



**OFFICE OF THE BUILDING INSPECTION
INFORMATION REQUIRED TO INSTALL A DRIVEWAY AND/OR
CULVERT**

A driveway is defined as “a private route of ingress and egress that extends from a public road to the front lot line and to buildings and other uses on the lot” in Appendix E of Chapter 170 of the Village Code.

REQUIRED APPLICATION MATERIALS:

- A completed Village of Richfield Building Permit Application
- All necessary building permit fees:
 - \$50.00

PROJECT REQUIREMENTS:

Driveways

- SEE ATTACHEMENT

Culverts

- Culverts shall be a minimum of 15’ in diameter and a minimum of 24’ with flared ends (CALL THE BUILDING INSPECTION OFFICE FOR SIZING)

BUILDING INSPECTOR INFORMATION:

Joe Tillmann, Inspector – inspector@richfieldwi.gov
(Office Hours: Tuesday and Wednesday from 7:30AM to 8:45AM and from 12:30PM to 1:15PM)

Greg Darga, Inspector – inspectorii@richfieldwi.gov
(Office Hours: Friday from 7:30AM to 8:45AM and from 12:30PM to 1:15PM)

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170.1704 Driveways

- A. This section applies to all driveways installed, altered, changed, replaced, or extended after July 1, 1995.
- B. The number of driveways serving an individual parcel of land or lot developed for residential uses shall be limited to one access driveway where said parcel or lot abuts a state, county, or Village section line highway. Two connected driveways serving an individual residential parcel or lot may be permitted for parcels or lots abutting local subdivision streets provided:
 - (1) The parcel or lot has not less than 200 feet of continuous frontage along the local street to which access is requested and a minimum spacing of not less than 100 feet between the two driveways is maintained;
 - (2) The driveways serving the parcel or lot are not located less than 250 feet from an intersection of a local street with any other county, state, or Village section line highway; and
 - (3) The driveways serving the parcel or lot are not located less than 100 feet from an intersection of a local street with any other local street, such as within a residentially zoned single-family subdivision. Residential parcels or lots served by two driveways installed prior to July 1, 1995, that are not in conformance with the requirements of this section shall be allowed to remain and be used as installed until such time as either driveway is altered, replaced, or extended.
- C. No driveway serving a residential parcel or lot shall be placed less than 5 feet from the property line for an abutting parcel or lot; however, when two driveways serving a single residential parcel or lot are proposed pursuant to subsection (B), no driveway shall be placed less than 20 feet from the property line for an abutting parcel or lot. When two driveways serving an individual residential parcel or lot are proposed pursuant to subsection (B), a minimum spacing distance of 100 feet is required between the two driveways.
- D. No driveway serving an individual parcel or lot developed for nonresidential uses, (e.g., industrial, commercial, etc.) shall be placed less than 10 feet from the property line for an abutting nonresidential parcel or lot.
- E. Driveways shall meet county and state requirements where applicable but in no case shall exceed 24 feet at the right-of-way line and 30 feet at the roadway in residential districts or 30 feet at the right-of-way line and 40 feet at the roadway in other districts.
- F. Driveways serving drive-in banks, motels, funeral homes and vehicular sales, service, washing and repair stations; garages; or public parking lots shall be not less than 200 feet from any pedestrian entrance or exit to a school, college, university, church, hospital, park, playground, library, public emergency shelter, or other place of public assembly.
- G. Driveways shall be graded to a maximum of 12 percent and have a minimum width of 12 feet.
- H. Turnaround. Adequate area necessary to accommodate the turning of emergency vehicles shall be provided on site as part of any driveway exceeding 300 feet in length. Adequate on-site turnarounds shall be provided as part of driveways serving residential parcels or lots abutting county, state, or Village section line highways to preclude egressing vehicles from backing onto such highways.
- I. Culvert endwalls, driveway approaches, and other landscaping treatments shall not be placed within street or highway right-of-way above the street or highway center line elevation.
- J. Driveways surfaced with concrete shall be surfaced with concrete up to the gutter on a street with a curb and gutter, but only to the street right-of-way on a non-curb and gutter street. In the latter case,

- K. the driveway approach from the edge of the street pavement to the edge of the concrete driveway shall be paved with asphalt materials compatible with the street surface.
- L. Temporary driveways installed and used during construction shall be removed prior to issuance of a building occupancy certificate or permit. Restoration of the public right-of-way shall be completed within six months after the abandonment of such temporary driveways. Failure to restore rights-of-way to the original condition may result in the Village action to restore the right-of-way and charge the property owner for such restoration.
- M. Driveways serving all parcels or lots developed with commercial, industrial, institutional, recreational, and any other nonresidential uses shall be paved within six months after issuance of an occupancy permit.
- N. Driveways may not connect to public streets on the perimeter of a temporary "T" turnaround, cul-de-sac, or dead-end street without authorization from the Plan Commission. If allowed, such permitted driveways shall be paved for a minimum distance of 40 feet from the edge of the street pavement.
- O. Property owners requesting approval of the installation of a driveway and/or driveway culvert are responsible for obtaining all driveway/access permits required by the Village or other county or state agency having jurisdiction over the street or highway to which driveway access is being requested prior to issuance of a building permit.
- P. The location of all driveways and culverts shall be approved by the building inspector or other county or state agency, where applicable, prior to installation. The costs associated with the installation of a driveway culvert, including the cost of all materials and street restoration, if required, shall be the responsibility of the property owner requesting the driveway culvert.
- Q. The address of all occupied or improved properties shall be clearly displayed near the driveway entrance for safety and emergency purposes. Such address shall be located in such a manner that it will not be damaged or obliterated by vegetation or plowed snow.
- R. A driveway serving a multi-family building, or any commercial, industrial, educational, or institutional use must be designed for two-way traffic at a minimum width of 24 feet.
- S. Driveways and parking lots must be designed to accommodate a turning template for a SU-30 truck (a 42-foot turning radius) which represents the Village's largest fire truck turning radius.

