

**TOWN OF SPRUCE, OCONTO COUNTY
RESOLUTION NO. 05-2026**

AMENDING AND RESTATING RESOLUTION NO. 01-2024 TITLE: PERMIT/FEE REQUIREMENT FOR DRIVEWAY WITH CULVERT IN THE TOWN OF SPRUCE EFFECTIVE IMMEDIATELY UPON PASSAGE AND POSTING

WHEREAS, the Town of Spruce originally adopted Resolution No. 01-2024 to regulate driveway and culvert installations within the Town's right-of-way; and

WHEREAS, the Town Board finds it necessary to amend and restate said resolution in its entirety to clarify the enforcement mechanisms, correct typographical errors, ensure adequate constitutional due process, and preserve highway safety;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Town Board of the Town of Spruce, Oconto County, Wisconsin, that Resolution No. 01-2024 is hereby amended and restated in its entirety to read as follows:

WHEREAS, the Town of Spruce will require a \$50.00 fee for every application to install a driveway with a culvert; and

WHEREAS, the application for a permit shall be in writing on the form prescribed by the Town and signed by the applicant, its agent, employee, or contractor. The applicant, its agent, employee, or contractor shall submit to the Town sufficient information relating to the work to be done, including the general location and nature of the work and the method the applicant proposes to use in doing the work. The Town Chairman, Clerk, or designated representative shall determine whether sufficient information has been submitted; and

WHEREAS, permits shall be valid for a period of thirty (30) days from the date of issuance. If operations have lawfully begun under an approved permit and will continue beyond the initial thirty-day validation period, the permittee shall apply for a thirty-day extension by submitting a written request to the Town Chairman or Clerk prior to the expiration of the existing permit. Permit renewals shall be issued at the sole discretion of the Town Chairman, Clerk, or their designee. If operations have not commenced under an approved permit within thirty (30) days, a full reapplication will be required; and

WHEREAS, a minimum of three (3) business days prior to undertaking any excavation, the permit holder or installer shall contact Diggers Hotline (or its lawful successors or assigns) to permit all private and public utilities to be properly located and protected from damage;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that upon proper permit issuance and fee payment, any excavation of a public ditch, Town-owned or occupied easement, or area within the public right-of-way within the Town of Spruce shall require the complete reestablishment of conditions existing prior to excavation with like kind, color, size, thickness, and density of

materials. The Town explicitly reserves the right to refuse any permit request based upon highway safety concerns; and

BE IT FURTHER RESOLVED, that all driveway aprons existing within the Town's public right-of-way shall be constructed and maintained as blacktop; and

BE IT FURTHER RESOLVED, that failure to comply with any of these requirements shall result in a \$500.00 fine per violation. If a homeowner fails to install or maintain the required blacktop apron after thirty (30) days' written notice from the Town, the Town of Spruce reserves the right to hire an independent contractor to remove the non-compliant materials and install the required blacktop apron at the homeowner's sole expense, to be collected as a special charge or assessment.

Adopted by the Spruce Town Board on this 20th day of August, 2026, at a legally convened regular town meeting.

Ayes: 3 Nays: 0 Abstain: 0



Terry Brazeau

Chairman, Town of Spruce

Attested:



Lisa Peitersen

Clerk, Town of Spruce

Amended & Restated: 09/16/2026



**TOWN OF SPRUCE Oconto
County**

**9097 County Road B, Oconto Falls, WI
920 829-5111**

APPLICATION TO INSTALL DRIVEWAY WITH CULVERT

Town Road _____

Location _____

Width of top of driveway (minimum of 20 ft.-18x24 ft culvert for residential and
18x40 culvert for farm field) _____ft.

Diameter of culvert (minimum of 18" any other size must be approved by
Town Chairman) _____ Inches

Driveway Surface:

- ☐ Gravel
☐ Asphalt
☐ Concrete (only to right-of-way,
blacktop must be used for apron to road)

Proposed Land Use:

- ☐ Residential
☐ Farm
☐ Field Entrance
☐ Commercial

Who will be installing the culvert? _____

This application and terms and conditions of proposed permit agreed to by:

Date _____

Owner Signature _____

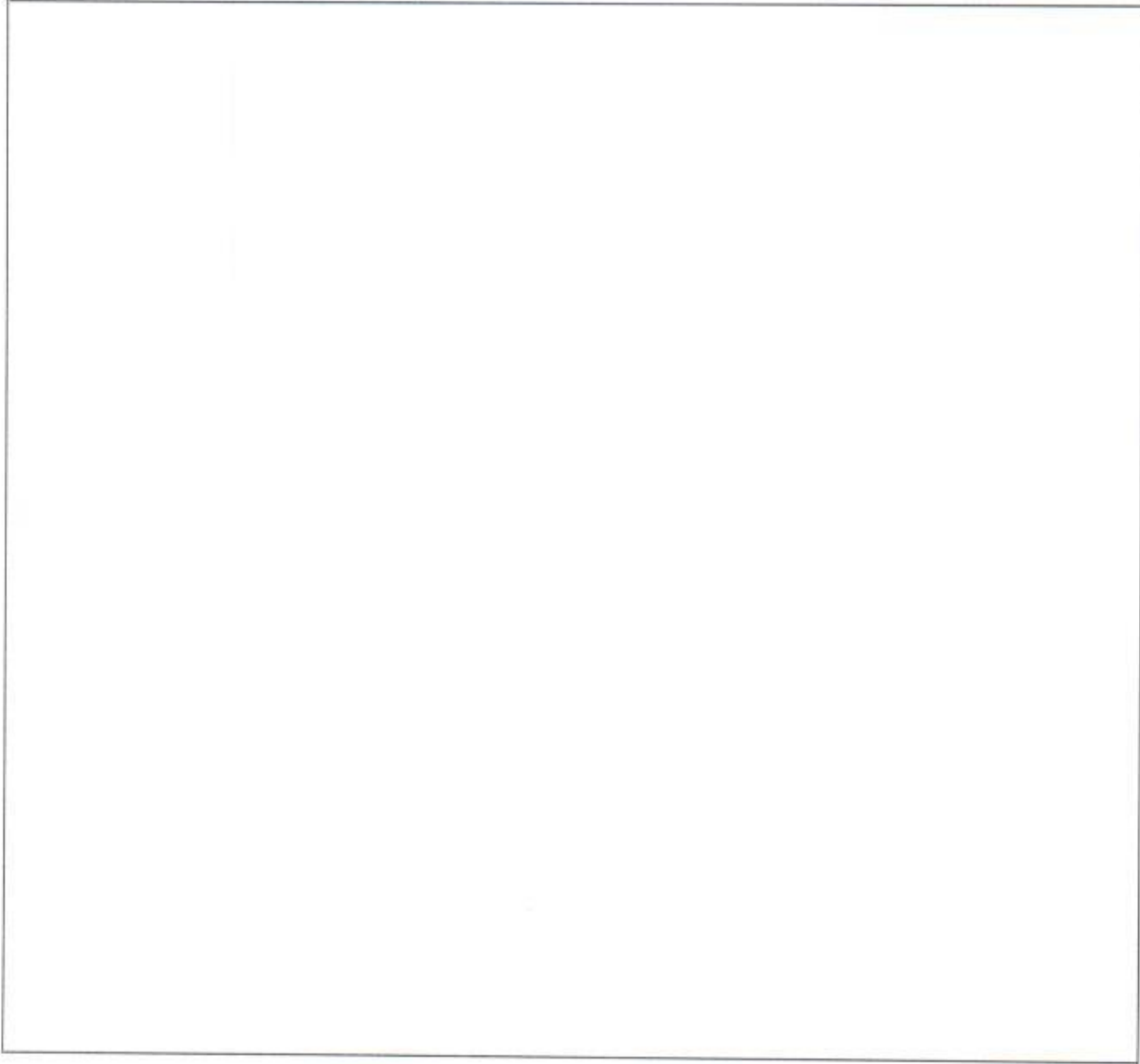
Print Name _____

Address _____

Phone _____

Note: Permit to be issued to property owner only. _____

The work proposed under this permit will be completed by
Diagram of proposed driveway:



Approved by Town Chairman _____

Date: _____

The Town reserves the right to refuse any request based upon highway safety.

(PLEASE RETURN TO: TOWN OF SPRUCE, PO BOX 52, OCONTO FALLS,
WI 54154)