



*TOWN OF CASSIAN*  
ONEIDA COUNTY  
HARSHAW, WISCONSIN 54529

November 7, 2002

TO WHOM IT MAY CONCERN:

I, JOHN HENDRICKSON, CLERK of the TOWN OF CASSIAN do certify that the following Ordinance has been posted on November 7, 2002 at the following legal posting areas for the TOWN OF CASSIAN:

3.03 Ordinance to Regulate the Placement of Driveways and Private Roads in the Town of Cassian, Oneida County, Wisconsin

At Northwoods Store posting, Highway K  
Harshaw Post Office, Lakewood Road  
Cassian Town Hall, Church Road

Pursuant to Sec. 60.80 of Wisconsin State Statute.

This Ordinance was passed on November 5, 2002

Signed \_\_\_\_\_

n E. Hendrickson, Clerk

**3 . 0 3**  
**ORDINANCE TO REGULATE THE PLACEMENT OF**  
**DRIVEWAYS AND PRIVATE ROADS IN THE TOWN**  
**OF CASSIAN, ONEIDA COUNTY, WISCONSIN**  
**ADOPTED DECEMBER 7, 1999**

The Town Board of Cassian, Oneida County, Wisconsin, does ordain as follows:

1. From the date of enactment all driveways or private roads or other roads for motor vehicular traffic intersecting a Town of Cassian road must be approved prior to the installation by the Town Board of the Town of Cassian.
2. All such applications for approval shall be in writing and shall be submitted to the Town Clerk of the Town Board of the Town of Cassian prior to the commencement of construction.
3. The Fee for a driveway permit will be per the current fee schedule and payable at the time the driveway permit application is submitted to the board for approval. The permit fee is payable to the Town of Cassian Treasurer.
4. Prior to such submission the location of the proposed driveway, private road, or other road for vehicular traffic shall be staked out and inspected by the Town board.
5. At the time of inspection, the Town Board shall determine the size and length of the culvert to be furnished and placed by the property owner upon receipt of approval for installation. Upon such inspection and determination of culvert size and length necessary, the Town Clerk shall issue to the applicant a written permit to install such driveway, private road, or other road for motor vehicular traffic. Such permit shall specify the size and length of the culvert determined necessary for installation by the Town Board. Failure to provide such culvert in accordance with the terms and conditions of the permit shall result in revocation of the permit and the payment of forfeiture as provided herein.
6. No driveway, private road, or other road application shall be approved unless at the intersection of said driveway, private road, or other road designed for motor vehicular traffic intersecting a town road, traffic on said town road shall be clearly visible for a distance of 250 feet in each direction unless visibility is otherwise determined by the Town Board of the Town of Cassian to be adequate upon inspection of the site. Failure to meet this requirement of the proposed driveway, private road, or other road designed for motor vehicular traffic, shall result in denial of said application.

**TOWN OF CASSIAN  
DRIVEWAY PERMIT**

Permit # \_\_\_\_\_  
Date Received: \_\_\_\_\_  
After the Fact: YES / NO

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
\_Legal description of location : \_\_\_\_\_  
\_\_\_\_\_

If culverts are needed they will be 15 inches by 24 feet minimum.

The permittee shall furnish all materials, do all of the work and pay all costs in connection with the construction of the driveway and subsequent maintenance of the driveway and culvert. This is for a single access to the town road, not a circle driveway. Circle driveways are double the fee.

The surface of the driveway connecting with the road shall slope down and away from the road shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the road bed. Erosion Control measures must be taken during construction and banks and ditches must be re-seeded.

Driveways should be constructed in consideration of the size of Fire Trucks and other Emergency Vehicles that may need access to your property. Therefore, all new driveways in the Town of Cassian will be a minimum of 16 feet wide cleared width, with a 12 foot compacted gravel based, granite or blacktop. There must also be a minimum cleared height of 14 foot that will be kept clear of all branches. The Town Board will inspect the driveway upon completion and will at that time decide if the driveway has been installed properly for the access of Emergency Vehicles or not. If upon inspection the Town Board does not feel that the driveway has been installed properly it will be up to the individual named above to correct the driveway within 30 days, according to the requests of the Town Board of the Town of Cassian. If the driveway is not properly installed, the town will close off the access until the driveway is installed to the town's standards.

Deadline: Property owners must have the driveway installed in no longer than six months from the date this permit is approved.

"After the Fact **Permits**": Property owners who have put in a driveway prior to receiving an approved Driveway permit will be assessed \$150 for the "After the Fact Permit".

Any other conditions: \_\_\_\_\_

**Fee:**

The cost of the driveway permit is \$50 paid upon submitting application.

The cost of an "After the Fact Permit" is \$150 paid upon submitting application.

Fire Numbers are \$50 each and should be applied for also if needed. You are responsible for replacing your fire number and are responsible to keep it clearly visible.

The above driveway location has been approved / denied on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and construction can commence.

\_\_\_\_\_  
Land Owner Signature

\_\_\_\_\_  
Town Chairman

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

Please remit to:  
Cassian Town Shop  
8928 Church Road  
Harshaw, WI.  
54529

**TOWN OF CASSIAN  
REQUEST FOR FINAL INSPECTION**

Upon completion of construction, please sign and date below and return to: Cassian Town Shop, 8928 Church Road, Harshaw, WI. 54529 for final inspection and approval.

Name of Applicant: \_\_\_\_\_

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

Driveway Permit # \_\_\_\_\_

Landowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**To be completed by Town Board**

The above Driveway has been inspected by the Town of Cassian and determination has been made that the Driveway meets the Driveway Permit requirements as indicated on page 1.

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

Chairman

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Supervisor