

TOWN OF AZTALAN, JEFFERSON COUNTY, WISCONSIN

ORDINANCE 01-2026

DRIVEWAY AND CULVERT ORDINANCE

An Ordinance Repealing and Recreating Prior Driveway/Access Ordinances

ARTICLE 1. TITLE, PURPOSE AND INTENT

1.1 Title

This ordinance shall be known as the **Town of Aztalan Driveway and Culvert Ordinance**.

1.2 Purpose and Intent

The purpose of this Ordinance is to regulate the location, design, construction, modification, and maintenance of private driveways and culverts within the Town of Aztalan in order to: - Protect public health, safety, and general welfare; - Provide safe ingress and egress to public roadways; - Ensure adequate access for emergency vehicles; - Prevent erosion, drainage problems, and debris from entering public roadways; - Preserve agricultural land and productivity; and - Implement the goals and policies of the Town of Aztalan Comprehensive Plan.

ARTICLE 2. JURISDICTION AND AUTHORITY

2.1 Jurisdiction

These regulations apply to all private driveways, roads, and culverts located on parcels or building sites within the Town of Aztalan that connect or will connect to a public roadway.

2.2 Authority

This Ordinance is adopted pursuant to the Town's police powers and authority under Wis. Stats. §§ 60.10(2)(c), 60.22(3), 60.61–60.63, 61.34(1), and related statutes, including special charges authority under Wis. Stats. § 66.0627.

2.3 Roadway Jurisdiction Clarification

Where a driveway connects to a Town road, the Town Chairperson or designee shall have authority over driveway permitting and compliance under this Ordinance.

ARTICLE 3. GENERAL CONDITIONS

3.1 No person shall establish, construct, modify, rework, or improve a driveway that alters existing topography without first consulting the Town Chairperson or designee to determine whether a Driveway and Culvert Permit is required.

3.2 Routine maintenance that does not alter grade, drainage, or alignment is exempt from permit requirements.

3.3 Regulations of Jefferson County, the Wisconsin Department of Transportation, or other agencies may also apply, and it is the responsibility of the applicant to obtain any required approvals.

ARTICLE 4. DRIVEWAY AND CULVERT PERMITS

4.1 Permit Review Standard

Driveway and Culvert Permit applications shall be reviewed and approved or denied based on compliance with this Ordinance and whether the proposed driveway protects public health, safety, drainage, emergency access, and the integrity of the public roadway. Decisions shall be based on objective standards set forth herein and reasonable site-specific conditions.

4.2 Permit Required

No driveway or culvert connecting to a Town road may be constructed or modified without first obtaining a Driveway and Culvert Permit approved by the Town Chairperson or designee.

Driveways connecting to State or County highways require permits from the appropriate agency and are not subject to Town driveway permitting, except as expressly stated herein.

4.3 Application

Permit application forms are available from the Town Clerk and on the Town website. An application must be completed and submitted to the Town Clerk.

4.4 Review Procedure

Applications for driveways connecting to Town roads shall be reviewed by the Town Chairperson or designee, who may consult with the Town Engineer or Building Inspector and conduct site inspections as necessary.

4.5 Permit Duration

A permit is valid for 12 months from issuance and may be renewed once for an additional 12 months. Thereafter, a new application is required.

4.6 Driveway Installation

Driveways must be installed prior to commencement of construction.

ARTICLE 5. DRIVEWAY DESIGN AND CONSTRUCTION STANDARDS

5.X Culvert Installation Diagram

Standard Driveway Culvert Installation (Typical Section)

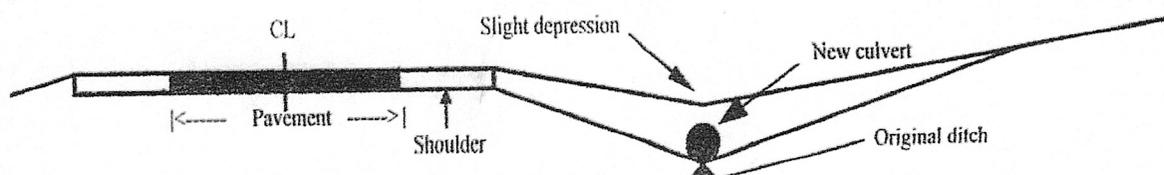


Diagram Description and Requirements:

- A slight depression (dip) shall be constructed at or near the ditch/culvert to prevent water, sediment, and debris from flowing onto the public roadway.
- The culvert shall be installed within the existing ditch line and aligned with natural drainage patterns.
- Culvert diameter shall be not less than fifteen (15) inches, unless an alternative size or profile is approved due to site constraints.
- Culvert length shall extend to a minimum of four (4) feet wider than the driveway surface.
- A minimum of eight (8) inches of compacted gravel shall cover the culvert.
- Manufactured end sections (aprons) consisting of metal flared ends are required on both ends of the culvert - Concrete, stone, timber, or other rigid or non-breakaway materials are prohibited as end treatments.

(Actual construction details may vary based on approved plans and site-specific conditions.)

5.1 Grades and Slopes

The Town reserves the right to require an engineer's plan if they feel the slope is unsafe or highly erodible, or if drainage is a concern.

5.2 Clearance

- Minimum clearance: 15 feet wide and 15 feet high for emergency vehicles.

5.3 Culverts

- All driveways must have culverts.
- Minimum length: 24 feet
- Minimum diameter: 15 inches, unless site conditions justify alternatives.
- Culverts shall be new, galvanized or approved equivalent, with end sections.
- Property owners are responsible for replacement.

5.4 Drainage and Erosion Control

- Driveways shall be constructed to prevent runoff onto public roads or neighboring lands.
- Ditches, crowning, culverts, and erosion controls shall be installed prior to construction.

5.5 Visibility and Location

- Sight distance shall comply with posted roadway speeds and county standards.
- Driveways shall be located at least 150 feet from intersecting public road rights-of-way, except in subdivisions.

5.6 Turnarounds and Length

- Driveways over 200 feet shall provide turnouts.
- Driveways over 300 feet shall provide a turnaround near the building site.

5.7 Bridges and Gates

- Bridges shall be engineered for a minimum load of 73,500 pounds.
- Gates shall be constructed behind the Town right of way.

5.8 Waivers

The Town Board may waive or modify one or more design or construction standards where strict application would create an unnecessary hardship. In determining hardship, the Town Board may consider topography, soil conditions, existing development, drainage patterns, and the availability

of reasonable alternatives. The Town Board may waive or modify standards where strict application would cause unnecessary hardship.

ARTICLE 6. COSTS AND FEES

6.1 Costs

All costs associated with construction, engineering, inspections, and reviews shall be borne by the applicant.

6.2 Fees

Application fees shall be established by the Town Fee Schedule and are non-refundable.

ARTICLE 7. INSPECTION AND COMPLIANCE

7.1 Post-Construction Inspection

Upon completion of construction of a driveway connecting to a Town road, the property owner or applicant shall notify the Town. The Town Chairperson or designee shall verify compliance with the approved driveway permit and this Ordinance.

7.2 Correction of Deficiencies

If the inspection reveals noncompliance, the Town Chairperson or designee may require corrective action within a reasonable time. Failure to complete required corrections may result in enforcement action under this Ordinance.

7.3 Approval

Upon determining that a driveway and culvert have been constructed in compliance with the approved permit, plans, and this Ordinance, the Town Chairperson or designee will sign off on final approval.

ARTICLE 8. EXISTING DRIVEWAYS

8.1 Existing driveways installed prior to adoption of this Ordinance are exempt from compliance unless they create a hazard or obstruct the drainage.

8.2 When hazardous conditions or obstructions exist, the Town may require corrective action within a specified time.

ARTICLE 9. ENFORCEMENT, FORFEITURES, AND SPECIAL CHARGES

9.1 A driveway constructed without a permit or in violation of this Ordinance constitutes a public nuisance.

9.2 Violations may result in removal, forfeitures of up to \$500 per day per violation, plus costs and surcharges.

9.3 The Town, on reasonable notice, may correct violations and assess costs as a special charge against the property pursuant to Wis. Stats. § 66.0627.

ARTICLE 10. SEVERABILITY

If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.

ARTICLE 11. DISCLAIMER

Approval of a driveway permit does not constitute a guarantee that the driveway is safe or suitable for all purposes.

ARTICLE 12. EFFECTIVE DATE

This Ordinance shall take effect upon passage and publication as required by law.

PASSED AND ADOPTED by the Town Board of the Town of Aztalan, Jefferson County,
Wisconsin on this 11th day of March, 2026



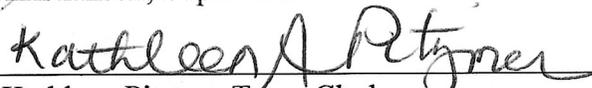
Jeremy Chwala, Chairperson



Megan Dunneisen, Supervisor



Larry Christianson, Supervisor

Attest: 

Kathleen Pitzner, Town Clerk