (ADT) on the roadway is:
Low	0 - 5000
Medium	5,001 - 15,000
High	15,001+
Driveway Volume:	If the ADT on drive is:
Low	0 - 500
Medium	501 - 1,500
High	1,501+

## I. ADDITIONAL REQUIREMENTS FOR HIGH VOLUME COMMERCIAL AND INDUSTRIAL DRIVES

High volume commercial and industrial driveways, as defined above, in areas with high levels of development and/or high traffic volumes (as defined above) shall be designed according to the following requirements.

- A. Joint or common driveways between adjacent property owners shall be utilized as much as possible in this category, with each adjacent property owner signing a written common driveway agreement. Where such joint driveways are utilized, the width of the joint driveways shall not exceed requirements for any drive. A joint driveway shall be counted as one driveway for each of the adjacent parcels.
- B. The minimum distance between driveways in this category shall be based upon the speed limit on the street as follows:

POSTED HIGHWAY SPEED	MINIMUM SPACING (Edge to Edge)
25 MPH	85 feet
30 MPH	105 feet
35 MPH	125 feet
40 MPH	150 feet
45 MPH	185 feet
50 or more MPH	250 feet

- A. Driveways in this category shall be located opposite street intersections or median openings, or no closer than 150 feet to the centerline of street intersections or median openings wherever possible.
- B. Driveways in this category shall be designed with curb and gutter radii (similar to roadway intersections) to accommodate anticipated traffic volumes and vehicle turning maneuvers.
- C. Where required by the City Engineer, driveways shall be designed to be “enter” or “exit” only, or channelized with traffic islands, or limited to “right-turn-enter” or “right-turn-exit” only, or accompanied by auxiliary turning and/or passing lanes on the street, or signalized with traffic signals, or other methods of traffic control or combinations of the above. All costs for these improvements shall be borne by the applicant.

**II. ADDITIONAL REQUIREMENTS FOR MEDIUM VOLUME COMMERCIAL AND INDUSTRIAL DRIVES**

Medium volume driveways, as defined above, in either medium or high development level areas, or on either medium or high volume streets, as defined above, shall also meet the ADDITIONAL REQUIREMENTS FOR HIGH VOLUME COMMERCIAL AND INDUSTRIAL DRIVES with the exceptions of:

- A. Where the requirements for the spacing of medium volume driveways shall be 60% of those for high volume driveways.
- B. Where the requirement for curb and gutter radii shall be considered as desirable only.

**III. EXCEPTIONS TO REQUIREMENTS**

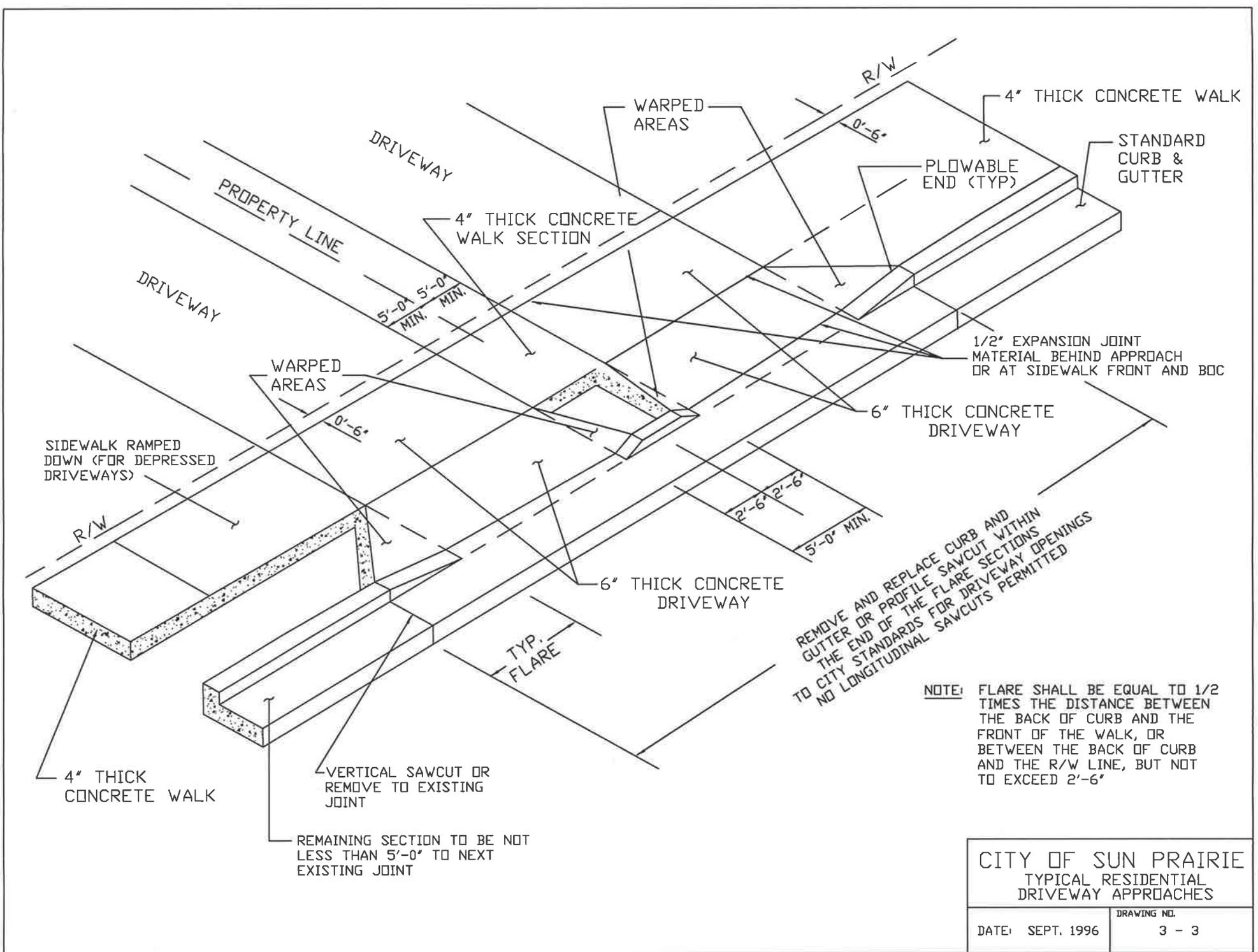
The City Engineer may waive the requirements for residential drives where, in his opinion, the waiving of the requirements will not have a detrimental effect on the safety of the general public.

The City Engineer may waive the requirements for commercial and industrial driveways if the applicant submits an engineered alternative plan that will effectively permit ingress and egress with a minimum of hazard or congestion to pedestrian and vehicle traffic both on and off the street.

I hereby certify that I fully understand these provisions of the City of Sun Prairie Access Management Guidelines, and that I accept responsibility for carrying out these requirements for the above-referenced work as approved by the City of Sun Prairie Engineering Department.

I further understand that I must grant the right-of-entry onto this property, as described above, to the designated personnel of the City of Sun Prairie for the purpose of inspecting, monitoring, and maintaining compliance with the aforesaid guidelines.

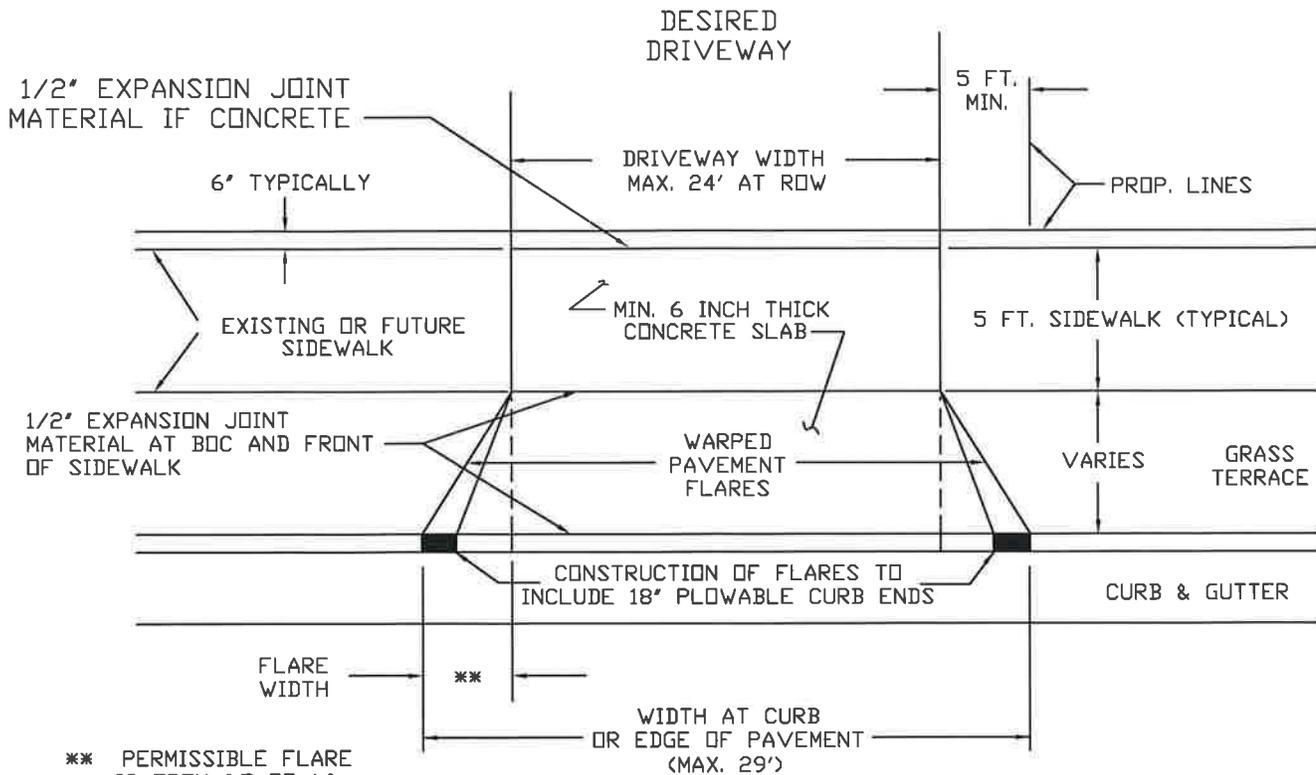
Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_



REMOVE AND REPLACE CURB AND GUTTER OR PROFILE SAWCUT WITHIN THE END OF THE FLARE SECTIONS TO CITY STANDARDS FOR DRIVEWAY OPENINGS NO LONGITUDINAL SAWCUTS PERMITTED

**NOTE:** FLARE SHALL BE EQUAL TO 1/2 TIMES THE DISTANCE BETWEEN THE BACK OF CURB AND THE FRONT OF THE WALK, OR BETWEEN THE BACK OF CURB AND THE R/W LINE, BUT NOT TO EXCEED 2'-6"

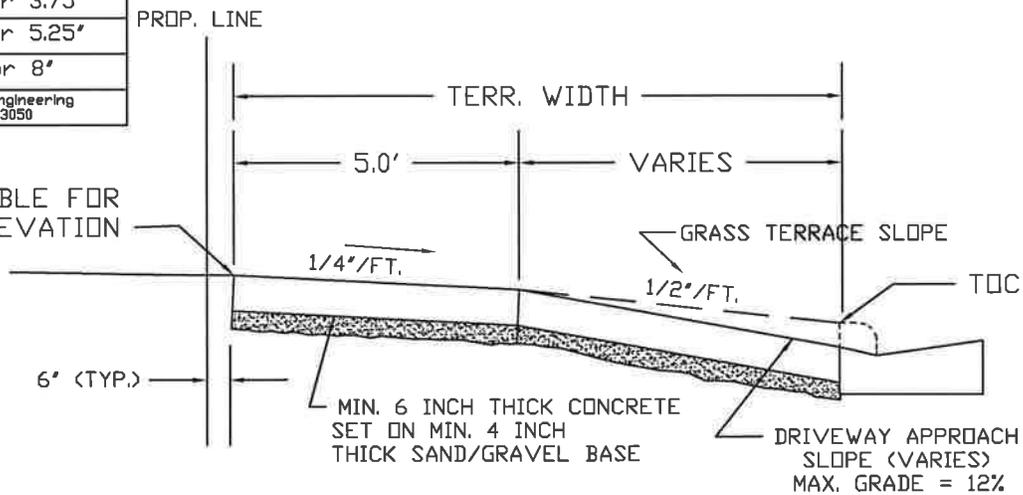
CITY OF SUN PRAIRIE TYPICAL RESIDENTIAL DRIVEWAY APPROACHES	
DATE: SEPT. 1996	DRAWING NO. 3 - 3



PLAN VIEW  
(NOT TO SCALE)

TERR. WIDTH	MAX. ELEV. 6" FROM PROP. LINE (ABOVE TOC)
10'	0.32' or 3.75"
11'	0.44' or 5.25"
13'	0.68' or 8"
other	Contact Engineering Dept. 837-3050

SEE TABLE FOR MAX. ELEVATION



CROSS SECTION  
(NOT TO SCALE)

CITY OF SUN PRAIRIE  
STANDARD RESIDENTIAL  
DRIVEWAY OPENING

DATE: FEB 2008

DRAWING NO.

3-4