

**TOWN OF HAY RIVER  
DRIVEWAY PERMIT APPLICATION**

Purpose:   Field Access                      New Home Site                      Other (*explain below*)

**PROPERTY OWNER/APPLICANT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROJECT LOCATION:**

Driveway Location: \_\_\_\_\_

(Describe driveway location using existing fire numbers, corners, landmarks, etc)

The following driveway shall apply when accessing one home:

- Minimum road surface width.....12 feet
- Minimum width clearance.....24 feet
- Minimum height clearance free of trees, wires, etc.....18 feet
- Minimum site distance each direction from end of driveway.....300 feet
- Minimum distance between driveways .....200 feet
- Maximum grade.....10%

At least 25 feet in length and 18 feet in width segment of road surface shall be provided for each 300 feet of driveway length to provide for the safe passages of meeting vehicles. The driveway or field access within the area of public right of way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road. An adequate roadbed base of suitable material to support the projected traffic and any requirements for culverts shall be determined by the town in considering an application for driveway or field access approval.

If culverts are required, the recommended minimum diameter shall be 18". At the end of all new driveways a turnaround of at least a 45' inside and a 90' outside radius or some other method to allow vehicles to turnaround shall be provided as determined by the Town Board.

Please mark each side of the proposed driveway with stakes, flags, or marking paint. Contact a Town Board member to request a site inspection. Have your completed form and payment available. If the driveway is approved, the Board member will sign the form and the driveway can be completed as agreed by all parties.

**Return completed form with a \$50 fee payable to the Town of Hay River**

**APPROVED:**

\_\_\_\_\_ Date

Town Board Member Signature

NOTE: Dwellings and garages and non-ag use buildings are subject to building inspections.

1. A 6" thick cement slab equal to the size of the manufactured home, width and length. Cement is to be a minimum of 4000 P.S.I. Outside perimeter footing must be a minimum of 10" wide x 10" deep with at least two #4 rebar. The slab must be on 8-10" of sand/gravel base. The slab must also have a vapor barrier and wire mesh of 6" x 6" x 10 Ga. X 10 Ga.

The home must also be secured by tie downs and anchors secured in the cement slab. Tie downs used must be specifically designed for use as a manufactured home tie down. The tie downs and anchors used must meet or exceed UDC requirements of 20 pounds per square foot of wind load. Anchored tie downs must be located at least every eight feet apart and at all four corners.

The slab is subject to inspection by the Town Building Inspector to verify compliance with the State Uniform Dwelling Code and State Manufactured Home Installation Manual for Manufactured Homes Produced on or after April 1, 2007.

2. A partial or full basement of an appropriate material. The foundation shall comply with the zoning code and State of Wisconsin Uniform Dwelling Code. As a result, it is subject to inspection by the Town Building Inspector.

B. No manufactured dwelling or mobile home is permitted to be moved into the Town after the effective date of this ordinance, which was manufactured prior to 1980.

C. Any attached accessory structure or addition shall meet the zoning code and State of Wisconsin Uniform Dwelling Code.

**1.6 APPLICABILITY TO FREE-STANDING MANUFACTURED HOMES.** Sec. 1.5 of this ordinance shall apply to manufactured homes located on lands outside of mobile home parks.

**1.7 EFFECTIVE DATE.** This ordinance shall be effective August 23, 2000, upon passage and publication as provided by law.

Originally adopted August 14, 2000  
Revised and adopted June 14, 2004  
Revised and adopted this 10<sup>th</sup> day of September 2007.

**Revised and adopted this 8<sup>th</sup> day of February 2021.**

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Russell Hitz, Chairman

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Cindy Hoff, Supervisor

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ATTEST: Michelle Drury, Clerk

Original published August 23, 2000 & Revision June 22, 2004  
Note: 2004 & 2007 Revisions specific to Section 1.5 (A)(I). 2021 Revision for year in B.