

**LINCOLN TOWNSHIP  
ACCESS PERMITS  
PERMIT PROCEDURES AND SPECIFICATIONS  
DRIVEWAY/ENTRANCE ACCESS ON TOWN ROADWAYS**

1. Any work within the Town right-of-way requires written permission from the Lincoln Town Board. This includes any change in use or alteration to an existing access.
2. **The Town of Lincoln access permit is not a wetland drain or fill permit. Any wetland impacts must be permitted through Burnett County Land and Water Resources Department at (715)349-2186 and/or the Army Corps of Engineering at (218)834-6630.**
3. Access permits for platted streets have different requirements and must first be approved through the proper platting procedure.
4. Private driveway/entrance requires an Access Fee of \$50.00. Temporary driveway/entrance requires an Access Fee of \$100.00 (non-refundable). Please make check payable to "Town of Lincoln". This fee includes two (2) required inspections, at a cost of \$25.00 each, one prior to construction and one following final completion of the access. If additional inspections are required due to the applicant's failure to meet specifications, they will be assessed another \$25.00 per additional inspection.
5. **All work is to be completed within 12 months, permit form signed, and final inspection approved by the Town Board, or the fee will be forfeited.** Access not meeting specifications will be notified by mail requesting the required work to be completed within 30 day period.
6. The permit form must be fully completed and returned to the Town of Lincoln. **Each application shall include a copy of the parcel/layout or sketch of property showing exact location of proposed access, any existing access, and any other pertinent information.**
7. Applicant shall install lath with flagging, at the exact location desired for the center of the proposed access.
8. Applicant will then notify the Town Board that the proposed access is ready for the first inspection. The location will be inspected for safety, sight distance, proximity to other accesses and drainage requirements (i.e. culvert requirements). Please allow 7-10 days for this inspection to take place. The applicant will be notified, via US Mail of approval and any special requirements.
9. If the access will require a drainage structure, approved culverts with accessories can be obtained from local vendors. However, all culverts must conform to town specifications and used culverts are not allowed unless first inspected and approved by the Town before installation. If corrugated polyethylene pipes are used, they shall have double wall construction. (Spec. A.A.S.H.T.O.M294)
10. Prior to beginning any excavation work, Wisconsin Statutes requires that you or your contractor contact "Diggers Hotline" for location of buried utilities. Call 1-800-242-8511.

11. Culverts will be placed in the ditch bottom. If two sections of culvert pipe are needed, an approved band for the specific type of pipe will be required to connect the sections together. It is the responsibility of the applicant to keep the culvert clean and free of debris.
12. Access driving lanes must be 20-24 feet wide. At least 4 inches of Class 5 gravel must be placed over the driving lanes. The driving lane must have a negative grade from the Town roadway. (No washing allowed onto the Town Roadway). **This new entrance must come onto our Town Road at a 90 degree angle from the shoulder of roadway going 33 feet into property from centerline of road to ensure safety.** This access permit is only for the 33 feet starting at the centerline of the road, any other permits need to be obtained from the proper authority.
13. In slopes must be a 6:1 grade or flatter. (1 foot vertical drop for every 6 horizontally). In slopes must extend from the edge of the driving lane to the end of the culvert pipe. All in slopes must be covered with topsoil, seeded and mulched or sodded. Turf needs to be established before final approval is granted. **Landscape timbers, boulders, retaining wall bricks, riprap, etc., are not allowed on in slopes or in the Town right-of-way.**
14. Placement of mailbox is the responsibility of applicant. Contact your local postal carrier to determine which side of the roadway and the height of mailbox. (Call Diggers Hotline before driving support post in the ground).
15. Whenever work on the traveled portion of the roadway is necessary, proper Traffic Control Devices and Procedures must be used. All traffic control devices, barricades, flashers, etc. shall be furnished by the applicant and shall be in accordance with the most recent edition of the Wisconsin Manual on Uniform Traffic Control Devices , including the Temporary Traffic Control Zone Layout Field Manual dated January, 2001 (or subsequent editions if appropriate). WI/DOT, Traffic Engineering website at <http://www.dot>.
16. **Please note that all equipment which may damage surfaced roadway is prohibited from use on the roadway. Any damage to the roadway surface due to loading/unloading or operating such equipment will be assessed to the applicant. PROTECT OUR ROADWAY SURFACES.**
17. Follow specifications and procedures carefully. Applicant will be assessed \$25.00 for each additional inspection due to applicant's failure to meet access specifications and procedures.
18. If the Town Chairman does not approve the access request, the applicant can appeal the denial to the Town Board.