

Town of Round Lake Driveway Ordinance

**Town of Round Lake, Sawyer County, Wisconsin
Ordinance No. 2025-01**

Driveway Permit Ordinance

(Replacing and Repealing Town of Round Lake Ordinance No. 2010-01, as amended June 10, 2021)

Adopted by the Town Board on Thursday October 9, 2025

SECTION I – TITLE AND PURPOSE

The title of this ordinance is the Town of Round Lake Driveway Permit Ordinance. The purpose of this ordinance is to regulate, for public health and safety reasons, the establishment, repair, construction, improvement, maintenance, modification, and reconstruction of private driveways that access town roads; to ensure that the methods of repair, construction, improvement, modification, and reconstruction used in any driveway properly protect the public health, safety, and general welfare of persons in the Town of Round Lake and the traveling public; and to limit and regulate road access by motor vehicles to any road in the town. This is not a town zoning ordinance.

SECTION II – AUTHORITY

The Town Board has the specific authority under §§ 66.0425 and 86.07, Wis. Stats., to adopt a Town driveway permit ordinance, and has the general authority under its village powers under § 60.22, Wis. Stats., to adopt this ordinance.

SECTION III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the Town Board members on a roll-call vote with a quorum present and voting, and with proper notice having been given, provides for the regulation by permit of all driveways that access Town roads.

SECTION IV – DEFINITIONS

In this ordinance:

- A. “Driveway” means any private way, private road, or other avenue of private travel that runs through any part of a private parcel of land that connects or will connect with any town road and will provide vehicular access from the road to a residence, business, recreational site, or other similarly appropriate use, serving no more than two properties (residential or commercial or combination).

- B. "Easement" is a legal right to use someone else's land for a specific purpose. It does not grant ownership of the land but provides the holder with the right to access or utilize the property in a particular manner.
- C. "Emergency vehicle" means any fire, police, ambulance, or first responder vehicle used in emergency or hazard activities in the town.
- D. "Town" means the Town of Round Lake, Sawyer County, Wisconsin.
- E. "Town Board" means the board of supervisors for the Town of Round Lake, Sawyer County, Wisconsin.
- F. "Town Clerk" means the Clerk of the Town of Round Lake, Sawyer County, Wisconsin.
- G. "Wis. Stats." means the Wisconsin Statutes, including successor provisions to cited statutes.
- H. "Private Road" means any private way, private road, or other avenue of private travel that runs through any part of a private parcel of land that connects or will connect with any town public road and will provide vehicular access from the road to a residence, business, recreational site, or other similarly appropriate use serving three or more properties (residential or commercial or combination).
- I. "Town Driveway Permit" and "Permit" means a document describing the location, dimensions, and alignment of the driveway approved by the Town Board.

SECTION V – COVERAGE

A. No person may establish or construct a driveway or reconstruct, reroute, or alter the existing slope of any existing driveway or any town or other road or road right-of way in the town in relation to the connection of the road or road right-of-way to a driveway or Private Road, whether new or previously existing, without first obtaining a Town of Round Lake Driveway Permit to be issued by the Town Board.

B. Any person prior to and at the time of seeking a Town of Round Lake Driveway Permit must own or have a legal interest in, and current legal access to the land to which the permit(s) will apply. A driveway easement, as per the definition, is an example of legal access to the land. If there is an easement present on the property that the driveway will serve, the party proposing the driveway must contact all underlying property owners in writing prior to applying for a Town of Round Lake Driveway Permit. Those property owners then have 30 days to notify the Town in writing that they dispute the easement such that the permit should be denied. Otherwise, the requestor will provide the Town with a signed statement from the underlying property owners that there is no dispute.

C. Logging contractors may obtain a permit providing they have a legal contract with the owner or the owner's agent. Logging contractors in possession of a valid contract with

the National Forest Service are excluded from the provision of this ordinance for driveways into National Forest land.

SECTION VI – EXPIRATION OF DRIVEWAY PERMIT

A permit shall be valid for a period of nine (9) months from the date of issuance by the Town. After nine (9) months have passed without a driveway connection having been constructed and completed, a new permit, along with the appropriate fee, shall be required.

SECTION VII – SPECIFICATIONS

Commencing on the effective date of this ordinance all driveways to be constructed for which a driveway permit is required under Section V shall meet all the following minimum requirements:

- A. All driveways shall have a minimum distance of 75 feet measured from centerline to centerline along the road frontage between permitted driveways.
- B. All driveways and private roads shall be laid out to intersect all highway classes as nearly as possible at right angles. Deflections of up to twenty (20) degrees may be approved.
- C. Where there is more than one lot abutting any road between access driveways to a frontage road may be required depending on lot(s) size and conditions.
- D. Driveways and Private Roads shall not be located closer than 150 feet to the right-of-way of any intersecting public road.
- E. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the road as defined in WisDOT Facilities Development Manual, 11-10 Attachment 5.1.
- F. There shall be allowed one (1) driveway for the first acre of the served parcel and one (1) additional driveway for each additional acre or part thereof up to a maximum of two (2) driveways per parcel. When three (3) driveways are utilized, there shall be at least 180 feet of total road frontage on the road from which the driveways serve the parcel. Where two (2) driveways serve a parcel, such driveways shall be located no closer than 75 feet from centerline to centerline, and at least 10 feet from the edge of the driveway to the property line. For road corner parcels, or parcels abutting more than one road, driveway and/or road access shall be allowed from only one of the roads.
- G. The surface of the driveway connecting with road cross sections shall slope downward from the road shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the road surface. No driveway apron shall extend out into the road further than the road edge. All driveway entrances and approaches shall be so

constructed that they shall not interfere with the drainage of road, side ditches, or roadside areas or with any existing structure on the right-of-way. All driveways shall be graded in such a way that no storm water reaches the road.

H. No person, firm, or corporation shall place, construct, locate in, or cause to be placed, constructed, or located in, any sign, marker, obstruction or structure within the limits of any public road or highway in the Town of Round Lake, Sawyer County, except as permitted by this section as used herein. the word “structure” includes private driveways, a portion of which extends into any public road or highway, and which is in non- conformance with this ordinance. Mailboxes and fire numbers are exempted from this provision. Signs or markers that are required by any jurisdiction are to be displayed on personal property where it can be viewed from the right-of-way.

I. Where required by the Town, a metal or plastic culvert shall be installed by the property owner or owner’s agent at their cost. No culvert smaller than twelve (12) inches in diameter will be allowed. All culverts shall be newly manufactured metal or double wall plastic. Any culvert shall be placed in the ditch line at elevations that will ensure proper drainage.

J. Any temporary or permanent erosion control measures deemed necessary by the Town shall be properly installed and maintained by the owner or owners’ agent, at their cost, when connecting the driveway to the public road.

K. All driveways shall have a minimum traveled way width of 12 feet, a horizontal clearance (free from trees, brush, debris, and/or personal property) of 20 feet wide, and a vertical clearance of at least 16 feet high from the roadway to the property structures and parking areas. The property owner shall be responsible for maintaining the horizontal and vertical clearances.

L. Existing driveways and private roads that do not meet the criteria of this section shall be required to be reconstructed to meet the criteria of this section at the time of issuance of any Land Use Permit by Sawyer County Zoning.

M. The Town reserves the right to revoke a driveway permit if it is determined that the constructed driveway does not meet the criteria of this Section.

SECTION VIII – TEMPORARY DRIVEWAY PERMITS

The Town of Round Lake may issue a temporary driveway permit allowing access to a roadway for activities such as logging or for access to a property for which the owner or the owner’s agent does not wish to maintain a permanent driveway. The fee required to be paid by the owner or the owner’s agent shall be the same as for a permanent driveway. At the time of issuance of the temporary permit, the owner or the owner’s agent must provide a date by which the temporary driveway will be removed, and the

area on which the temporary driveway was constructed must be reshaped and revegetated to the condition it was in before the temporary driveway was constructed. All specifications listed in Section VII apply.

SECTION IX – APPLICATION FOR A PERMANENT OR TEMPORARY DRIVEWAY

- A. Application for permanent or temporary driveway permits shall be made through the Town Clerk. The application form, Town of Round Lake Driveway Permit Application is a separate document from this Ordinance.
- B. The permit application shall be completed and submitted along with the applicable fee, to the Town Clerk. Application fee is non-refundable.
- C. The application will be reviewed by a designee of the Town Board and final approval will be by the full Town Board.
- D. The location of the proposed driveway must be marked with stakes and/or colored plastic ribbon by the applicant at the time of the submittal such that a visual inspection by the Town is possible.
- E. The Town Board shall take action on an application within 60 days, and may, as a condition of issuance, place specific restrictions or conditions on the permit, which shall require compliance by the permittee.
- F. It will be the responsibility of the applicant to furnish, install and pay full costs for all labor and materials required, including, but not limited to, culverts and signs for construction of the driveway
- G. In the event of denial of a permit, the Town Board shall recite in writing the particular facts upon which it based its denial.

SECTION X – VARIANCES

A variance to any or all provisions of this ordinance may be granted by the Town in instances where the peculiar nature of the property or the design of the street makes strict compliance with the requirements of this ordinance impossible or impractical.

SECTION XI – RECONSIDERATION OF PERMIT REFUSAL

Any applicant whose permit request has been denied may request that the Town Board reconsider the application by notifying the Town Clerk in writing within thirty (30) days of written notification.

SECTION XII – PENALTY PROVISION

Any person, partnership, corporation, or other legal entity that violates any provision of this ordinance, including but not limited to the construction of a driveway without first obtaining a permit, shall forfeit not less than \$100.00 per day for each violation, together with all associated costs, disbursements, and liability for damages. If a permit has been issued, the property owner or responsible party shall correct any violation within the

nine-month period provided under the permit. The forfeiture may be waived or suspended upon receipt by the Town Clerk of a dated and signed written contract — verbal agreements are not acceptable — that specifies the corrective action and provides a reasonable timetable for completion, as approved at the discretion of the Town Chairman. If the corrective work is not completed within the approved timetable, the daily forfeiture will resume until the violation is fully corrected. This ordinance shall be enforced by the Town of Round Lake in accordance with Wisconsin State Statutes.

SECTION XIII– SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION XIII – EFFECTIVE DATE

This ordinance was adopted by the Town Board of the Town of Round Lake on October 9, 2025.

Following adoption, the Town Clerk shall properly post or publish this ordinance as required under Wis. Stat. § 60.80.

The ordinance shall take effect on the day after the date of such posting or publication, unless a later effective date is expressly stated in the ordinance.

As attested by

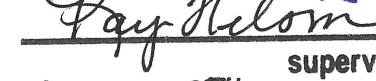
**TOWN OF ROUND LAKE
STATE OF WISCONSIN**


chairperson


supervisor


supervisor


supervisor


supervisor

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