

Highway Department Policies and Procedures Manual

Sauk County, Wisconsin



Adopted by the Sauk County Highway Committee
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ACRONYMS

ADT	Average Daily Traffic count	PPE	Personal Protective Equipment
Ag CMV	Agricultural Commercial Motor Vehicle	PSC	Public Service Commission
ANSI/ISEA	American National Standards Institute & International Safety Equipment Association	PS & E	Plan, Specifications and Estimate
ATV	All Terrain Vehicles	ROW	Right-of-Way
BIA	Bureau of Indian Affairs	§	State Statute (Section or Chapter)
BMP	Best Management Practices	STH	State Trunk Highway
CHI	County Highway Improvement Program (formerly CHIP)	STP-R	Surface Transportation Program - Rural
CTH	County Trunk Highway	STP-U	Surface Transportation Program - Urban
DNR	Department of Natural Resources	TRI	Town Road Improvement Program (formerly TRIP)
FDM	Facilities Development Manual	USH	United States Highway
I or IH	Interstate Highway	WCHA	Wisconsin County Highway Association
IoH	Implement of Husbandry	WisDOT	Wisconsin Department of Transportation
LFA	Local Force Account	WISLR	Wisconsin Information System for Local Roads
MSIP	Municipal Street Improvement Program	VCT	Vision Clearance Triangle
MUTCD	Manual for Uniform Traffic Control Devices		
NBI	National Bridge Institute		
PASER	Pavement Surface Evaluation and Rating		

1 Introduction

The Sauk County Highway Department operates the highway system under its jurisdiction to provide a safe and convenient means for the vehicular transportation of people and goods. The department oversees the maintenance of over 300 miles of the county trunk highway system and annually contracts with the Wisconsin Department of Transportation (WisDOT) to maintain over an additional 600 lane miles of State and Federal Highway System roads (see **Figure 1**). The Highway Department also provides technical assistance, financial aid, and various services to other local units of government. These services are critical to maintaining a safe, convenient, and efficient transportation system serving communities, residents, and businesses throughout Sauk County.

1.1 Purpose of the Manual

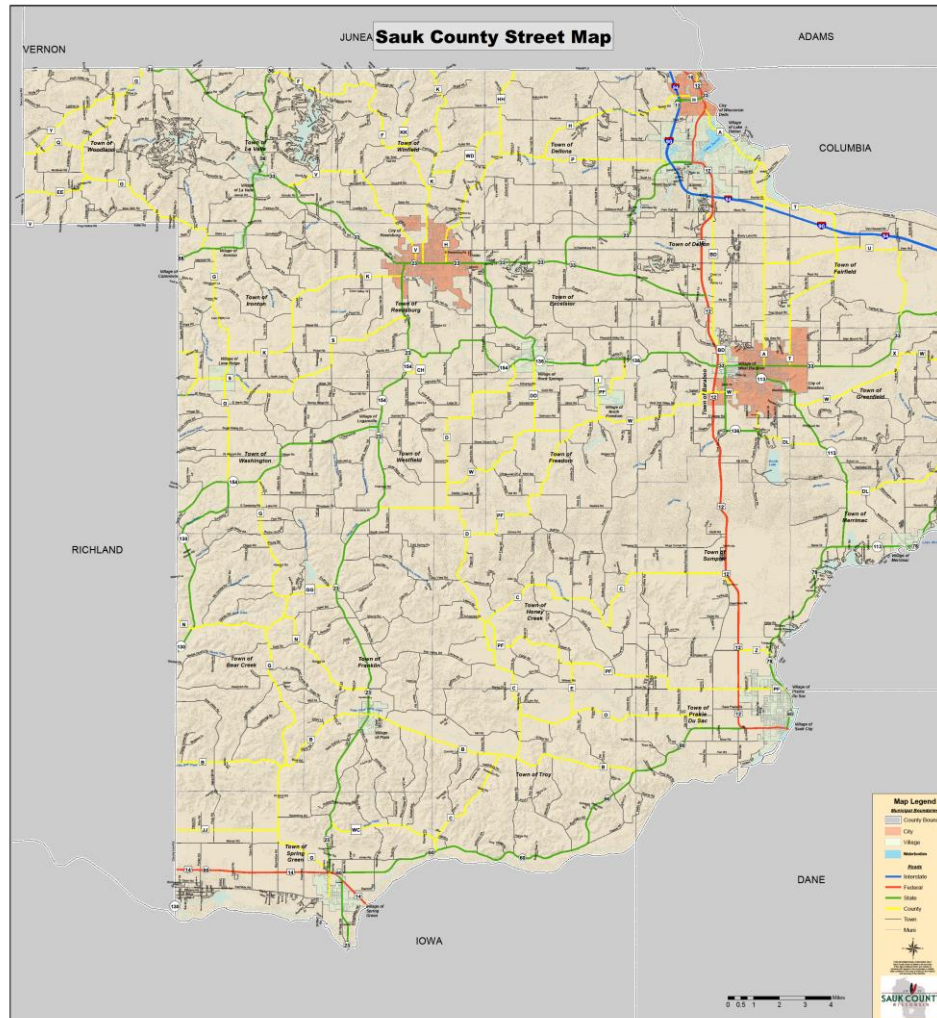
The purpose of this manual is to outline specific transportation policies and procedures as they relate to the Sauk County Highway Department. The manual is intended to provide important information to the general public and to serve as an internal manual providing clear direction to department staff and decision makers.

1.2 General Maintenance Activities

The Sauk County Highway Department is responsible for the maintenance of county highways and state roads through contract with WisDOT. The general maintenance consists of all activities aimed at keeping the system in a serviceable condition. This includes, but is not limited to: pothole repairs, mowing, culvert replacement, ditching, wheel rut repairs, minor overlays, signing, litter control and removal of snow and ice.

A primary concern is to maintain a safe and drivable pavement while protecting the County's investment in quality roads. When necessary, the Highway Department will reconstruct or resurface roadway segments that do not meet current design standards. Additional improvements may include widening the pavement and shoulders, flattening ditch in-slopes, flattening horizontal curves, improving or increasing sight distance, and drainage improvements.

Figure 1. State and County Highway System



[Link to full size Map](#)

1.3 Sauk County Highway Committee

A five member Highway Committee, appointed by the County Board Chair, establishes the policies by which the Highway Commissioner or designee will operate the Highway Department actions (Wisconsin Statute 80.15(b) and Sauk Rules of the Board).

The Highway Committee establishes and reviews policies and procedures on:

1. Access to county highways
2. Performing work for other municipal agencies (towns, villages, state or other county departments).
3. Purchasing procedures and items purchased (subject to Sauk County Ordinance and Financial Policy).
4. How County highways are selected for rehabilitation using uniform and unbiased procedures.
5. Providing opportunities for the public to be heard concerning operation of the Highway Department.

1.4 Highway Commissioner

The Sauk County Highway Department is led by the Highway Commissioner. The Highway Commissioner is in charge of all maintenance and construction work on the County Trunk Highway System as well as maintenance, under contract with the state, of the State highways in the county.

1.5 Highway Department Contact Information

To report problems regarding a county road or to submit general concerns or comments, please use the following:

Physical Location

620 Linn St
Baraboo, WI 53913

Mail

PO Box 26
Baraboo, WI 53913

Phone

608-355-4855

Fax

608-355-4398

Internet

Visit the Sauk County website at:

<https://www.co.sauk.wi.us/>

<https://www.co.sauk.wi.us/highway>

1.6 Frequently Asked Questions

The following are some frequently asked questions that relate to Sauk County Highway Department services. Additional information regarding these questions can be found in this manual.

I noticed a dead animal on the road, who do I contact?

Dead animals on the roadway may create a potential hazard to the traveling public. If a large dead animal (i.e., deer, a large dog, etc.) is lying on the roadway please contact the appropriate highway authority that has jurisdiction of that road (for example, County, City, Village, or Township). If it is a County maintained highway please contact the Sauk County Highway Department at (608) 355-4855 or the Sauk County Sheriff's office at 608-355-4895 if outside normal business hours.

How do I find out where the right-of-way is located on my property?

If you are unsure of exactly where the right-of-way line is for your property, please contact the appropriate highway authority. Before doing anything within the right-of-way, it is important that you contact the Highway Department for approval. Additional information regarding the right-of-way issues is also provided in this manual (see **Section 4.2**). Please note that the Sauk County Highway Department does not locate property lines. The property owner should call a surveyor to locate property lines.

Do I need a permit to construct a new driveway / access point to a County Highway?

Wisconsin law requires property owners to acquire a driveway/access permit prior to constructing a new access point connecting to the County Trunk Highway System. You should reference the Driveway permit section of this document or contact the Sauk County Highway Department for specific details on obtaining a permit.

Who do I notify if there is a road hazard on or along a county road?

Hazardous conditions may develop on county roads for a number of reasons. Storms may cause trees or limbs to fall onto the roadway while heavy rain may result in flooding at isolated highway locations. Potential hazards may result from debris falling off of trucks or other vehicles. If a potentially hazardous condition exists on a road you should contact the Sheriff's Department at (608) 356-4895. The Sheriff's Department will in turn notify the appropriate Highway Department personnel to remove the hazard.

My property (mailbox, fence, etc.) was damaged by a snowplow, who should I contact?

You should contact the Sauk County Highway Department at (608) 355-4855. If it is determined that the mailbox was damaged by actual physical contact by a County snowplow then the mailbox will be replaced by the Highway Department. If the mailbox is damaged due to snow plowing, and not actual physical contact with a County snowplow, the mailbox replacement and costs are the responsibility of the property owner. Before calling, it may be helpful to review the following to determine if the Highway Department may be responsible for the property damage.

The County may be responsible for the following:

- If it is shown that a piece of County snow removal equipment has caused damage by actual physical contact with a mailbox, the Highway Department will repair or replace the damaged mailbox. If a replacement mailbox is needed, the Highway Department will provide and install a standard, conventional mailbox and/or support.
- If it is shown that a piece of County snow removal equipment has caused damage by actual physical contact with a fence or other structure, the Highway Department will review the incident on a case-by-case basis to determine what, if any, responsibility that the Highway Department has to repair the damage. Property owners are reminded that the Highway Department will not be responsible for damage, even if caused by actual physical contact, that occurs to structures that have been improperly located within the public right-of-way (please refer to **Public Right-of-Way** section of this manual for additional details).

The County is not responsible for the following:

- Damage that is caused to a mailbox, or other properly located structures outside the public right-of-way, as a result of plowed snow or the force of snow being discharged by County snow removal equipment.
- Damage that is caused to any fences, headwalls, trees, shrubs, plantings, and other structures that are improperly located within the public right-of-way (please refer to **Public Right-of-Way** section of this manual for additional details).
- Damage that is caused to lawns or for the deposition of gravel in road ditches. If there are extenuating circumstances, these situations may be reviewed at the County's discretion on a case-by-case basis. Any vegetation damage sustained due to de-icing products used on the roadway will not be treated or repaired by the County.
- Damage to abandoned vehicles that have been left on the County Highway. If the Highway Department personnel come upon an abandoned vehicle, they will contact the Sheriff's Department to request the vehicle to be removed at the owner's expense. If a vehicle is blocking one or more lanes halting snow and ice control operations, the Highway Department has the authority to move the vehicle by whatever means are necessary to reopen the roadway. Any damage incurred in such a move shall be the owner's responsibility.

2 County Trunk Highway System

The County Trunk Highway System, established in 1925, forms the secondary system of highways within the state and constitutes the interconnecting highways supplementing the State Trunk Highway System. It is comprised mainly of highways of secondary through-traffic importance and generally consists of highways that provide and facilitate local service. The County Trunk Highway System is administered by the Sauk County Highway Department as authorized under Section 83 of the Wisconsin Statutes.

The County Trunk Highway System includes all highways that have been selected by the Sauk County Board and approved by WisDOT in accordance with Section 83.025 of the Wisconsin Statutes. County highways are designated alphabetically and the marking and signing is uniform throughout the state. Improvements or construction of highways on the County Trunk Highway System must conform to minimum geometric design standards established in Trans. 205 of the Wisconsin Administrative Code and Chapter 11 of the Wisconsin Facilities Development Manual.

2.1 Purpose

County Trunk Highways are meant to provide a high level of mobility to the traveling public. County Trunk Highways have historically provided farm to market routes and connect cities and villages to higher level state highways. Highways within urbanized areas will have high levels of access control to ensure they meet the requirement of providing mobility with a minimum number of access points. Roads providing primary

access to commercial areas and residential areas should be located on the local road system.

2.2 Jurisdiction

Highways are commonly classified by ownership or purpose. Jurisdictional responsibility refers to governmental ownership of a particular road; however, governmental ownership does not necessarily reflect who is responsible for the on-going maintenance of the facility. For example, State owned roads are maintained by the Sauk County Highway Department or local jurisdictions through contract with WisDOT. The Highway Department is responsible for conducting routine maintenance and minor repairs on state and federal highways. However, major repairs and reconstruction are generally still the responsibility of the WisDOT.

2.3 Functional Classification

Functional classification is a process by which streets and highways are grouped into classes according to the character of service they provide, ranging from a high degree of travel mobility to land access functions. Federal regulations require that each state classify roadways in accordance with the Federal Highway Administration's Highway Functional Classification: Concepts, Criteria and Procedures. The functional classification hierarchy is generally defined as:

- **Principal Arterials** serve corridor movements having trip lengths and travel density characteristics of an interstate or interregional nature. These routes generally serve all urban areas with populations greater than 5,000 or connect major centers of activity.

- **Minor Arterials**, like principal arterials, serve cities, large communities, and other major traffic generators providing intra-community continuity and service to trips of moderate length, with more emphasis on land access than principal arterials.
- **Collectors** provide both land access service and traffic circulation within residential neighborhoods, commercial areas, and industrial areas. The collector system distributes trips from the arterials through the area to the local streets.
- **Local Streets** comprise all facilities not on one of the higher systems. Local streets provide direct access to abutting land and access to the higher order of systems. Local streets offer the lowest level of mobility, and through-traffic movement on this system is generally discouraged.

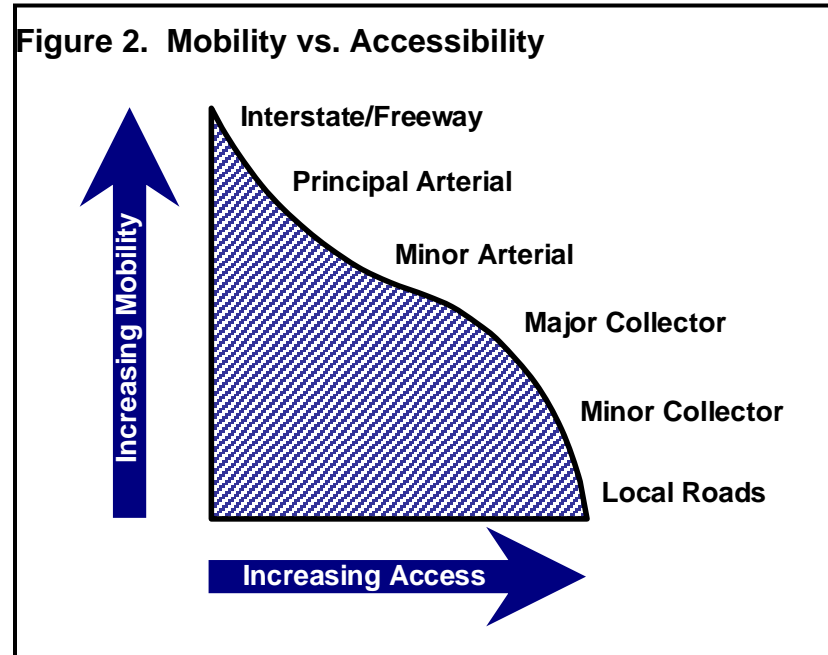
It is the policy of the Sauk County Highway Department to review the County Trunk Highway System to ensure that the roadways are serving their intended purpose (i.e., mobility or accessibility). The primary criteria for defining County Trunk Highways includes functional classification, average daily traffic (ADT) volumes, posted and observed travel speeds, and access control.

2.4 Accessibility vs. Mobility

A highway network serves a dual role in providing (1) access to property, and (2) travel mobility. Access is a fixed requirement, necessary at both ends of any trip. Mobility, along the path of such trips, can be provided at varying levels, usually referred to as "level of service." It can incorporate a wide range of elements

(e.g., riding comfort and freedom from speed changes) but the most basic is operating speed or trip travel time.

The functional classification of a roadway dictates the general level of accessibility vs. mobility (see **Figure 2**). At the upper limit of the system (e.g., principal arterials) are those facilities that emphasize traffic mobility (long, uninterrupted travel), whereas facilities at the lower limits (e.g., local roads) are designed to emphasize land access. Collectors offer a compromise or transition between both functions.



2.5 Rural vs. Urban

The County Trunk Highway System connects cities, towns, and villages, often located in rural areas, to larger urban areas, or other major trip centers. **Figure 3** displays a schematic illustration of a functionally classified rural and urban roadway network. How the County Trunk Highway System is intended to function within rural and urban areas is discussed in the following.

In the rural area, larger cities are generally connected via arterial highways that provide direct service between the urban areas. These arterials are generally State or County owned and the Sauk County Highway Department is likely responsible for the maintenance of these roads, directly for County roads or through contract with WisDOT for State roads. The collector roadways in rural areas generally serve small towns and villages directly, connecting them to the arterial network. The collectors, generally speaking, gather traffic from the local roads, the lowest functionally classified roads which serve individual residences, farms, and other rural land uses.

The same basic concepts apply within an urban area; however, because of higher intensity and varying land uses other considerations, such as access locations and spacing, ADT volumes, posted and observed travel speeds, and traffic control devices become even more important in defining a logical and efficient County Trunk Highway System. It is not uncommon for a State or County highway to pass through an urban area. In fact, this is necessary for the County Trunk Highway System to function properly and ultimately accomplish its primary purpose of connecting cities and villages. When a County Trunk Highway passes through an urban area it is critical that this facility provides a high level of access control to ensure that it is

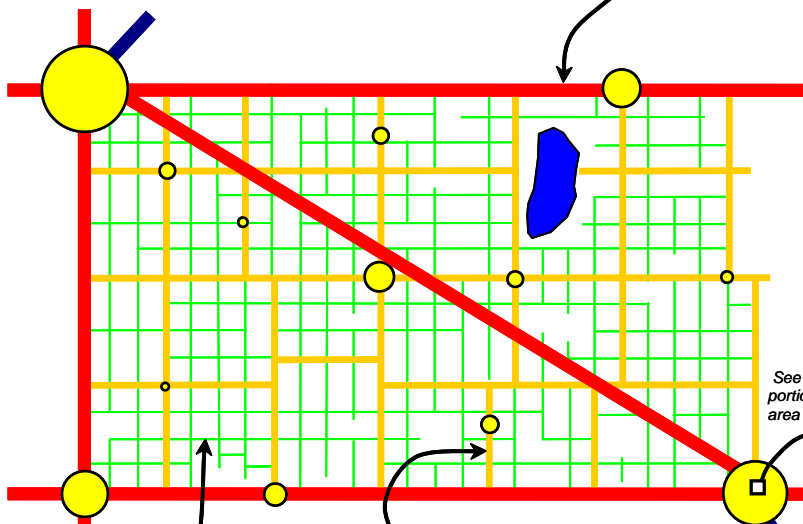
meeting the primary purpose of providing mobility with a minimum number of access points. When a segment of the County Trunk Highway System is no longer serving this purpose, it may be appropriate to evaluate the highway corridor, or segment in question, to determine what actions might be necessary to ensure that the facility serves the intended purpose.

As displayed in **Figure 3**, the principal arterial (State or County) in the urban area should have limited access generally connecting to minor arterials (local municipality) or collector streets. The minor arterials and collector streets in turn provide increasing levels of accessibility to commercial, office, and industrial land uses. The collector roads also provide the primary connection to local streets which provide direct access to neighborhoods and residential areas. Generally speaking, roadways serving a local function should be the local jurisdiction's responsibility and roadways serving a more regional function should be the responsibility of the State or County.

Figure 3. County Highways – Rural vs. Urban Areas

Rural Area

Arterial roads within a rural area are likely state or county owned and are meant to provide a high level of mobility to the traveling public connecting cities and villages.



Local roads provide direct access to serve farms and other rural land uses.

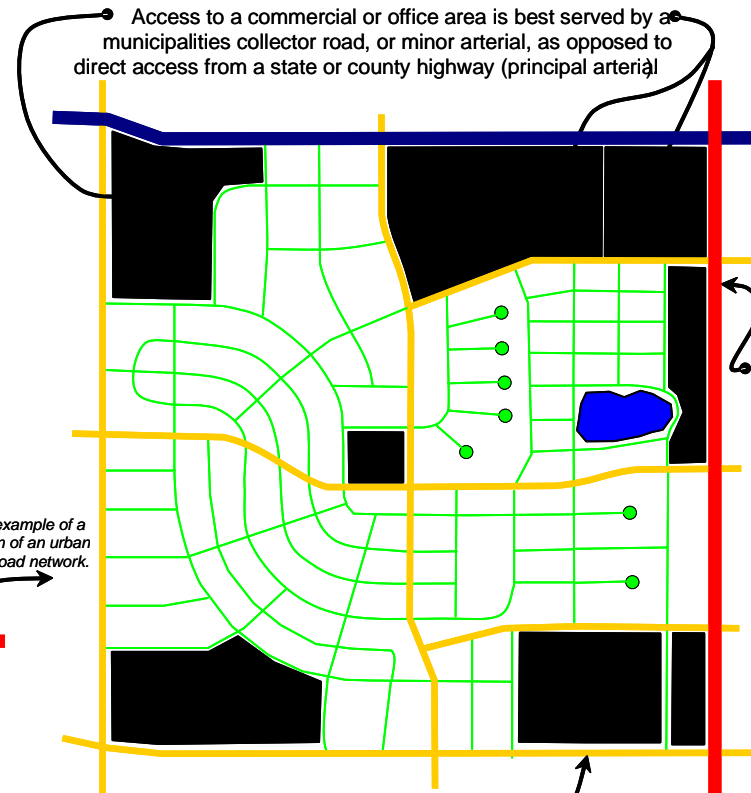
Collector roads provide connections between smaller towns or villages and the arterial system.

See example of a portion of an urban area road network.

NOTE: Schematic Drawing..Not to Scale.

Urban Area

Access to a commercial or office area is best served by a municipalities collector road, or minor arterial, as opposed to direct access from a state or county highway (principal arterial)



A state or county highway (arterial) often pass through an urban area but these facilities should have high levels of access control to ensure they meet their primary purpose of providing mobility with a minimum number of access points.

Collector roads within an urban area

Collector roads within an urban area are generally the responsibility of the local municipality and are intended to serve both access and mobility functions.

LEGEND

	Arterial (State or County Highway)		Urban Area (City, Town, or Village)
	Arterial (Local Municipality)		
	Collector		
	Local Street		School
			Commercial
			Office
			Park / Open Space

3 Driveway Permits

3.1 Purpose.

The purpose of this Policy is to restrict and regulate access onto county highways in order to promote the public safety, convenience, general welfare, economic viability and to protect the public investment of existing and proposed highways, by preventing costly road improvements, premature obsolescence, and to provide for safe and efficient ingress and egress to Sauk County Highways.

A copy of the current Utility permit can be found at the following link:

<https://www.co.sauk.wi.us/sites/default/files/fileattachments/highway/page/1439/driveway.pdf>

3.2 Definitions

For the purpose of simplicity, the following terms shall be applied as indicated throughout this policy.

3.2.1 General.

- (1) The present tense includes the future tense and the singular tense includes the plural.
- (2) The word "shall" is mandatory; the word "may/should" is permissive.
- (3) The words "used" or "occupied" also mean intended, designed or arranged to be used or occupied.
- (4) The word "person" includes any individual, firm, association, joint stock association, organization,

partnership, limited, trust, body politic, governmental agency, company, corporation and includes any trustee, receiver, assignee, or other representative thereof.

- (5) All distances unless otherwise stated shall be measured in the horizontal direction.

3.2.2 Definitions.

- (1) ACCESS. Driveway or road access point for any motorized/non-motorized vehicles except for State of Wisconsin funded snowmobile trails.
- (2) ACCESS PERMIT. A permit from the Sauk County Highway Department granting access onto a CTH.
- (3) ADT. Average Daily Traffic generated on a given road or highway.
- (4) COUNTY TRUNK HIGHWAY (CTH). Any segment of a Sauk County Trunk Highway.
- (5) DRIVEWAY. Any access for motorized/non-motorized vehicles to one or two parcels.
- (6) LOCAL CTH. Any CTH outside the municipal boundaries of a city or village with a speed limit of 25 m.p.h. or less
- (7) PARCEL. The area of land within the property lines of a given piece of property.

- (8) **ROAD.** Any road, street, alley, expressway, highway, avenue, parkway, lane, drive, boulevard, circle, bypass or other pathways intended for the use of motorized/non-motorized vehicles to obtain access to more than two parcels.
- (9) **RURAL CTH.** Any CTH with a 55 m.p.h. (88km/h) speed limit.
- (10) **SEMIURBAN CTH.** Any CTH outside of the municipal boundaries of a city or village with a speed limit below 55 m.p.h. (88km/h).
- (11) **URBAN CTH.** Any CTH within the municipal boundaries of a city, village, or township with a speed limit below 36 m.p.h. (57.6km/h).

3.3 Regulations

- (1) **Existing Access.**
Any use of access to a CTH (via driveway or road) prior to the effective date of this Policy will be allowed provided a permit has been issued or the access is used for an agriculture related residence or agriculture field entrance.
- (2) **Vacated Access.**
If the Sauk County Highway Department considers the use of an access to have been discontinued for a period of at least two years, the Highway Department shall notify the owner by certified mail that the access is to be considered vacated. The

Highway Department will allow the owner thirty (30) days to reply. If after this time period the Highway Department decides that the access has been abandoned for at least one year, the access shall be considered vacated and its use will be illegal thereafter.

Any further use of this access after this period will require a permit and be subject to the regulations of this Policy as a new access. It will no longer be considered an existing access.

- (3) **Access to Highway.**
Entrance upon or departure from a CTH shall be prohibited except at locations specifically designated by this section. No road shall be opened into or connected with any CTH, under this section or converted from one use of access to another use of access without an ACCESS PERMIT.
- (4) **Land Division and Zoning Approvals.**
 - a. The Sauk County Land Resources and Environment Department shall not approve the division of land without prior authorization from the Sauk County Highway Department verifying that access can be provided pursuant to the Sauk County Highway Access Control Policy.
 - b. The Sauk County Land Resources and Environment Committee or Sauk County Board of Adjustment shall not approve the rezoning of land, conditional use permits, or special exception permits for parcels without prior authorization from the Sauk County Highway

Department verifying that access can be provided pursuant to the Sauk County Highway Access Control Policy.

- c. The Sauk County Land Resources and Environment Department shall not issue any land use permits for the purpose of erecting a structure on parcels that do not have an existing approved driveway access without prior authorization from the Sauk County Highway Department verifying that access can be provided pursuant to the Sauk County Highway Access Control Policy.

(5) Access Spacing and Frequency.

- a. In a case where a property owner owns more than one adjacent parcel (of the same land use) with frontage, all parcels shall be treated as a single parcel for the purposes of this section.
- b. Where a property owner owns more than one adjacent parcel with frontage, all of which are zoned agricultural, no more than six accesses shall be allowed in a mile (see Sec. 3.3(5)h).
- c. Only one access shall be allowed per parcel zoned residential.
- d. COMMERCIAL AND INDUSTRIAL zoned parcels may be allowed two points of access provided they each separately meet the remaining criteria of this policy, and require more than 50 parking spaces.

- e. ACCESS TO MINOR ROAD. Whenever possible, access should be granted onto the most minor road adjacent to the property when there is a choice between roads.

- f. ACCESS PERMITS shall not be issued where the horizontal distance between access points measured at the centerline, would become less than:

- 200' for RURAL CTH
- 150' for SEMIURBAN CTH
- 100' for URBAN CTH

- g. Field Entrances may have a driveway at a distance not less than 200 feet from the centerline of the proposed Field Entrance to the centerline of an existing driveway.

- h. MAXIMUM ACCESS POINTS PER SIDE PER MILE shall be no more than:

- 6 for RURAL CTH
- 12 for SEMIURBAN CTH
- 36 for URBAN CTH

unless there is no other way of providing access to the existing parcel. This distance is to be measured one half of a mile in each direction from the centerline of a proposed driveway and is to count all driveway centerlines within one half of a mile in each direction.

- i. PRIVATE ENTRANCES ON CORNER LOTS. Access on a corner lot shall not be allowed at a distance of less than:

- 300' for RURAL CTH
 - 150' for SEMIURBAN CTH
 - 100' for URBAN CTH

from the centerline of an intersecting road to the CTH.

- j. ROAD ACCESS in addition to the remaining criteria in this policy, must be at least:

- 1000' for RURAL CTH
 - 500' for SEMIURBAN
 - 400' for URBAN CTH
 - 250' for Local CTH

from the nearest road which enters onto the CTH in question. Where possible roads should NOT be staggered, creating "T" intersections, but connect with another road on the other side of the highway.

- k. SAFETY shall not be interfered with due to access locations near hills, curves or other locations which may not be in clear and apparent view of on-coming traffic.

(6) Paved Apron.

Access onto a CTH may require a paved apron within the right-of-way of the CTH, at owner's expense, in instances when usage or drainage warrants.

(7) Design Standards.

Driveways and roads within the CTH right-of-way must comply with the following design standards:

- a. CULVERTS, when required, must be at least 20 feet long plus endwalls, placed at least 1 foot under the access, be a minimum of 15 inches or equivalent in diameter or as large as needed for adequate drainage, be at least 10 feet from the nearest culvert, and be constructed of corrugated metal, concrete, or plastic with endwalls.
- b. ACCESS HEIGHT at the point of the culvert, shall be equal to/or lower than the level of the outside edge of the road shoulder.
- c. SLOPES to the side of the access shall not be steeper than 4 to 1 (25 percent desirable) or that of the embankment of the existing CTH whichever is less.
- d. RETAINING WALLS, STONE WALLS, ETC. shall not be allowed on driveways or within right-of-way.
- e. ANY PAVEMENT of access shall consist of asphalt (concrete shall not be allowed).
- f. ANY PAVEMENT in the right-of-way, whether new, resurface, or replacement may be required to be replaced at the owner's expense when it causes a safety or drainage problem.
- g. CROWNING of access shall be provided with a minimum pitch of 1-1/2 percent towards the side of the access.
- h. CURB AND GUTTER shall not be allowed within the CTH right-of-way for private access.

- i. ANGLE of a driveway shall be as close to 90 degrees with the centerline of the CTH as possible, but not less than 75 degrees.
- j. FACING ACCESS on opposite sides of a CTH shall be located directly opposite each other whenever possible.
- k. SHARED ACCESS is encouraged to minimize the number of access points and interruption of traffic flow.
- l. TYPE "A" ACCESS: PRIVATE DRIVEWAYS with access to one or two agricultural or residential parcels must have a driveway width of 20 to 24 feet and a return radius of 20 feet (see Figure 5).
- m. TYPE "B" ACCESS standards (see figure 6) must be used for residential with 3-20 units, and commercial or industrial with up to 25,000 square feet.
- n. TYPE "C" ACCESS standards (see figure 7) must be used for residential with over 20 units, and commercial or industrial over 25,000 square feet.
- o. BYPASS LANE is required where the ADT of the CTH access enters onto is 2500 or more for type B access, and 1000 or more for type C access.
- p. TURNAROUNDS should be provided so that vehicles do not need to back out onto a CTH.
- q. EXISTING CTH PROPERTY including road surfaces, curbs, shoulders, slopes, ditches and vegetation shall be restored to its original condition.
- r. VISION CORNERS must be free of all obstructions at each access point in accordance with the applicable VISION CORNER diagram

below. Driveway Vision corners are to be measured from a point 3.5 feet above the center of the proposed access, 15 feet back from the edge of pavement of the CTH, to two points 4.5 feet above the center of the nearest on-coming lane of the CTH in each direction, at a distance of "D" from the point where the CTH meets the center of the proposed access. Distance "D" shall correspond to the speed limit of the road. If the given speed limit is not listed, the next highest speed limit shall be used. Signalized intersections need only meet the standards provided for driveways, in addition to approval by the Sauk County Highway Department.

(8) Hidden Driveway Sign Policy.

a. Purpose

Currently the Manual on Uniform Traffic Control Devices (MUTCD) and Wisconsin DOT standards do not recognize blind/hidden driveway/access signage. Wisconsin MUTCD and WisDOT Traffic Engineering, Operations & Safety Manual (TEOpS) do recognize Hill Blocks View signage for situations that meet the guidelines in TEOpS 2-3-14. The Sauk County Highway Department understands that property owners may feel that signage for access points, either existing or new, would benefit from Hidden Driveway warning signage. This policy will lay out a procedure to assess and implement signage requests on County Highways.

b. Hidden Driveway Sign Installation (Existing Access)

- a. In a case where a property owner requests a sign regarding their existing driveway access that does not meet the Hill Blocks View standards, the following MAY be used to determine if a “Hidden Driveway Ahead” or similar sign is warranted:
 - i. The driveway must have inadequate sight distance per the Minimum Visibility Distance chart in the WisMUTCD Section 2C.36 when determining the need for the sign.

<i>Minimum Visibility Distance</i>	
Posted or 85 th Percentile Speed	Minimum Visibility Distance
25 MPH	280
30 MPH	335
35 MPH	390
40 MPH	445
45 MPH	500
50 MPH	555
55 MPH	610
60 MPH	665
65 MPH	720

- ii: Crash History – If the driveway does not meet the criteria above, but a crash analysis indicated there is a crash

history at the driveway location, a sign MAY be considered.

- b. These requests shall be made to the Sauk County Highway Commissioner and will be reviewed on a case-by-case basis. When a Hidden Driveway sign is deemed allowable by this policy, ALL costs associated with sign installation shall be incurred by the property owner requesting the sign(s).

(c) Driveway Sign Installation (Proposed Access)

In a case where a property owner requests a County Driveway Permit, Section 3 – Regulations of the driveway policy shall govern. When access is not feasible or economically impractical to meet the Highway Access Policy, the following SHALL be used to determine if a “Hidden Driveway Ahead” or similar sign is allowed:

- a. The commissioner MAY approve the driveway permit stating “The driveway access is not recommended due to (Section 3 - Regulations)”, or similar verbiage. If the property owner requests a “Hidden Driveway Ahead” sign, at the time of permit approval or in the future, ALL costs associated with sign installation shall be incurred by the property owner requesting the sign.

(d) Sign Costs

- a. Hidden Driveway Ahead signage installed utilizing (2) and (3) of this policy shall pay the following costs:

- i. Administration Fee \$100/Sign.
- ii. Cost of Sign \$50
- iii. Installation fee of \$250/Sign

3.4 Administration and Enforcement

(1) Administration.

The Sauk County Highway Department is hereby authorized to administer this policy.

Applications for permits and variances shall be made to the Sauk County Highway Department. The Highway Commissioner or his designee shall review the proposed development or construction and shall either grant or deny the proposed access based upon the provisions, standards, and requirements of this policy, within Thirty (30) working days.

(2) Interpretation.

All restrictions on the use of land is restricted to the objects, growth, and use of land within the right-of-way of the Sauk County Highways. Whenever it is questionable as to whether or not an object or a part of an object is within the jurisdiction of this policy, the entire object shall be considered to be entirely within.

(3) Permits for Driveways and Obstructions, such as, Fences, Shrubs, Etc., on Highway Access.

No structure, object, excavation nor growth shall be constructed, reconstructed, altered, placed, installed, or planted within the right-of-way of a CTH until an ACCESS PERMIT has been issued by the Sauk County Department.

Said permit shall be placed in clear view as near to the point of proposed construction or access as possible. An access permit shall expire one year from the date of issuance. All construction must be completed within this time. The Sauk County Highway Department may extend approval of an access permit.

The permittee shall be liable for all materials, labor and other costs connected with the construction of the access within the highway right-of-way. The County of Sauk shall not be liable for any damage or injury which results from the construction of an access. Sauk County shall not be responsible for any maintenance of a private access/access culvert including the removal of snow, ice, or sleet from the access.

Mowing within the right-of-way is exempt from the access permit requirement provided the right-of-way being maintained is adjacent to land owned by the party that is ordering the activity to be completed

(4) Hazard Marking and Lighting.

Any access location shall during construction within the right-of-way be provided with adequate hazard marking and lighting to prevent possible accidents. The hazard marking and lighting shall be provided by the owner of the parcel to which the access will enter.

(5) Appeals.

Any person aggrieved by any decision made in the administration of this Policy may appeal to the Sauk County Highway Committee. Appeals shall be filed within thirty (30) calendar days following the administrative decision by the Sauk County Highway Department. Appeals shall be filed in writing with the Commissioner. The appeal shall specify the legal description of the parcel and access location in question, and the reason given for the appeal.

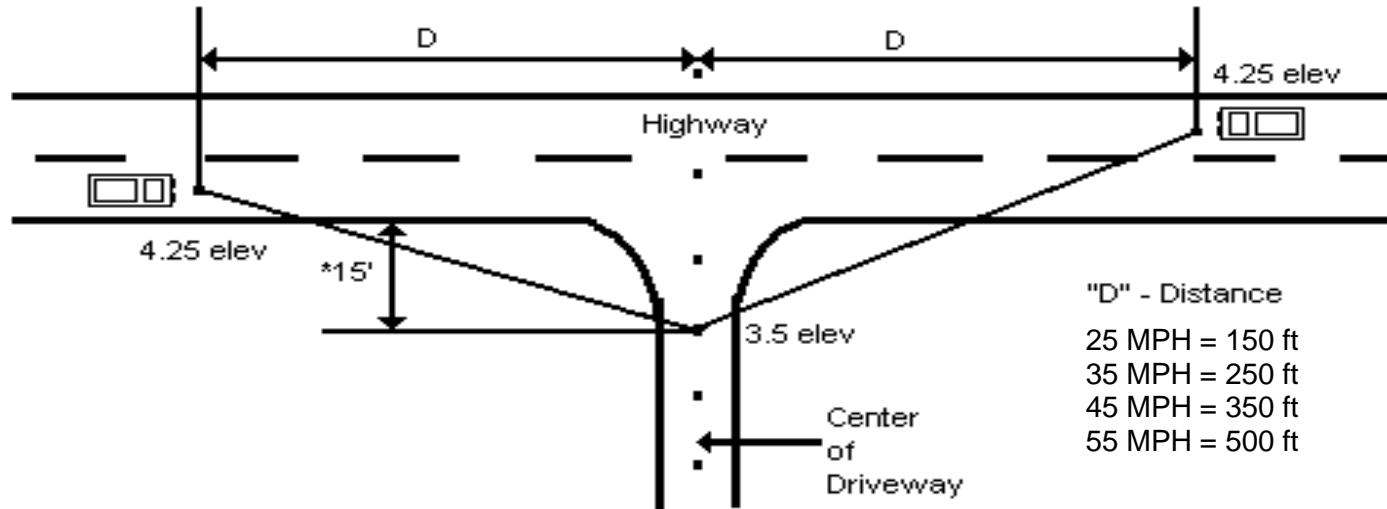
The Highway Committee shall make a decision on the appeal within forty five (45) calendar days from the day the appeal was filed. The decision of the Highway Committee shall be made by the majority present.

(6) Violations.

In the case of any violation of this policy, the Commissioner may institute appropriate legal action. Each day in which a violation continues to exist shall constitute a separate offense.

Vision Triangles

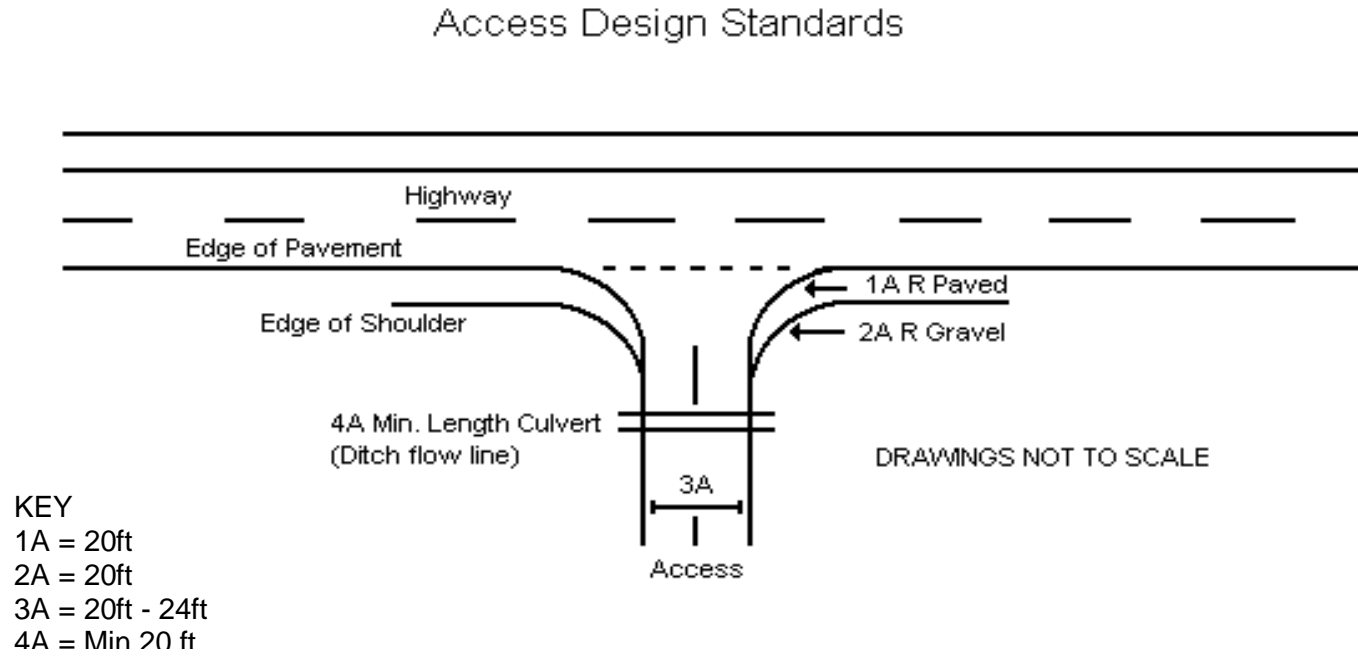
Figure 4. Driveway Vision Triangles:



DRAWINGS NOT TO SCALE

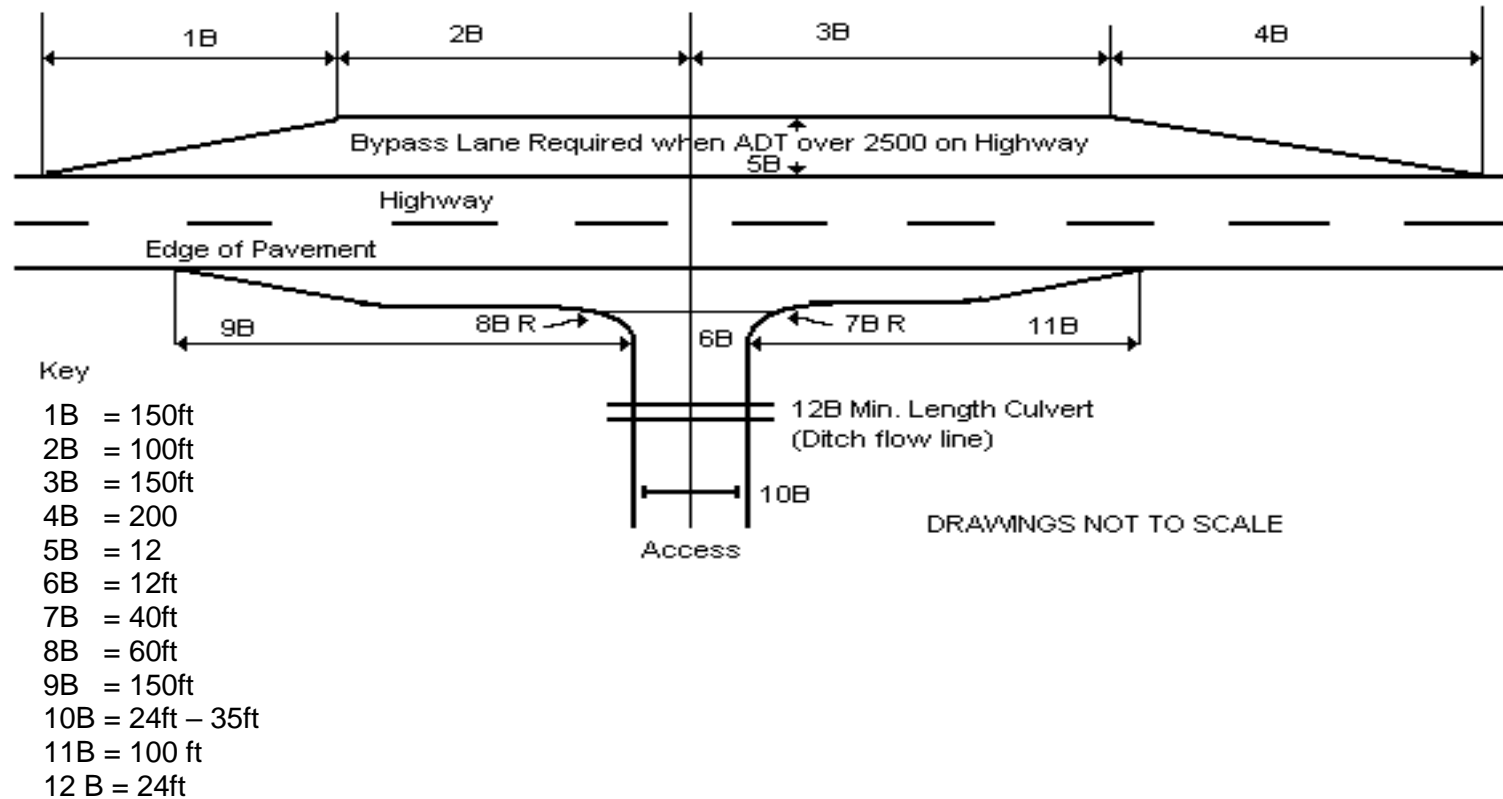
Access Design Standards

Figure 5. Type "A" Access



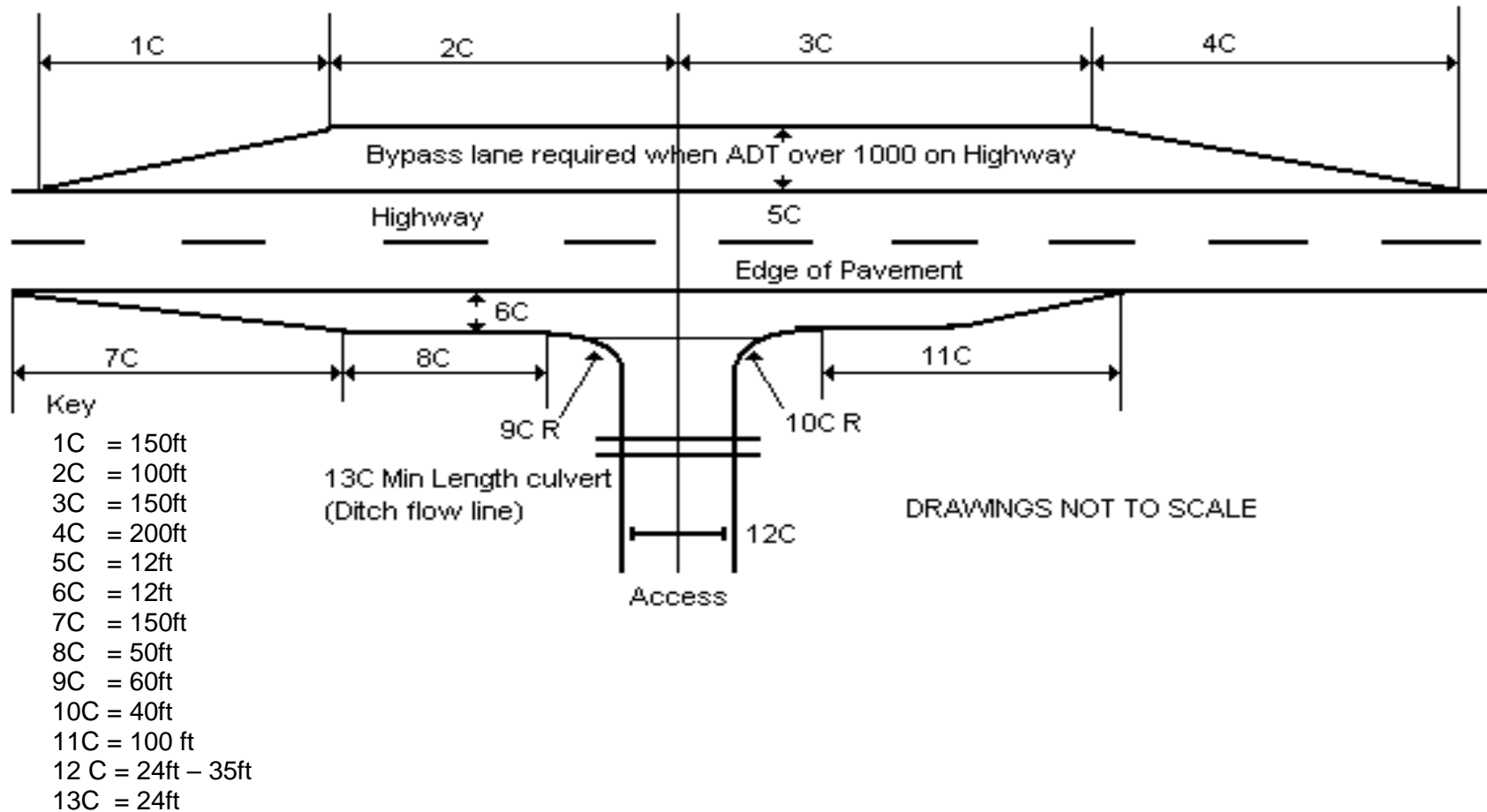
TYPE "A" ACCESS

Figure 6. Type "B" Access



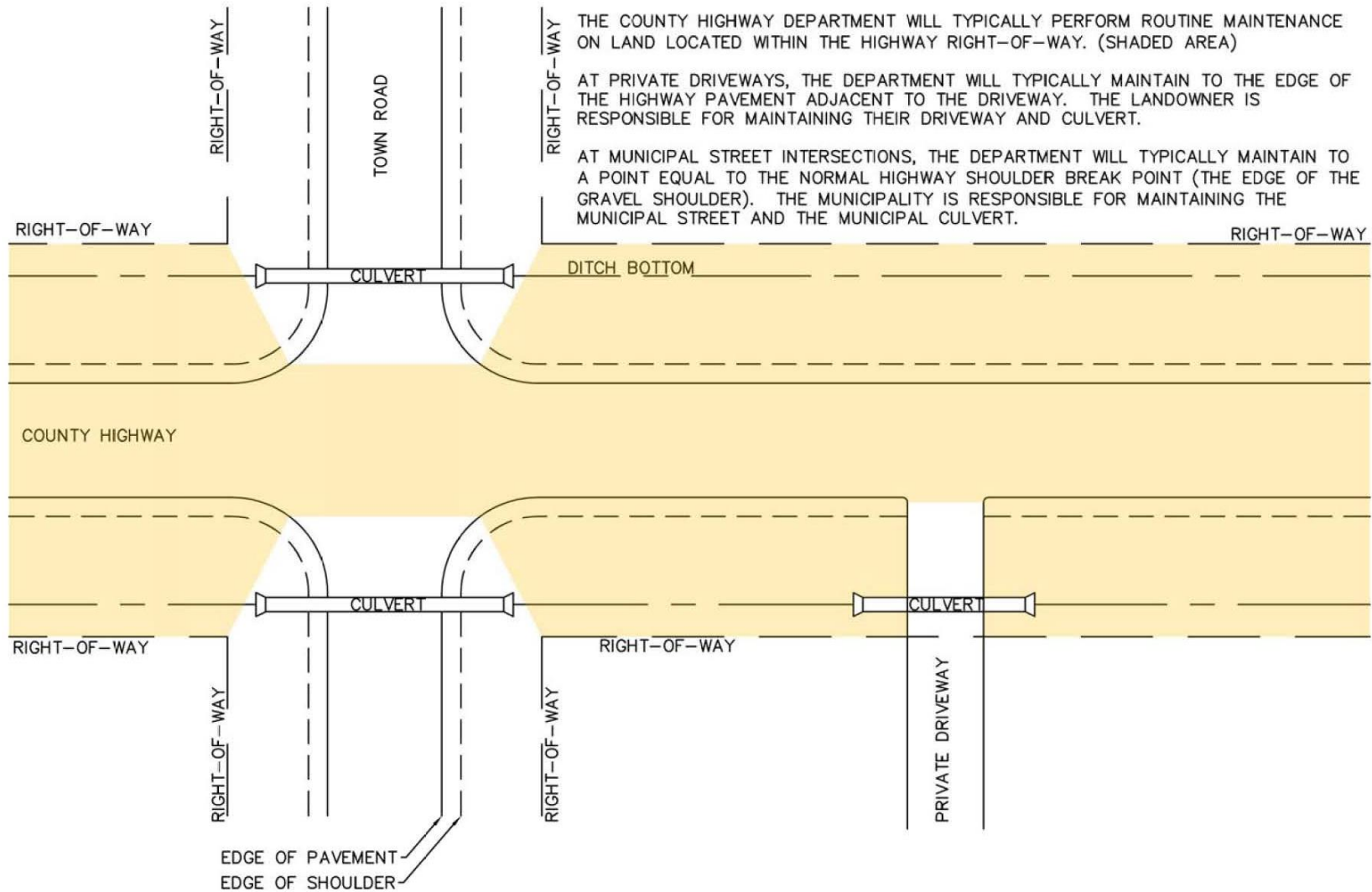
TYPE "B" ACCESS

Figure 7. Type "C" Access



TYPE "C" ACCESS

Figure 8. Typical Maintenance Limits for County Highway Intersections with Side Road and Driveways



4 Public Right-of-Way

A public right-of-way is an easement that allows the public to traverse private property. The most common right-of-ways are land owned by the county adjacent to County Trunk Highways and along recreational trails. The Sauk County Highway Department will provide right-of-way information to property owners, registered land surveyors, and utilities for county maintained roads and trails.

In addition to accommodating county highways or travel ways, the public right-of-way is commonly used to accommodate public utilities. Utility companies may on occasion work within the public right-of-way to repair existing utilities or to install new utilities to accommodate new developments

4.1 Purpose

It is the goal of the Sauk County Highway Department to provide right-of-ways which are safe and free of unnecessary hazards for the traveling public. It is also necessary for utility companies to have access to right-of-ways to provide valuable and necessary services to Sauk County residents and businesses. This section describes proper and improper uses of the public right-of-way.

4.2 County Highway Right-of-Way

Wisconsin State Statute 86.07(2) requires that the Sauk County Highway Department issue a permit for any work done within a county highway right-of-way. The county highway right-of-way is typically described by a line extending 33' on each side of the highway centerline. However, if right-of-way was purchased for

a highway project the actual right-of-way may be much farther than 33' from the centerline. Anyone planning on performing work within a county highway right-of-way should contact the Sauk County Highway Department prior to starting any work. Anyone who fails to contact the Highway Department and performs work within the county highway right-of-way will be responsible for any costs associated with correcting any work if necessary.

Sauk County also keeps an online record of highway plans that can help to determine right-of-way located at the link below.

<https://gis.co.sauk.wi.us/HighwayPlanFinder/#>

4.3 Public Utilities

Utilities are often located within the public right-of-way adjacent to county highways. Maintenance is common near existing utilities and new utilities may be installed to accommodate new developments. Please see the **Utility Accommodations** section of this manual for specific details regarding the repair or installation of utilities within the public right-of-way.

4.4 Private Property

The following sections describe common issues that arise regarding the public right-of-way and private property.

4.5 Right-of-Way Encroachments

Order and Notice:

Encroachments upon the highway right-of-way in Wisconsin §86.04 states in part as follows:

“If any Highway right-of-way shall be encroached upon, under or over by any fence, stand, building or other structure or object, the County Highway Commissioner (in the case of a County Trunk Highway), may order the occupant or owner of the land through or by which such highway runs, and to which the encroachment shall be appurtenant, to remove the same beyond the limits of such highway within 30 days.”

Thus, as with other encroachments to a highway, “roadside receptacle” is accidentally damaged in the process of removing snow, mowing the right-of-way graveling the shoulder, or any other act of maintenance or construction on the roadway right-of-way, it is the owner of the object, the landowner’s or occupant’s obligation and responsibility to repair or replace the receptacles.

The Highway Department may on occasion come upon right-of-way encroachments created by private property owners. An encroachment is any prohibited use or activity within the right-of-way therefore restricting the full use or purpose for which the right-of-way was established. It is the policy of the Sauk County Highway Department to review and correct these right-of-way encroachments on a case-by-case basis. Encroachments may include, but are not limited too, improperly located mailboxes, trees, signs, crops, fences, headwalls, etc.

4.5.1 Memorials

Loss of life from a traffic crash has a devastating impact on families and friends of the victim. The Highway Department understands the distressing shock of such a loss of life and recognize that some people desire to grieve by placing a memorial within a highway right-of-way near the crash site. The Highway Department also recognizes the fact that roadside memorials may be a safety hazard. It typically is not a good idea to place memorials in the right-of-way as they distract driver attention from the road.

It is best to remove the memorial as soon as possible if it poses a safety concern, for example:

- If it is in a dangerous area (an accident already has occurred).
- If it interferes with roadway safety features or vision.
- If it negatively impacts the free flow of traffic.
- If it would be hazardous if it were hit.

A memorial may also be removed if:

- If it interferes with routine maintenance.
- It falls into disrepair.
- The department receives a complaint.

Sauk County Highway Department works to mirror the guidelines noted for state highways regarding the placement and maintenance of memorials along highways located at:

www.dot.wisconsin.gov/business/rules/memorials.htm

4.5.2 Miscellaneous Signs

Any signs along roadways, including political/campaign signs, garage sale, for sale, etc. pose potential hazards. Improperly placed signs can:

- Obstruct a motorist's view.
- Distract a driver's attention.
- Compound damages or injuries in the event of a crash.
- Endanger the safety of individuals who are erecting signs along busy highways.
- Present obstacles to crews who maintain (mow) roadways.

Political/campaign signs, especially larger billboard-type signs, are particularly dangerous when placed in vision areas at intersections. **Wisconsin §86.19** does provide for a \$10 to \$100 fine for signs that violate the law. **Wisconsin Administrative Rule Trans 201.16-Political Signs** and the WisDOT political sign area of their web site also provide political sign and other miscellaneous sign information.

Political/campaign sign resources:

<http://legis.wisconsin.gov/statutes/Stat0086.pdf>
<http://legis.wisconsin.gov/rsb/code/trans/trans201.pdf>
<https://wisconsin.gov/Pages/doing-bus/real-estate/outdoor-adv/improp-placed-signs.aspx>

Typically, the Highway Department is directed to remove political signs found within highway right of way, especially if the signs pose a safety hazard. The Highway Department will make reasonable attempts to preserve campaign signs that are taken down and to provide campaign offices with an opportunity to claim the signs.

Sauk County Highway Department works to mirror the guidelines noted for state highways regarding the placement of political signs along highways located at:

<https://wisconsin.gov/Pages/doing-bus/real-estate/outdoor-adv/improp-placed-signs.aspx>

4.5.3 Refuse Containers

Refuse containers (including garbage and recycle containers) are not to be placed on the shoulder of roadways. They are best placed in the driveway to which they serve, off the shoulder line of the highway. Any encroachment should be brought to the attention of the local unit of government that holds the contract with the firms serving the refuse service (i.e. Town, Village, or City) for corrective action. Sauk County Highway Department does not issue written permits for the placement of containers within the public right-of-way.

4.5.4 Manure Pipelines

Agriculture activities often require the transport of manure from lagoons or other storage areas to farm fields. Transporting this material in vehicles is costly for farm operations and results in repeated heavy loads on County Highways. To reduce agricultural operating costs and reduce heavy loads on County Highways, it is mutually beneficial for manure pipeline systems to be used for transporting material to the farm fields. Occasionally this will require the pipeline to cross a County Highway. Existing culverts are typically permitted to be used for these crossings. When an existing culvert is not available, the Department may work with farmers to install a culvert to be used. Requests for culverts should be submitted to the

Highway Commissioner. Typically requests will be approved if the following conditions are met;

- The anticipated saving on the county's infrastructure is greater than the county's cost of the culvert installation.
- The applicant cost shares 50% of the project costs.
- The culvert installation won't compromise highway safety.
- The culvert installation won't compromise the highway's structural integrity.
- The culvert installation will not cause extra or unwanted water flow onto adjacent parcels.
- The project is constructed with boring equipment if the roadway pavement is less than 5 years old.
- The crossing is more than 250' from an existing culvert suitable for using as a manure pipeline crossing.

Manure Pipeline requests that do not meet the conditions above will typically be denied by Department staff. Applicants may appeal the decision. Appeals will be reviewed by the Highway Committee on a case-by-case basis.

4.5.5 Mailboxes

Mailboxes are the only structure that private owners are permitted to install within the public right-of-way. Neither the Sauk County Highway Department nor U.S. Postal Service issue written permits for the placement of mailboxes within the public right-of-way.

Ownership and Liability

The mailbox installation and support, along with the on-going maintenance and conformity with current U.S. Postal Service standards, are the responsibility of the property owner. All mailboxes placed within the public right-of-way are owned by the property owner and are placed there at the owner's risk. This section of the manual is not intended to and shall not be construed to create any affirmative duty on the part of the Sauk County Highway Department to locate and remove improperly installed mailboxes.

Location and Installation of Mailboxes

The proper location and installation of mailboxes can minimize potential hazards and provide for safe travel, convenient mail delivery, and effectively accommodate maintenance activities. Figure 9 displays the proper location of a mailbox. Mailboxes should be located on the right-hand side of the road in the carrier's travel direction and should be conveniently placed so the carrier does not have to leave the vehicle to deliver the mail. All mailboxes should be mounted at a height of 42 to 48 inches from the road surface to the bottom of the mailbox. The U.S. Postal Service recommends that property owners contact the postmaster or carrier before erecting or replacing mailboxes and supports as installation recommendations may vary due to road, shoulder, and curb conditions.

Mailbox Supports

Mailbox supports must be designed so that if struck, it will bend or fall away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public. Massive supports such as telephone poles, heavy metal posts, concrete posts,

antique farm equipment, or other similar items are prohibited. No other objects, including, but not limited to, landscaping boulders or fences may be placed near the mailbox. If possible, all newspaper tubes and mailboxes shall be placed on the same post to avoid unnecessary posts within the public right-of-way. The following illustrates examples of unacceptable mailbox installations and supports:

- Mailboxes or supports that encroach upon the travel way or shoulder of a roadway.
- Installations with more than one vertical support.
- A single support containing more than two mailboxes unless specifically approved by the Highway Department.
- A support using unsafe materials stronger than a wooden 4 x 4-inch post or a 2-inch diameter metal pipe that weighs more than three (3) pounds per lineal foot.
- A mailbox that is not U.S. Postal Service approved.
- Adjacent mailbox installations whose respective supports are spaced closer than 30 inches measured from center of support to center of support.
- Any neighborhood delivery or collection box units.

Replacement of Damaged Mailboxes

The Sauk County Highway Department will repair or replace properly located and installed mailboxes and/or supports

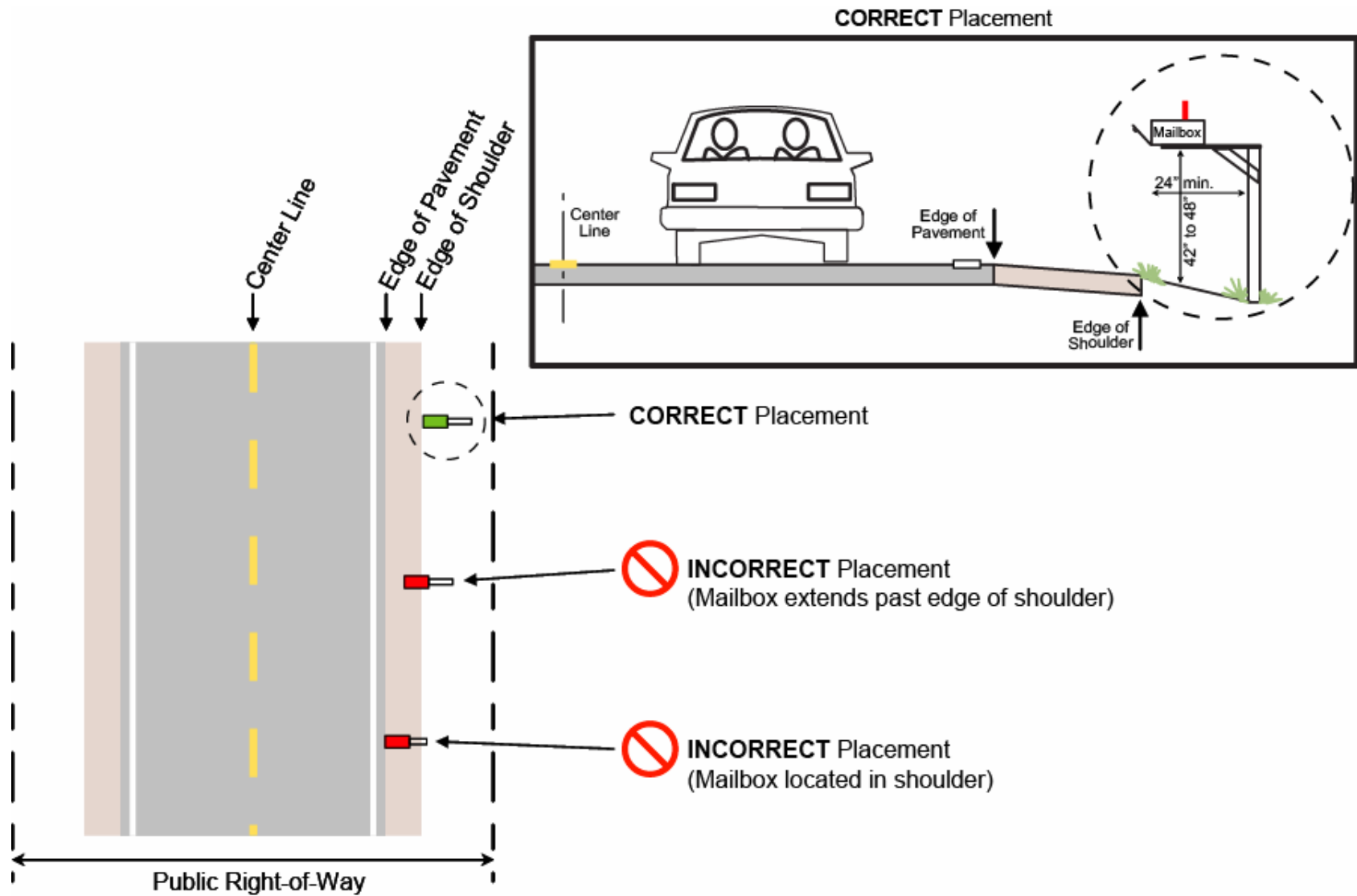
damaged by actual physical contact with a county highway department truck or equipment. Any mailbox that is repaired or replaced by the Sauk County Highway Department does not imply a change of ownership. The Highway Department does not provide special mailbox installations or decorative designs. For mailboxes damaged during snow removal activities, please see the Frequently Asked Questions section of this manual to determine if the county or property owner is responsible for repairing the damage.

The Highway Department will attempt to replace all damaged mailboxes within seven (7) days of being notified. However, weather conditions and/or maintenance activities (e.g., excessive snow piles, frozen ground, on-going snow removal) may delay repair or replacement of damaged mailboxes. If this occurs, a temporary mailbox may be installed until such time that the damaged mailbox can be adequately repaired or replaced.

Owner's Responsibilities

The U.S. Postal Service states that Customers must remove obstructions, including vehicles, trash cans, and snow, that impedes the efficient delivery of mail. The Highway Department also encourages the removal of snow near mailboxes to help facilitate the safe and convenient delivery of mail, reduce potential conflicts between mail delivery vehicles and the traveling public, and to reduce the possibility of damaged mailboxes resulting from repeated snowplowing and pushing of snow toward the mailbox.

Figure 9. Proper Mailbox Installation



4.5.6 Plantings, Crops, and Other Vegetation

The Sauk County Highway Department is responsible for providing a safe and reliable travel way to accommodate the traveling public. Plantings, crops, and other vegetation that is growing within the public right-of-way has the potential to create a safety hazard, may make it difficult for the Highway Department to perform routine maintenance, and may interfere with existing utilities and/or traffic control devices (i.e., stop signs, speed limit signs, no passing signs, etc.). The Highway Department will take action to correct such obstructions if they become a hazard. **Figure 10** displays an example of how planting, crops, or other vegetation might obstruct the traveling public.

Obstruction of Intersections

No person shall maintain, plant or permit to remain on any private or public premises situated, at the intersection of two (2) or more roads, any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.

Obstruction of Traffic Signs

It is unlawful for any person to plant, cause to grow, allow to grow, or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign. It shall be the duty of every owner of such tree, brush, shrubbery or vegetation to remove such obstruction. If the owner does not adequately maintain any trees, bushes, shrubbery or vegetation then the Highway Department will have the authority to perform the necessary maintenance including the possible removal of the obstruction.

Routine County Maintenance

The Highway Department performs routine mowing and other maintenance along most County Highways throughout the growing season. In the process of mowing, or other maintenance activities, the Highway Department personnel may come upon plantings, crops, or other vegetation that encroaches on the public right-of-way. In extreme cases, the Highway Department personnel should notify the Highway Commissioner of the encroachment. The Highway Commissioner will inform the Highway Department personnel on how to proceed which may include the immediate clearing of the obstruction if it creates a potential safety hazard to the traveling public. If it is determined that the obstruction does not create an immediate hazard, the Highway Commissioner or designated department personnel may notify the property owner of the encroachment and request removal.

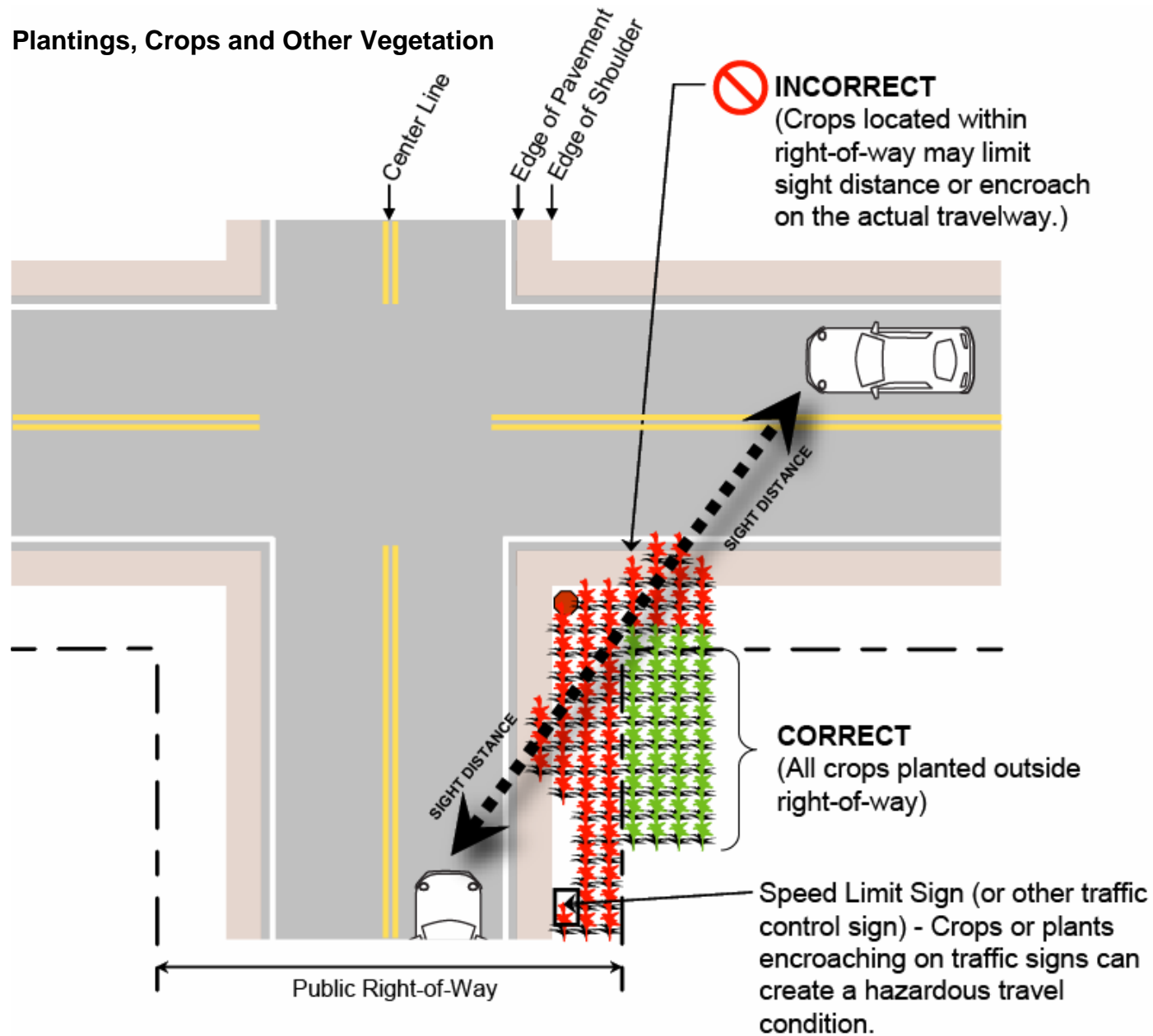
Utility Maintenance

Utility companies may on occasion clear trees, bushes, shrubbery or vegetation that might interfere with overhead and other utilities located within the public right-of-way. This practice is done to ensure a safe and reliable provision of services throughout the County.

Owner Responsibilities

A property owner may mow the portion of their property that is located within the public right-of-way. Property owners may also clear vegetation within the right-of-way. Extreme caution should be taken when performing maintenance within the public right-of-way. Please note that a permit is required when performing excavation within the county right-of-way. A permit may be obtained by calling (608) 355-4855 or on the Sauk County website.

Figure 10. Plantings, Crops and Other Vegetation



4.5.7 Trees

Questions such as “Who owns the trees?” and “Who is responsible for their care?” often arise when trees are located near or within the public right-of-way. The following provides details regarding trees that are planted within and outside the public right-of-way. **Figure 11** displays an example of who is responsible for the care of these trees.

Within Public Right-of-Way

The duty for caring for trees in the public right-of-way resides with the Sauk County Highway Department. The Highway Department will have the authority to trim, prune, or cut down trees within a public right-of-way. This is a power that the Highway Department may, not must, exercise. The Highway Department will cut down a tree if it lies within the public right-of-way and constitutes a hazard to the traveling public. Utility companies may also have the authority to trim, prune, or cut down trees that are located with the public right-of-way and may impact the utility lines or other utility services.

Outside Public Right-of-Way

The duty for caring for trees outside the public right-of-way resides primarily with the property owner. If a tree overhangs or extends into the public right-of-way, the Highway Department may trim or prune the tree to improve sight distance, eliminate any obstruction of traffic control signs or devices, and other reasons as determined by the Highway Department.

In some cases it may be necessary for a tree that is located outside the public right-of-way to be cut down to improve safety for the traveling public or to eliminate potential conflicts with utility lines. Examples may include trees outside the public right-of-way that are dead, dying, diseased or severely leaning, that could cause damage. In such cases the Highway

Department will notify the property owner of the specific concern.

Rights to Wood

When it is necessary to remove trees located in the public right-of-way, the adjacent property owner shall have a right of first refusal to keep the wood. Except in cases of diseased trees (Ash Bore for example), the Highway Department may dispose of the wood to prevent the potential spread of any diseases.

4.5.8 Fences and Other Structures

Fences and other structures are required to be located outside the public right-of-way. Wisconsin State Statute 86.03 states that no person shall build or reconstruct any fence within the public road right-of-way. **Figure 12** displays an example of the proper and improper location of fences as they relate to the public right-of-way.

4.5.9 Headwall Structures

Headwalls, or retaining walls, while being aesthetically pleasing, may pose potential hazards to the traveling public and may hinder highway maintenance and/or snow removal. If a property owner constructs a headwall, the entire structure must be located outside the public right-of-way. **Figure 13** displays an example of the proper and improper location of headwalls as they relate to the public right-of-way. Improperly constructed headwall structures, within the public right-of-way, will be required to be removed.

4.5.10 Driveway Approaches

All driveway approaches that connect directly to a County Highway must receive approval from the Sauk County Highway Department prior to construction. Please refer to the **Driveway Permit** section of this manual.

Figure 11. Tree Care Responsibility

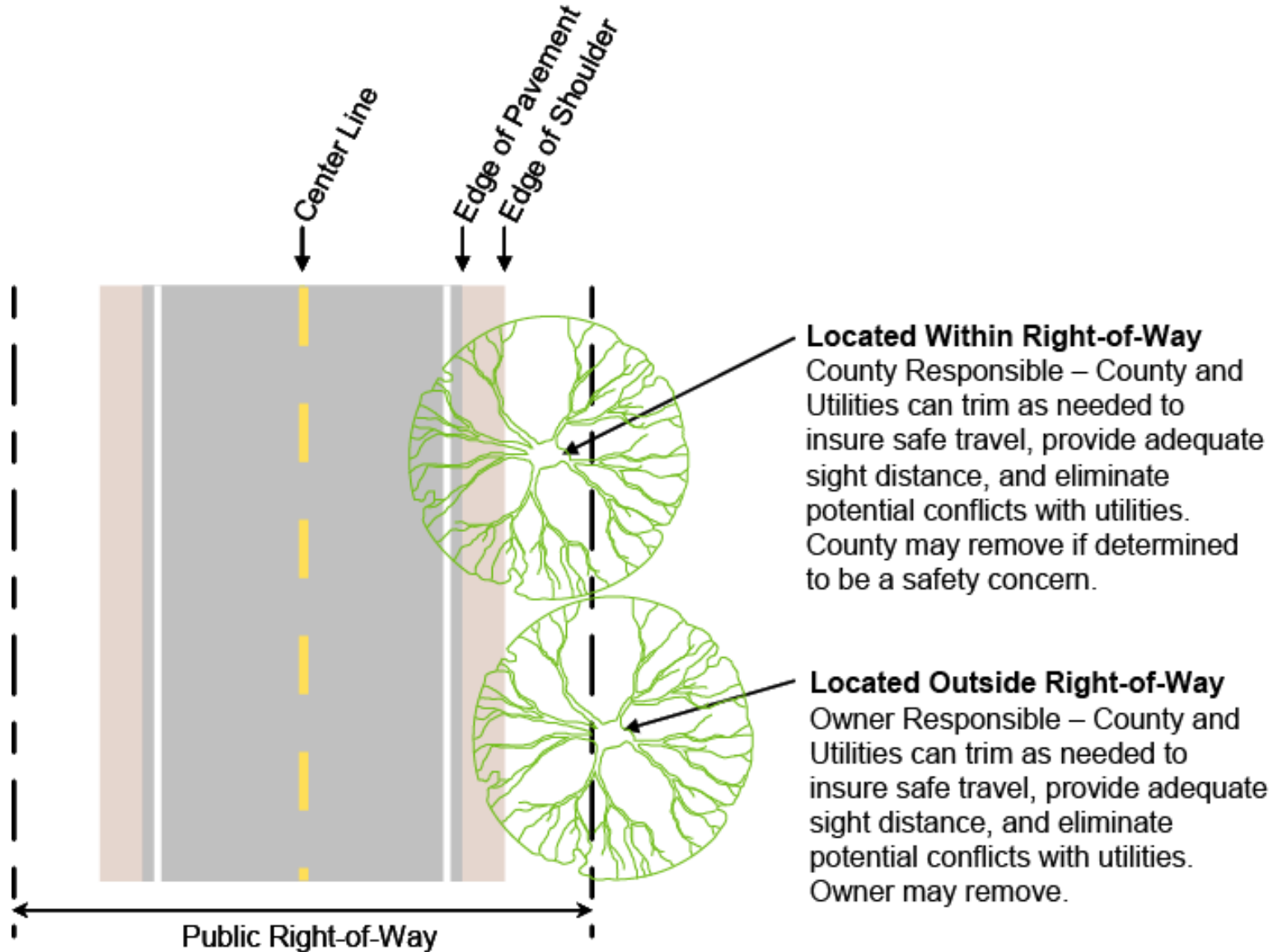


Figure 12. Proper Fence Installation

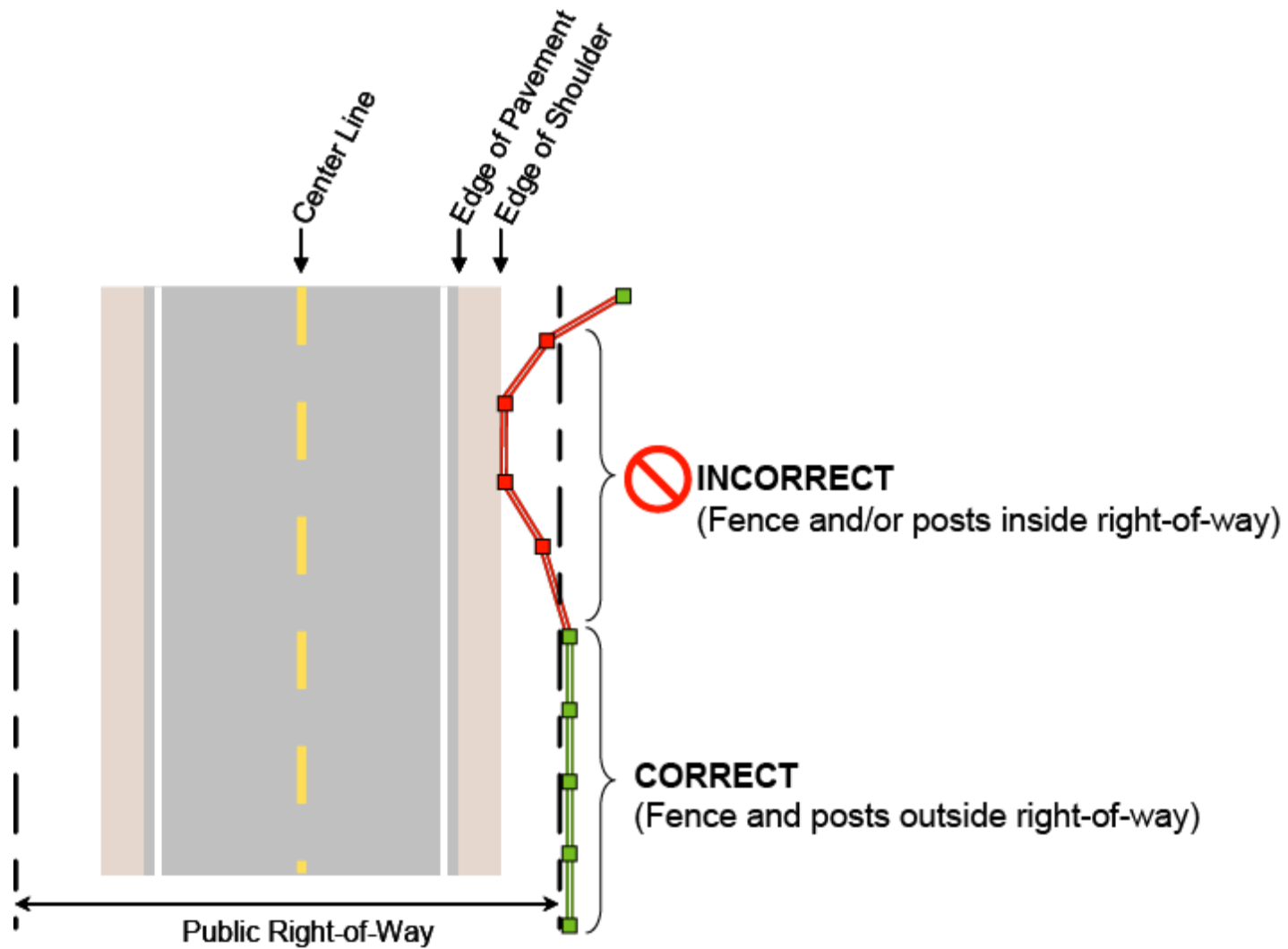
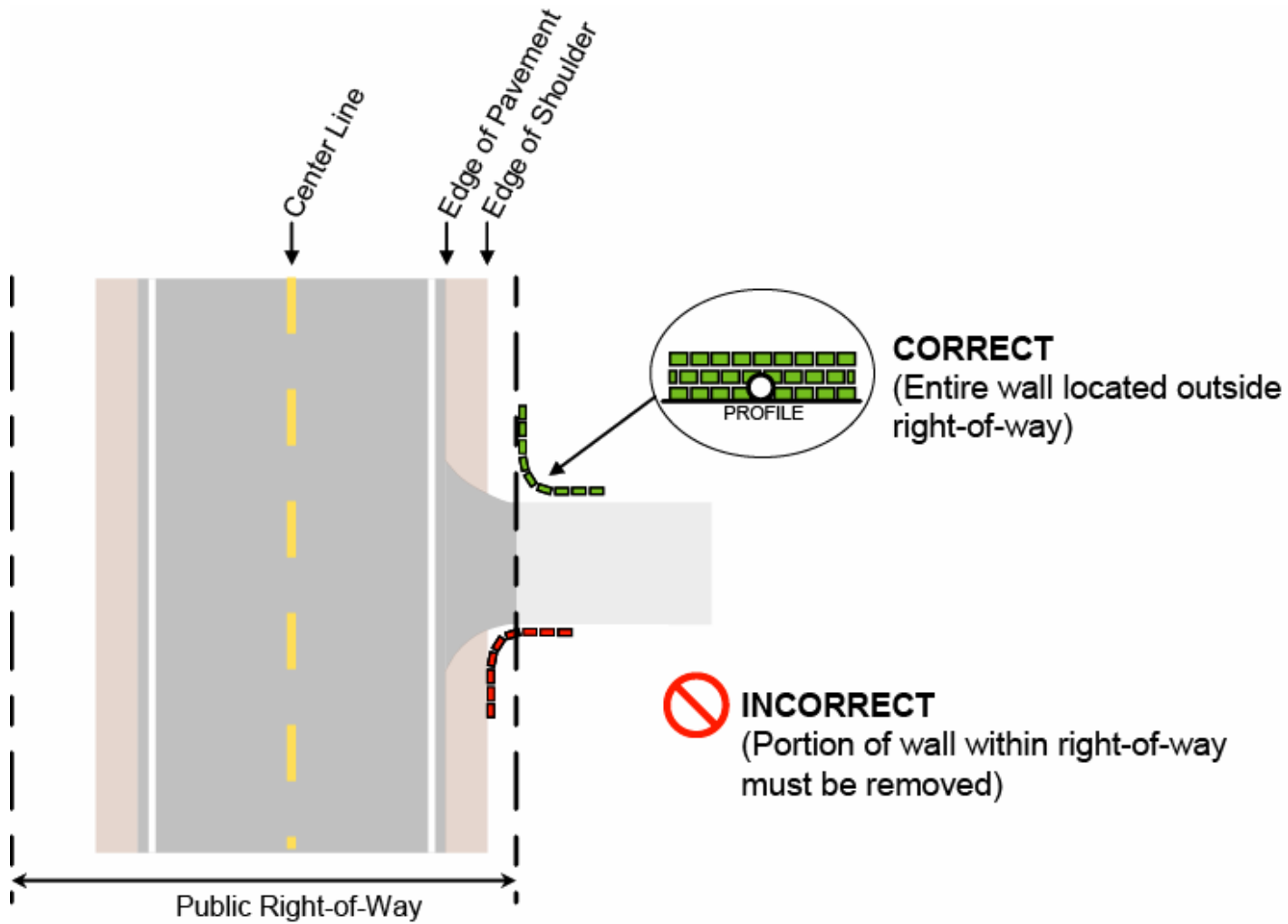


Figure 13. Proper Headwall Installation



5 Utility Accommodations

Utility companies provide essential public services that are necessary to accommodate existing and future development throughout Sauk County. Utilities are frequently located within the public right-of-way and as such impact the maintenance and operation of County Highway system. The coordination between utility companies, contractors, and the Highway Department is essential if public services are to be provided in an effective and efficient manner. All utilities must follow guidelines illustrated in the Sauk County Utility Accommodation Policy Manual which is available at the County Highway office.

5.1 Purpose

The purpose of this section is to outline the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any highway right-of-way or bridge over which the Sauk County Highway Department has jurisdiction.

5.2 Utility Accommodations Requirements

The Highway Department regulates the use, occupation, and utility accommodation of the county trunk highway system under sec. 66.047, 84.08, 85.15, 86.07(2), 86.16, and 182.017 of the Wisconsin Statutes. These policies apply to all existing utility facilities retained, relocated, replaced, or altered, and to new utility facilities installed within the highway right-of-way. While the Sauk County Highway Department strives to accommodate utilities whenever possible, the permitted use and occupancy of highway right-of-way for non-highway purposes is subordinate to the primary interests and safety of the traveling public.

Traffic controls (e.g. lighting, traffic signals, etc.) and other facilities maintained and operated by the Highway Department for the purpose of ensuring motorist safety shall not be bound by the policies and procedures contained within this section.

Utility Permit

An application for a utility permit must be completed and submitted to the Sauk County Highway Department. A written request detailing the utility installation and specific location must also be submitted with the application. A map outlining the county road in which the utility will be located should be provided and a schematic of the proposed work will be required along with a profile view of the bore if applicable.

A copy of the current Utility permit can be found at the following link:

https://www.co.sauk.wi.us/sites/default/files/fileattachments/highway/page/1210/utility_web.pdf

Coordination with Planned Improvements

The Sauk County Highway Department encourages the coordination of utility repairs and installations to be completed in conjunction with planned roadway maintenance and reconstruction. Combining the installation of utilities with road repairs is the most efficient and effective way to accommodate utilities and in the long run is better in terms of providing a sound, well maintained travel way for the public. This is of particular importance when new roadways are being constructed as it is the goal of the Highway Department to avoid unnecessary open cuts on new or nearly new roadways within the County. Any open cut utility work, regardless of how well the road is repaired, has the potential to compromise the integrity of the pavement surface, the base, and sub-base

materials which can lead to significant maintenance problems and potentially shorten the life of the roadway segment.

5.3 Preferred Utility Accommodations

The Sauk County Highway Department encourages the use of boring as the preferred method to bury utility lines within the public right-of-way. The following sections outline specific actions for boring and open cut utility accommodations.

Boring and Trenching

Boring is the preferred method to accommodate utilities under or parallel any County Highway. Boring is a well established trenchless method that is widely used for the installation of steel pipes and casings, especially under railways and road embankments. This method can be used advantageously to reduce damage to pavements and disruptions to traffic.

For successful execution of boring projects, the utility should survey the site conditions for surface features, subsurface geotechnical conditions and utility data should be gathered and incorporated in the early stages of design process.

While boring is the preferred method of installation, trenching is also an acceptable method for accommodating utilities parallel to any County Highway.

Any contractor or utility that plans on boring or trenching within the roadway right-of-way is required to obtain permission from the Highway Department.

Open Cut Policy

If boring is not an option, and an open cut utility accommodation is necessary, the utility should notify the Highway Department of this request. The Highway Department will review the proposed utility work and will discuss potential options and repair requirements. The decision to allow an open cut will rest

with the Highway Department and will in part be based on pavement condition ratings.

5.4 Installation and Repair Requirements

All utility work within the public right-of-way is subject to review and approval by the Highway Department personnel. The preferred utility accommodation, boring, is the least intrusive technique, in particular to the roadway surface. In the long term, boring will have the least impact on the integrity of the roadway surface.

Prior to Beginning Work

Before commencing any work on Sauk County roads or within the County right-of-way, the utility or contractor shall notify the Highway Department of the approximate time that work will commence. This notice shall be at least forty-eight (48) hours prior to commencing any work.

On-Site Requirements

Traffic control devices (i.e. signs, cones, etc.) must be used when work is being performed in the public right-of-way. The utility or contractor should make every effort to minimize the disruption of traffic when working within the public right-of-way.

General Requirements

1. Any utility lines should be installed as near as practical to the outside limits of the public right-of-way. This is also to include above ground installation and the setting of utility poles.
2. Contractors should use care when loading and unloading equipment within the public right-of-way. No ditching machinery shall be operated upon the crown of any roadway unless specifically permitted by the Highway Department. The Contractor shall pay for any damage to the roadway or right-of-way.

3. The applicant will remove and relocate its utility lines should it become necessary in order to accommodate widening, realigning, and/or improving County roads at no cost to Sauk County.
4. The applicant shall, from the commencement of the installation of utility lines and thereafter for a period of twelve (12) months from the date the installation is completed and accepted, assume all responsibility for damages resulting to the landowner or to any other person caused by the installation of the utility lines and shall hold Sauk County harmless from any obligation or claim or damages that may be alleged or result from such utility construction or operation.
5. The applicant will be responsible to reimburse the Highway Department if the Department must repair any work performed by the utility or contractor during a twelve (12) month period following completion of the utility installation.

Open Cut Repair Requirements

The Highway Department has the authority to require more extensive repairs of open cut utility accommodations, especially if the open cut is allowed on new or nearly new roadways. These repairs may be required in order to preserve the long-term integrity of the roadway surface, base, and sub-base. Specific repairs will be identified and approved by the Sauk County Highway Department on a case-by-case basis. As a minimum standard, at all points where excavations are made in the public right-of-way, the applicant will replace and recompact the base and sub-base and will restore the roadway section to the same or better condition as existed prior to the excavation.

5.5 Authority to Enforce Policy

The Highway Commissioner, or designee of the Sauk County Highway Department, has the authority to enforce the Utility Accommodation Policy and the specific requirements of an individual utility permit. All utilities, including all consultants, contractors, and subcontractors working for utilities, are required to abide by the policy and the specific provisions related to individual utility permits.

Failure to Comply

Failure to comply with the Utility Accommodation Policy will result in corrective actions and/or monetary penalties against the Utility. At the Highway Department's option, the following measures may be taken if a Utility fails to comply with the policy or specific permit provisions.

1. Verbal Request for Corrective Action – The request shall include:

- a) The reason(s) why the present or completed operation is (was) not in compliance with the Policy or the permit provisions,
- b) What steps shall be taken to correct the situation, and
- c) What additional action may be taken if step b is disregarded (items that follow).

2. Written Reprimand – A written reprimand shall be sent to the utility for violating the Policy or its permit provisions when the utility does not comply with the verbal request. The written reprimand shall contain the same information as the verbal request and shall serve as documentation for the violation. The

Sauk County Highway Department shall be responsible for writing and sending this reprimand.

3. Suspension of Work Activities – If a responsible person of an inspected work site fails to comply with a verbal request, the inspector may order the suspension of all work activities at the site. If this occurs, the Sauk County Highway Commissioner shall be informed of the situation. The Highway Department shall then contact an authority of the utility to explain why the operation was suspended and what action needs to be taken before work can resume.

4. Removal of Installed Facilities – Any facility installed by a utility shall be in the location shown on the approved permit. If such a facility is discovered in an unacceptable location, and the utility is notified, the utility shall have two weeks' response time to decide on its corrective action. If the utility fails to take corrective action, the Department shall take action to have that facility relocated or removed at the utility's expense. The permittee shall remove the improperly placed facility and put it in an approved location. If the utility fails to relocate its facility the Department shall have the facility removed and bill the permittee for such work.

5. Permit Revocation – If a utility continues to be in noncompliance with the policy or specific permit provisions, the Highway Department may revoke the utility's permit. The utility may reapply for a permit to the Highway Department when it can demonstrate a good faith effort to comply.

6. Public Service Commission (PSC) Notification – Continued violations by a utility of the Policy or its permit provisions may cause the Department to notify the PSC and request its assistance in correcting the situation.

7. Withholding Approval of Future Permits – Continued violations by a utility of the Policy or its permit provisions may cause the Department to withhold approval of permit applications for that utility until the violations are corrected to the satisfaction of the Department. The severity and number of written reprimands against a utility may serve as a guide in determining future permit approval.

6 Road Debris and Obstructions

The Sauk County Highway Department is responsible for keeping the county highways free from dangerous obstructions including storm debris, dead animals, farm debris, and other various roadway obstructions.

6.1 Purpose

It is the goal of the Sauk County Highway Department to provide public travel ways that are safe and free of unnecessary hazards. Highway and/or roadside debris may at times compromise public safety. This section outlines a process for keeping roadways free of debris and obstructions.

6.2 Debris and Obstructions

The public is encouraged to report any unsafe conditions observed on the County Highways. Downed trees, road obstructions, debris should be reported as soon as possible.

Road hazards on County Maintained Highways may be reported to the Sauk County Highway Department during normal business hours. Hazards may be reported after hours by calling 911 and notifying the Sauk County Sheriff's Department.

Litter

Wisconsin law prohibits intentional littering. The majority of litter will likely not impact safety but does impact aesthetics along the county highway system. Sauk County has an adopt-a-highway program which promotes anti-litter campaigns within the County. Details regarding this program are provided in the **Adopt-A-Highway** section of this manual.

Storm Debris and Obstructions

Storm debris can create unsafe travel conditions along county highways. Fallen trees and/or temporary flooding of low lying areas are common storm related problems. The public should use caution when handling storm debris as there could potentially be hazardous items including downed power and utility lines in the area.

Removal of Fallen Trees

If any tree falls from adjacent land into any highway, the owner or occupant of the land shall immediately contact the Highway Department. The Highway Department may assist in the removal in certain situations.

Animal Removal

The Sauk County Highway Department when needed provides large animal removal from County roadways (dead deer removal service is provided by the Wisconsin Department of Natural Resources). If the animal remains create a road hazard please call 911 and report the location to the Sauk County Sheriff's Department.

Farm Debris

Any debris that is left on a County Highway as a result of farming activities should be promptly removed by the farmer, contractor, or property owner. If the debris creates an immediate hazard the Highway Department may remove the hazard at the property owner's expense.

Snow and Ice

The pushing of snow and other materials onto or across the highway, or into the public right-of-way, from side roads and driveways is prohibited by Wisconsin Statutes 86.01, 86.07, and/or 346.94. Doing so may create potential safety concerns for the traveling public and may impede the snow and ice removal process. Furthermore, snow shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement, or access. If the Highway Department becomes aware of a violation, the property owner may be subject to a fine.

7 Adopt-A-Highway Program

The Sauk County Highway Department has developed an Adopt-A-Highway program which allows organization (or groups) to volunteer and support the County and State anti-litter efforts.

A copy of the current Utility permit can be found at the following link:

<https://www.co.sauk.wi.us/highway/adopt-highway-applicationpermit-county-trunk-highways>

7.1 Purpose

The program offers groups an inexpensive project that gives its members the satisfaction of making a contribution to their community and their state. At the same time, the Adopt-A-Highway program generates publicity for the group's service activities.

7.2 Application Process

Interested organizations may obtain Adopt-A-Highway application materials from the Sauk County Highway Department during regular business hours (Monday – Friday, 8:00 a.m. to 4:30 p.m.). Any organized group may volunteer to participate; however, partisan political groups are not permitted. Application materials can be requested in person or by calling (608) 355-4855.

The Highway Department will provide application materials which will include:

- a) A detailed description of the Adopt-A-Highway program and requirements.
- b) A county map the group can use to request a highway segment for the Adopt-A-Highway program.
- c) An application form that must be completed and returned to the Highway Department for approval.

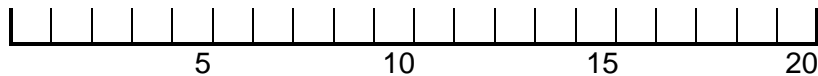
The Sauk County Highway Department will review the completed application materials and each qualified group will be assigned a nominal two-mile segment of county highway for litter control. The Highway Department will provide a permit to work within the highway right-of-way and further instructions. Prior to beginning any work on the roadways, the

group should watch the safety video located at <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>

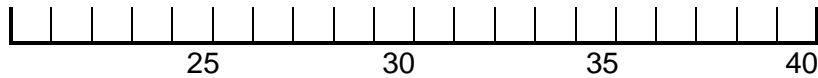
7.3 Signage

A sign, with your group’s name, will be placed at the beginning and end of the highway segment. The sign announces to the motoring public your group’s sponsorship for litter control. Each group may request the name (or acronyms) that will appear on the signs. Up to two (2) lines and 40 characters (20 characters per line) will be allowed (see example below).

LINE 1



LINE 2



The Sauk County Highway Department reserves the editorial right to work with sponsors to revise group names and/or acronyms that might be offensive to the general public.

7.4 Adopt-A-Highway Program Requirements

The Adopt-A-Highway program is intended to provide an opportunity for groups to participate and contribute to the overall beautification of the County. There are however requirements that must be followed to maintain good standing. These requirements include the following:

Annual Requirements

- 1) The group must pick-up litter on its designated highway segment at least two (2) times a year between April 1 and November 1.
- 2) The organization may retain their designated highway section if they are in compliance with all the Adopt-A-Highway Requirements. It is the organizations responsibility to send a letter to the Sauk County Highway Department on an annual basis notifying the Highway Department that the organization desires to continue in the program.

Age and Supervision Requirements

- 1) All workers must be at least 11 years of age or in the 6th grade to participate in the roadside clean-up.
- 2) The group will be required to provide one (1) adult supervisor for every four (4) workers. This adult supervisor will be designated as the crew chief.
- 3) The crew chief should keep the workers together as a team and is responsible to enforce all safety rules.
- 4) The crew chief should carry a first aid kit at all times and should be aware of the nearest emergency room and the best route to reach it before beginning any cleanup work.
- 5) The crew chief should carry a cell phone.
- 6) Only eligible, group volunteers should be in the designated roadside cleanup area. No other persons should be on the work site.

Safety Requirements

1) The group will at all times emphasize safety when traveling to/from the designated Adopt-A-Highway segment and when working in the roadside cleanup area.

- a. All workers are required to review the safety video located at the Wisconsin Department of Transportation website (see link below). Review of the safety video should be completed by the group on an annual basis (at a minimum) and should be shown to any new volunteers before participating in a cleanup session.

<http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>

- b. The group (crew chief) will hold a safety meeting at the beginning of each clean-up day. This meeting is intended to ensure that each person is fully aware of the safety precautions and that everyone is as protected as possible. This meeting should take place prior to arriving at the designated highway cleanup area.
- c. All workers are required to wear safety vests at all times. Hiking boots, or shoes with thick soles, are recommended to prevent foot injuries from any sharp objects. Additional items that are recommended include work gloves, sun screen, baseball caps or wide-brimmed hats, long sleeve shirts, and long pants.
- d. The group will not work in potentially dangerous areas including the pavement (traveled way), shoulders, medians, bridges, tunnels, overpasses, and steep slopes.

- e. The group should only conduct a cleanup session between 7:00 a.m. and 7:00 p.m. and when adequate daylight is available. The group should not work during inclement weather.
- f. Group volunteers should avoid overexertion and everyone should know their physical condition and limitations. The crew chief should be aware of any special needs of any crew members.
- g. Group volunteers should stay alert for any potential hazards including snakes, stinging insects, ticks, poison ivy, mowing equipment, construction equipment, parked cars, and other equipment.
- h. Group volunteers should stay mentally alert while at the designated roadside cleanup area. No one should use headsets, stereos, and radios as this could distract volunteers and make it difficult to hear oncoming traffic.
- i. The group should bring plenty of water, especially on hot, humid days, and alcoholic beverages are not permitted at the designated roadside cleanup area.

Transportation to the Cleanup Area

- 1) The group should meet at a safe location prior to proceeding to the designated roadside cleanup area. This meeting location provides a good opportunity to conduct the safety meeting before traveling to and beginning the roadside cleanup.

- 2) The group should carpool to the designated roadside cleanup area and use as few vehicles as possible.
 - 3) All vehicles should park parallel to the road and at least three (3) feet away from the pavement surface before unloading the group. All vehicles should park on the same side of the road that the group plans to work on. (see **Figure 14** for an example).
 - 4) Upon arriving at the cleanup area (see **Figure 15**), the group should place highway worker signs at the beginning and end of the cleanup area. The signs should be positioned to alert on-coming traffic, from both directions, that workers are present.
 - 5) The group should be driven to the opposite side of the highway when it is ready to switch sides. The crew chief should not allow any member of the crew to walk across the pavement to the opposite side of the highway.
 - 6) When the cleanup is complete, the group should close the highway worker signs.
- 3) Do not overload the trash bags as this could cause the bag to break and make the pick-up more difficult.
 - 4) The group may keep any recyclable materials that are collected. A trash bag may be used to remove these materials from the site.
 - 5) Place filled trash bags at the designated pickup site. The Highway Department will collect the filled trash bags and flagged items from the designated roadside cleanup area.

Handling the Litter

- 1) Group volunteers should not touch or pick-up anything that cannot be identified. Some materials may be hazardous (hazardous materials are commonly found in closed metal containers). These items should be flagged using the flags provided by the Highway Department.
- 2) The group should flag any item that they do not want to pick-up.

Figure 14. Parking at the Roadside Cleanup Area

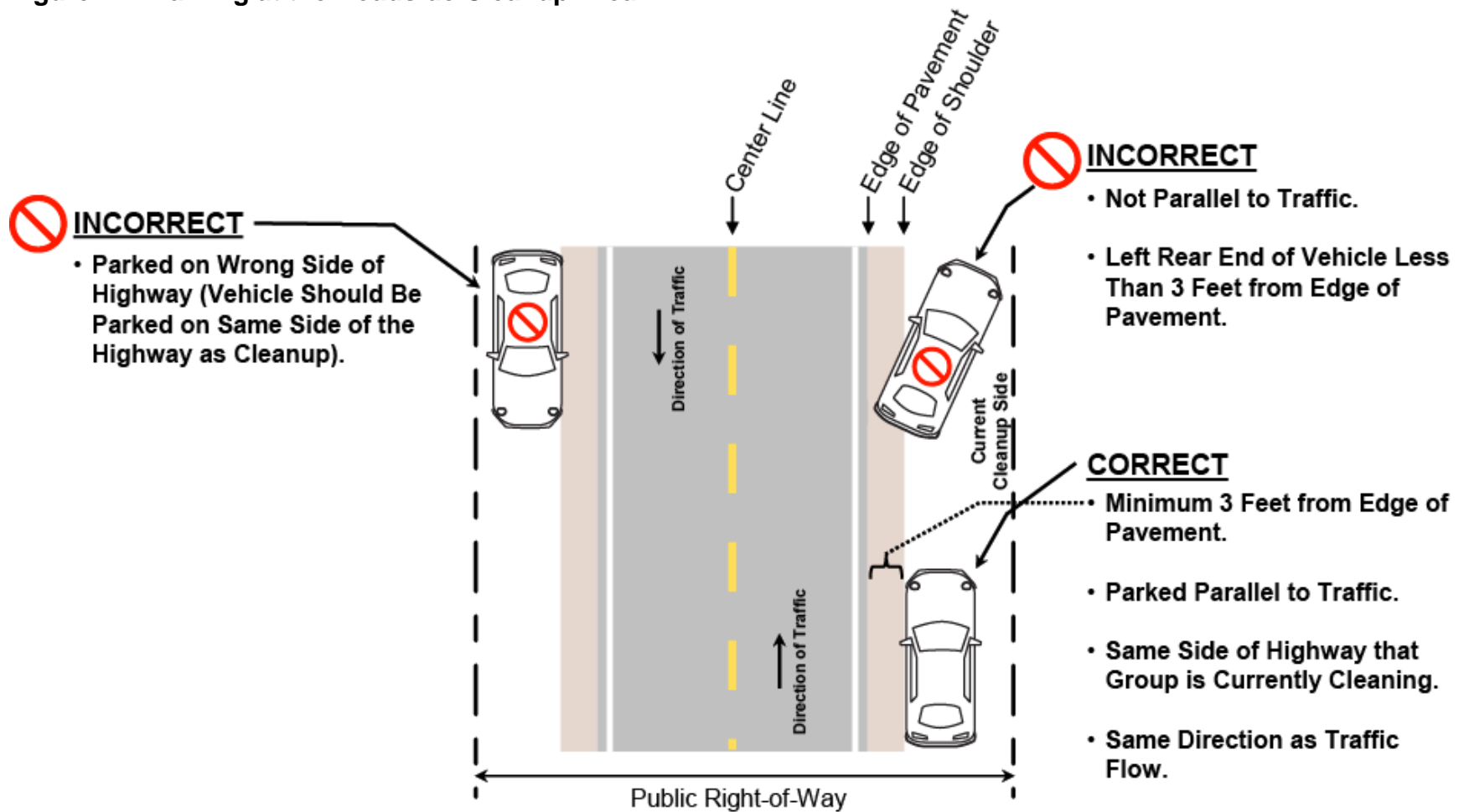
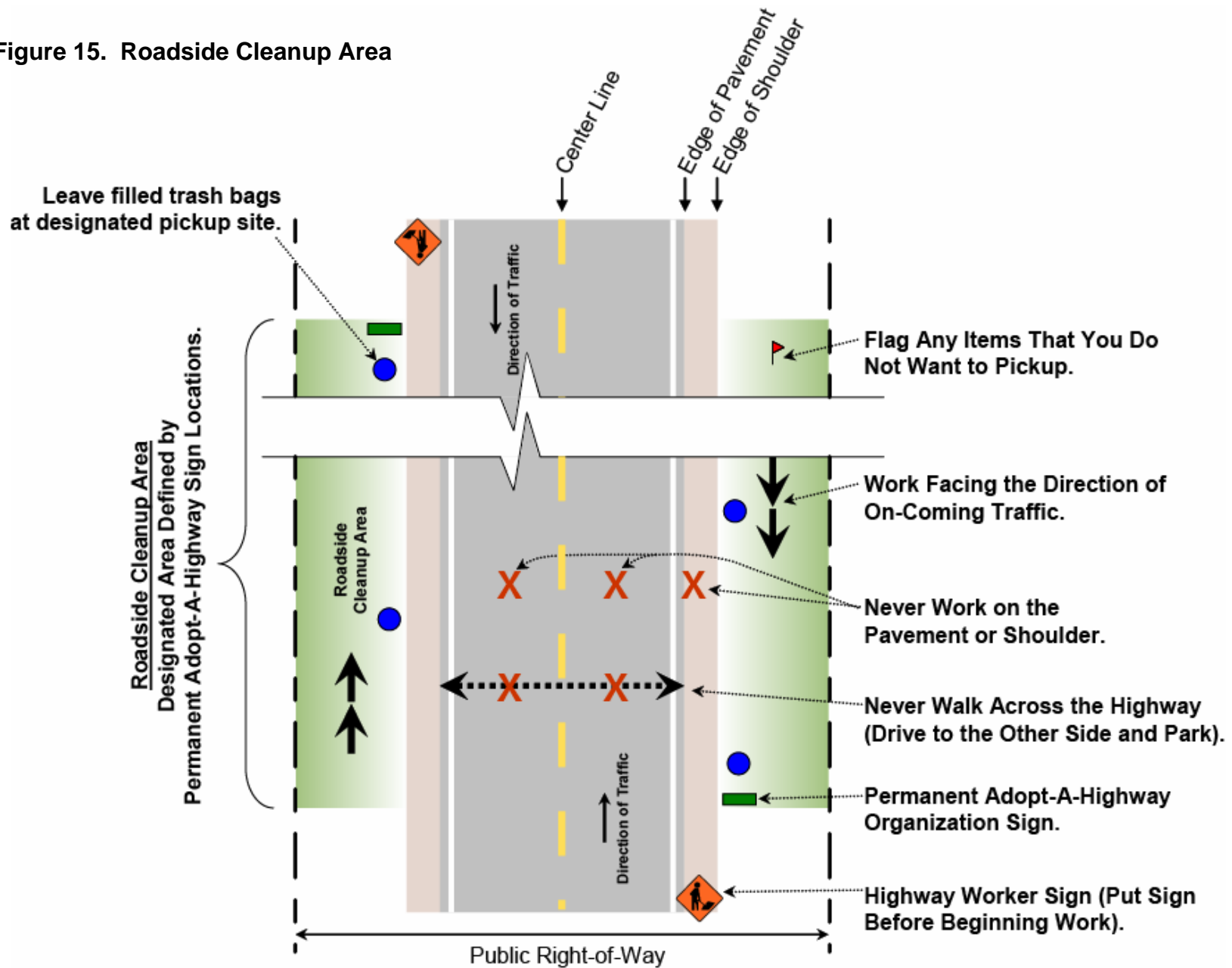


Figure 15. Roadside Cleanup Area



8 Snow and Ice Removal

The Sauk County Highway Department is responsible for the snow and ice removal (referred to as snow removal) of approximately 300 miles of County Trunk Highways and an additional 600 lane miles of State Highways through contract with the WisDOT. Snow removal activities may occur any time of the day or night and likely requires overtime by the Highway Department personnel. Careful planning and preparation must be done prior to the winter season to ensure the safe and efficient snow removal throughout Sauk County.

8.1 Purpose

The purpose of this section is to define the level of expectations for snow and ice removal of County maintained roads during a winter storm event. The primary goal of winter maintenance is to achieve “passable roadways” within the limitations imposed by climatological conditions, the availability of resources, and environmental concerns during a winter storm event.

8.2 Snow Removal Procedures

The following section outlines the snow removal procedures used by the Sauk County Highway Department. Exceptions to this policy may occasionally be necessary as dictated by weather and road conditions.

Decision to Begin Snow Removal

Several factors impact when the Highway Department begins the snow removal process. These factors include, but are not limited to, current roadway conditions, current weather conditions, forecasted weather conditions, and the time of day.

Each storm presents unique challenges which must be dealt with accordingly. Given the overall size of Sauk County, it is possible for weather and road conditions to vary greatly from one area of the County to another area. The Highway Department will take all factors into consideration and will make a determination on the appropriate time to begin the snow removal process.

Snow Removal Methods

The primary method of snow removal shall be by plowing. Salt, sand/salt or salt with other additives may be used to enhance snow removal or to improve traction. Motorists should expect that snow will be plowed into cross streets and driveways as a normal part of snow removal operations.

Passable Roadway

The intent of the snow removal process within Sauk County is to maintain a safe environment for the traveling public. This does not mean that the traveled portion of a roadway will be cleared to the pavement. In fact, the public should be aware that the traveled portion of a roadway and/or bridges will, at times, have snow and/or ice which will create slippery conditions. Motorists should be aware of these conditions and should exercise caution when driving during these conditions.

The goal of the Highway Department is to create a “passable roadway.” A passable roadway is defined as a roadway surface that is free from drifts, snow ridges, and as much ice and snow pack as is practical and can be traveled safely at reasonable speeds. A passable roadway should not be confused with a “dry pavement” or “bare pavement”, which is essentially free of all ice, snow, and any free moisture from shoulder to shoulder. This “dry/bare pavement” condition may not exist until the weather

conditions improve to the point where this pavement condition can be provided.

The definition of "reasonable speed" is considered a speed that a vehicle can travel without losing traction. During and immediately after a winter storm event, a reasonable speed will most likely be lower than the posted speed limit. Motorists can expect some inconvenience and will be expected to modify their driving practices to suit road conditions.

Level of Service and Hour of Operation

The level of snow removal service depends on the type of roadway being serviced. The Highway Department maintains both State and County roadways. These roadways are divided into three (3) classes which determine the priority, level of service, and hours of operation. The three classes of roads shall be serviced as described in the following.

Class One (1) Roads

Class one (1) roads are defined as Interstate highways and other major state routes. These roadways are subject to specific service WisDOT requirements. These roadways may be serviced twenty-four hours, seven days per week. For additional information you may view the WisDOT website at:

<http://www.dot.wisconsin.gov/travel/road/winterbrochure.htm>

Class Two (2) Roads

Class Two (2) roads are defined as those routes having an average daily traffic (ADT) volume of 1,000 vehicles or more. Snow plowing services on class two roads will include regular service (4:00 a.m. to 8:00 p.m.), and emergency service (8:00 p.m. to 4:00 a.m.). Class Two Roads are typically treated with Salt.

Class Three (3) Roads

Class Three (3) roads are defined as those routes having an ADT volume of less than 1,000 vehicles. Snow plowing services on class three roads typically include regular service (4:00 a.m. to 8:00 p.m.) and emergency service primarily during the hours of 8:00 p.m. to 4:00 a.m. Class Two Roads are typically treated with Sand/Salt.

The majority of snow removal within Sauk County will occur between the hours of 4:00 a.m. and 8:00 p.m. It should be noted that these service hours are provided as a guideline and may be modified on a case-by-case basis. With the exception of twenty-four roadways, the Highway Department will provide reduced service on County Roads beginning at 8:00 p.m. The Highway Department will also provide emergency service between 8:00 p.m. and 4:00 a.m. primarily at the request of the Sauk County Sheriff's Department. The Highway Department maintains communication with the Sheriff's Department and will respond to specific requests of the Sheriff's Department.

Standing Corn Row Snow Fence Program

In certain locations, corn left standing parallel to a roadway can work well as a snow fence. Landowners can enter into a program where the County will pay the market price plus \$0.50 more per bushel to leave corn stalks standing. Payment is based on the July market price published by the National Agriculture Statistics Service (NASS). For current prices, go to www.agriculture.com/markets/commodity-prices.

Road Conditions

Winter road conditions can be found at:

<http://www.dot.wisconsin.gov/travel/road/winter-roads.htm>

Snow Emergency

A snow emergency may be declared when the visibility declines to a point that it is hazardous to the driving public or snowplow operators to be on the roads. Under these conditions, snowplowing and/or ice control operations may be suspended until visibility improves. The Highway Department, may on occasion determine that it is in the best interest of the traveling public to close a road, or roadway segment. When a snow emergency is declared, the Highway Department will notify the Sheriff's Department, WisDOT, and if possible, local media regarding the specific concerns of the emergency. When a snow emergency has been declared, the level of service, snow removal hours, and/or department personnel hours may be adjusted as needed to best accomplish the snow removal process.

Authority to Declare

The Highway Commissioner will have the authority to declare a snow emergency. In the absence of the Highway Commissioner, an appointed Highway Department designee will have the authority to declare a snow emergency.

Highway Department Personnel

Snow removal is a long and tiring process that may require drivers to work overnight. It is a primary concern of the Highway Department to maximize safety for the traveling public and department personnel. As such, every attempt will be made to limit Highway Department personnel to a maximum of 16 hours

of snow removal operations at which time drivers will take a minimum six (6) hour break. In some cases (i.e., extreme weather conditions, declared snow emergency, or other emergency situations) it is possible that some drivers may exceed the time limits.

Annual Training

The Highway Department may conduct an annual review and training session to cover snow removal policies and to review snowplow routes. If possible, snowplow drivers should drive their route prior to the winter season to observe any potential hazards that might hinder the snow removal process.

Damage to Private Property

The Highway Department makes every effort to avoid damage to private property during the snow removal process. However, on occasion a piece of County snow removal equipment may damage private property located immediately adjacent to the roadway.

Motorists Responsibilities

Motorists should limit their travel when hazardous conditions exist. If you must drive, motorists are advised to reduce their speed below the posted speed limits during adverse weather.

Highway Department Assistance

It is the policy of the Sauk County Highway Department that no County equipment will be used to push, pull or tow a stranded, private vehicle from a roadway or ditch unless it is necessary to reopen a roadway or public travelway. In a life or health threatening situation, Highway Department personnel may provide assistance or call for emergency response. At no time will any Highway Department personnel use a County vehicle



to perform any snow removal on private or commercial property unless in a life threatening or emergency situation.

9 Overweight/Oversized Vehicles

The Sauk County Highway Department requires permits for overweight, overwidth, overheight, and overlength vehicles. Wisconsin State Statutes dictate the requirements (please see Chapter 348 – Vehicles – Size Weight and Load; Chapter 349.86 – Miscellaneous Highway Provisions; and Chapter 349.83 – County Highway Jurisdiction).

A copy of the current Utility permit can be found at the following link:

<https://www.co.sauk.wi.us/highway/single-trip-applicationpermit-county-trunk-highways>

9.1 Purpose

The purpose of this section is to define overweight/oversized vehicles that will require a single trip permit for hauling within Sauk County. This requirement emphasizes safety for the traveling public and helps minimize the potential damage that might be caused to County Highways, traffic control devices, public utilities, and other infrastructure.

9.2 Single Trip Permit

A Single Trip Permit is required for overweight, overwidth, and overlength vehicles in the following situations:

<u>Permit Item</u>	<u>Associated Information</u>
Overweight	Legal Maximum Weight – 80,000 pounds*
Seasonal Overweight	Must meet all criteria for single trip permit to be issued.
Overwidth	Legal Maximum Width – 8’ 6”
Overheight	Legal Maximum Height – 13’ 6”
Overlength	Legal Maximum Length – 70’ 0”

*must have correct axle spacing to carry 80,000 pounds

Axle weights may not exceed 20,000 pounds.

Permit Requirements

1. Permit requests are accepted by the Sauk County Highway Department during the following hours:
 - Monday – Friday, 8:00 a.m. to 4:30 p.m.
2. Permits must be submitted a minimum of 48 hours before the anticipated move.
3. Completed applications will typically be processed within two business days on loads under 100,000 pounds on routes without bridge crossings. Permits over 100,000 pounds, or those that involve bridge crossings, will be processed as expeditiously as possible depending on loadings.
4. All boxes on the permit form must be completed (i.e., axle weights, spacing, route, etc.) and submitted to the Sauk County Highway Department. All permits must include a contact person that is available to answer questions.
5. Applications can be submitted in person, by mail, by email or by fax.

Haul Routes

The applicant is responsible for reviewing the haul routes to identify bridge crossings, box culvert crossings, ability to make corners, special traffic control needs, and any other concerns that exist along the proposed haul routes. For routes that are not on the County Trunk Highway System, the applicant should contact the local municipalities including WisDOT.

The applicant is responsible to notify the Sauk County Highway Department of any signs or other traffic control devices that might be impacted. Any signs that need to be removed will be completed by the Sauk County Highway Department. The applicant (mover) is responsible for coordinating traffic control with the Sauk County Sheriff's Department during sign removal.

Applicant (Mover) Responsibilities CHECK AGAINST OUR FORM

Insurance

1. The applicant must provide a certificate of insurance. The certificate will be verified if the permit is to a private party.
2. The applicant must have the following insurance coverage:

<u>Insurance</u>	<u>Minimum Requirement</u>
General Liability	\$1,000,000
Professional Liability	(if applicable) \$1,000,000
Auto Liability	\$1,000,000
Excess Liability	(excess of General and Auto Liability) \$1,000,000
Workers Compensation	Statutory Limits (\$100,000 per person / \$500 per accident)

Escort Vehicles

In some cases, an escort vehicle may be required. This decision will be made on an individual permit basis. It is the responsibility of the applicant to provide an escort vehicle.

Utility Conflicts

Utility conflicts should be identified ahead of time and coordinated with the impacted utility.

Costs

Any costs associated with sign removal, and re-installation of the signs, are the movers responsibility. Permit fees are billed to the applicant on a monthly basis. Failure to pay the previous month's bill will result in the withholding of additional permits and may require payment with all new permit requests.

Non-Compliance

Applicants (movers) who do not comply with these requirements are subject to a \$500 penalty and may be denied future permits. The Sauk County Highway Department will also refer the issue to the appropriate agency for further investigation which could result in additional fines and/or restrictions against the applicant (mover). The applicant (mover) will also be responsible for any repair costs for any damage resulting from illegal hauling.

10 Seasonal Weight Limits

Temporary seasonal weight limits are implemented on most of Sauk County's County Highways. The limits are implemented when the frost begins leave the roadbed. This results in roadbed soils being saturated and having less strength to hold up to repeated heavy loads. The postings are authorized by Chapter 349.16 of the Wisconsin Statutes.

Department staff monitors roadbed conditions for implementing and terminating these temporary weight limits. The dates for implementing the limits vary with weather conditions, however it is typical for the postings to be implemented in March and terminated in April or May.

Description of the weight limits postings and a map illustrating the location of the postings can be found in the General Driving Information section of the Department's Information Site at

10.1 Purpose

Impose special weight limitations on any such highway or portion thereof which, because of weakness of the roadbed due to deterioration or climatic conditions or other special or temporary condition, would likely be seriously damaged or destroyed in the absence of such special limitations.

Wisconsin Frozen Road Law

Detailed information and current declaration regarding the Wisconsin Frozen Road Law can be found at;

<https://wisconsindot.gov/Documents/dmv/com-drv-vehs/mtr-car-trkr/ssnl-wt-rsrctns/frozenroadguidelines.pdf>

Important things to know with respect to permits involving 98,000 pounds on 6-axles:

- The Wisconsin Department of Transportation (WisDOT) is the only agency that may issue a "Raw Forest Products Permit (RS Permit) per Wis Statute 348.27(9m)(a)4.
- The RS Permit authorizes transport of "raw forest products" at gw of 98,000 lbs on vehicles or vehicle combinations with six or more axles none of which may exceed the axle weights set in the statute.
- During the spring thaw period established by WisDOT highway maintenance engineers, the RS Permit is suspended on local roads, but the permit authorizes transport on the State Trunk Highway System and connecting highways as defined in state law. The authorized routes include numbered State and US routes except any Interstate route and any route marked as a "Business Route"**. All "connecting highways" are marked as State or US routes.
 - Vehicles and vehicle combinations operating with the RS Permit may transport over "Class II" highways, but may not exceed posted limits for bridges or culverts.
- Local maintenance officials wishing to allow operation of vehicles hauling "raw forest products" on roadway within their jurisdiction may issue a "General Permit" per s.348.27(3). When operating under this permission, the permit must be carried on the vehicle, per s.348.28.

11 TODS Program

11.1 How Do I Get A Sign?

First, you fill out an application and attach a check for installation fee(s) made payable to the Sauk County Highway Dept., PO Box 26, Baraboo, WI 53913

Your check will be returned if you do not qualify for a sign or there is insufficient room for your sign.

Sauk County will review your application. If you are approved, you will be responsible for the initial cost of manufacturing and installation, and replacement and repair of damaged sign(s).

Sauk County shall install the sign for a fee of \$250.00 per sign.

11.2 What is a TOD Sign?

TODS stands for Tourist Oriented Directional Sign. A picture of four TOD signs is on the next page of this manual. The signs are reflective blue, with reflective white letters, 6'x 9" (1 line) and 6'x 18" (2 lines). The signs can be erected on most County Trunk Highways at their intersections with another County Trunk Highway or a Town Road. TOD signs provide motorists with directional information for tourist related businesses, and activities.

11.3 Will My Business Qualify for a Sign?

- Open at least 8 hours/day, 5 days/week, for at least 3 consecutive months, with public restrooms and drinking water.
- Shall be of significant interest to the traveling public to the extent that 50% or more of its annual visitors and/or gross income are derived from outside the area.
- The following are examples of TODS Program businesses, services or activities: Antique Shop, Gift/Craft Shop, Boat Rental/Public Landing, Fish Farm, Game Farm, Campground, Art Gallery, Museum, Buildings with Historical Interest, Gas Stations, Restaurants, or Private/Public Buildings & Grounds, etc.

11.4 Additional Rules Include:

- The business does not have direct access to a County Highway.
- The business must be within 5 miles of the County Highway.
- TOD signs may be prohibited on some highways or in some areas depending on local ordinances, etc.
- Businesses shall be maintained in a manner consistent with standards generally accepted for the type of business, service, or activity.
- Have all required licenses and permits.
- No logos on signs.

11.5 How Much Does The Sign Cost?

The TODS Program is designed to be self-funded. Applicant is responsible for the initial cost of manufacturing and installation, and replacement and repair of damaged signs. Installation costs are listed below:

INSTALLATION FEE PER SIGN (in addition to sign cost):

(Paid at the time of application. Check will be refunded if application is denied)

TOTAL COST: 1 Sign \$250
2 Signs. \$500
3 Signs. \$750
4 Signs. \$1,000

The sign life is estimated to be ten years.

All checks should be made payable to the Sauk County Highway Department.

Mail all fees and applications to:

Sauk County Highway Dept.
 PO Box 26
 Baraboo, WI 53913

If you have any questions please call (608) 355-4855.

The TODS Program

1	JERRY'S BAIT SHOP
3	HISTORICAL SOCIETY
	BILL'S TROUT FARM 2
	ART MUSEUM 4

12 Signing and Safety

12.1 Manuals for Uniform Traffic Control Devices

The Sauk County Highway Department inventories and updates County signs according to the guidelines set forth in the Federal Manual for Uniform Traffic Control Devices (MUTCD) that also has a Wisconsin supplement. Sign reflectivity standards are addressed in these manuals along with various other sign regulations including colors, sizes, and types.

The Federal MUTCD manual is located at:
<http://mutcd.fhwa.dot.gov/index.htm>

Wisconsin MUTCD supplement locations include:
<http://www.dot.wisconsin.gov/business/engrserv/wmutcd.htm>
http://mutcd.fhwa.dot.gov/resources/state_info/wisconsin/wi.htm

Sign reflectivity brochure:
http://epdfiles.engr.wisc.edu/pdf_web_files/tic/bulletins/Bltn_023_Retorelectivity.pdf

Work Zone Field Manual
<https://wisconsin.gov/Pages/doing-bus/local-gov/traffic-ops/manuals-and-standards/wzfm.aspx>

12.2 Sign Requests

Regulatory sign requests (add/remove/change) need to be sent to the Highway Department in writing along with justification for the request along with specifics such as the days of week and times of day that a concern is occurring. Changes are not made merely because of personal preference. The Highway

Department utilizes engineering guidelines and MUTCD manuals in determining any needed signing modifications.

Further details are found in the Wisconsin Statutes, the MUTCD manuals, as well as, other engineering guidelines and principles.

Wisconsin §346.57 – Speed Restrictions:
<http://legis.wisconsin.gov/statutes/Stat0346.pdf>

Wisconsin §349.11 – Setting Speed Limits:
<http://legis.wisconsin.gov/statutes/Stat0349.pdf>

Setting speed limits on local roads **bulletin** can be found at:
http://epdfiles.engr.wisc.edu/pdf_web_files/tic/bulletins/Bltn_021_Sped.pdf

Non-regulatory sign requests (i.e. “Watch for Children”) also need to be sent in writing after the local unit of government has weighed in on the request as the requestor typically pays for the cost to install and maintain these types of signs billed through the local unit of government if the request is granted. The Highway Department also utilizes engineering guidelines and MUTCD manuals in granting these requests.

12.3 Intersection Control

Intersection crashes on the County Highway system will be reviewed. Intersections found to have developed a pattern of crashes involving failure to yield at a stop sign controlled intersection will be investigated further by the Highway Commissioner or the Commissioner’s designee. If the reviewer determines the frequency or severity of crashes at a particular intersection is significant, the intersection will be further

investigated by surveying/inspecting the intersection and reviewing the crash reports.

The intersection survey/inspection will include, but is not limited to, the following items:

- Visibility of approach from all directions
- Location of existing signs
- Conformity of sign to Uniform Traffic Control Device Manual requirements (i.e. size, height, etc.)
- Condition of signs
- Pavement condition (i.e. bare, ice covered, ruts, etc.).

The crash reports will be reviewed to determine:

- What caused the crashes
- Did crash occur due to failure to stop?
- Did crash occur due to failure to yield upon leaving the "stop" location?

Based on the review of the intersection and the crash reports, the following countermeasures may be implemented:

- Double Stop signs
- Double Stop Ahead signs
- Larger than standard signs
- Install flags on the signs
- Four-way Stop signs
- Reduced speed on approaching highway
- Relocation of all signs (to avoid visual clutter, blending into background, make signs more prominent, etc)

Rumble strips will be considered if the use of any or all of the above fails to significantly reduce the frequency and/or severity

of the crashes, or if deemed necessary due to the frequency and severity of crashes at an intersection.

Prior to installing rumble strips at a new location the following shall occur:

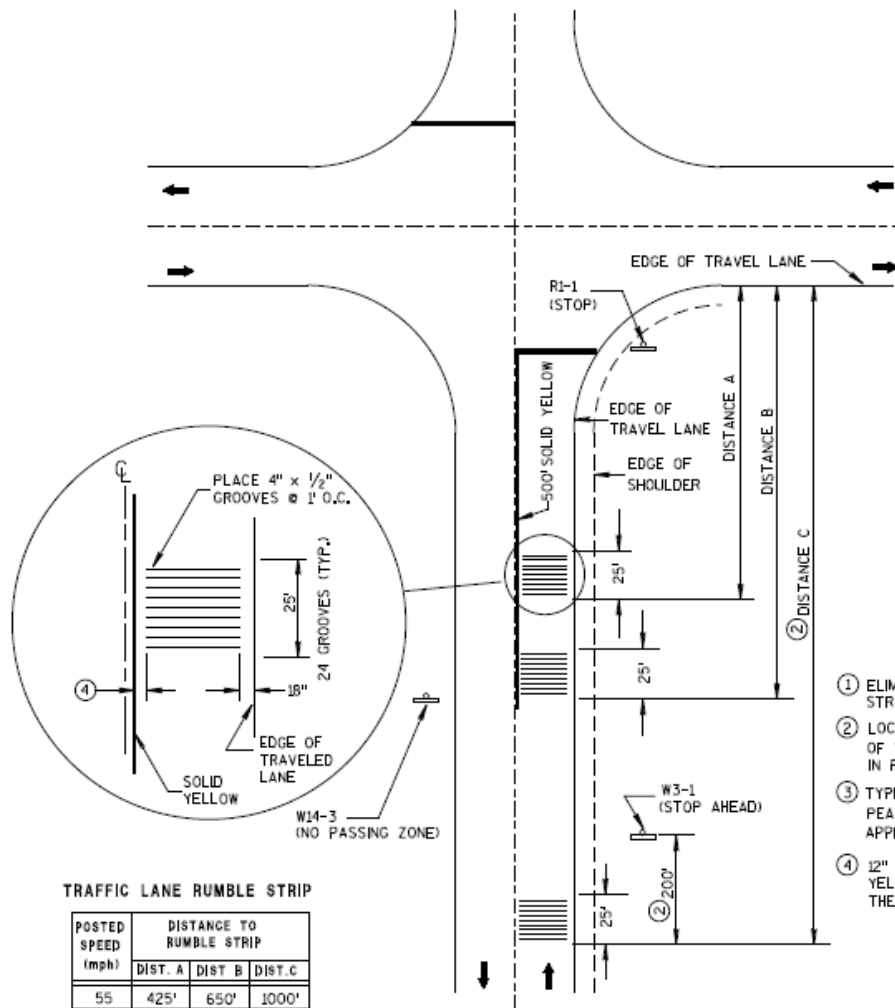
- Sauk County Highway Safety Commission will review the intersection and provide a recommendation to the Highway Committee.
- A public meeting or public hearing will be held.
- The Sauk County Highway Committee will make the final decision regarding the installation of rumble strips at any .

Notes:

1. Existing rumble strips will be replaced at intersections when the roadways are reconstructed. Permanent rumble strip removal must be approved by the Highway Committee.
2. Rumble strips can be an effective means of alerting the public to an upcoming potential hazard when other means have failed to achieve a reduction in accidents. To be truly effective, rumble strips need to be used only in those locations determined to be unusually hazardous. Care needs to be taken to prevent drivers from relying on rumble strips to indicate that a stop sign is coming up. With limited installation, the rumble strips will immediately alert the motorist to the hazardous situation they will be encountering.

Rumble strips will typically be installed as illustrated in Figure 16.

Figure 16. Rumble Strip Layout



TRAFFIC LANE RUMBLE STRIP

POSTED SPEED (mph)	DISTANCE TO RUMBLE STRIP		
	DIST. A	DIST. B	DIST. C
55	425'	650'	1000'
50	325'	450'	800'
45	275'	400'	650'
40	225'	(1)	550'
35	175'	(1)	475'
≤ 30	125'	(1)	425'

ARROW SYMBOL (→) SHOWS DIRECTION OF TRAVEL

RUMBLE STRIP LOCATION

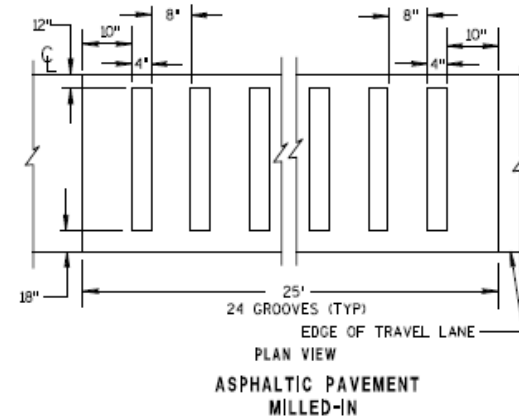
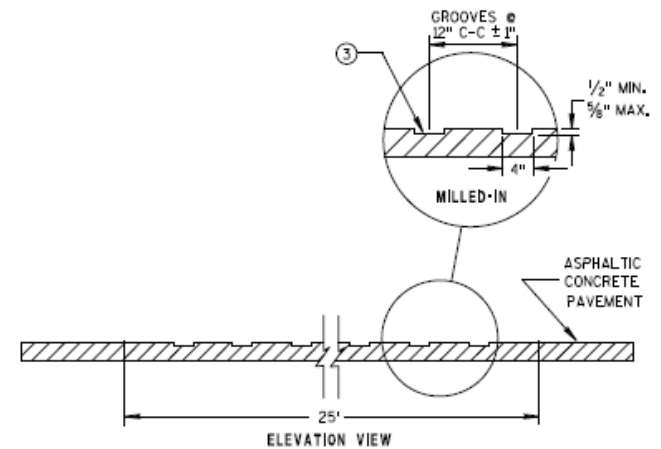
- ① ELIMINATE THE MIDDLE SET OF RUMBLE STRIPS.
- ② LOCATE RUMBLE STRIP 200' IN ADVANCE OF W3-1 SIGN AS SHOWN, IF W3-1 IS NOT IN PLACE, USE DISTANCE C.
- ③ TYPICAL VERTICAL VARIATION BETWEEN PEAKS AND VALLEYS WITHIN THE CUT APPROXIMATELY 1/16"
- ④ 12" CLEAR BETWEEN THE SOLID YELLOW LINE AND THE EDGE OF THE RUMBLE.

GENERAL NOTES

CONTRACTOR SHALL CONFIRM RUMBLE STRIP LOCATION WITH THE ENGINEER PRIOR TO INSTALLATION. THE ENGINEER MAY MODIFY THE RUMBLE STRIP LOCATION AS FIELD CONDITIONS DICTATE.

WHEN ASPHALTIC PAVEMENT IS NEW IN THE RUMBLE AREA THE CONTRACTOR SHALL ALLOW THE PAVEMENT TO CURE A MINIMUM OF 7 DAYS PRIOR TO RUMBLE INSTALLATION.

PAVEMENT MARKING AND SIGNING DETAILS AND SPECIFICATIONS ARE PROVIDED ELSEWHERE IN THE CONTRACT.



ASPHALTIC RUMBLE STRIPS AT INTERSECTION

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

APPROVED
8/17/2011 DATE
/S/ JEFFY H. ZOGG ENGINEER
ROADWAY STANDARDS DEVELOPMENT

12.4 Work Zone Safety

Experience has shown that following the principles and procedures developed and documented for proper temporary traffic control in the MUTCD manuals enhance the safety and communication in work zones. These principles and guidelines are utilized to the best of the Highway Department's ability to ensure the most safe and practical environment for both workers and the traveling public.

No Handheld mobile devices in work zones

Wisconsin Act 308 was passed in an effort to reduce distracted driving and increase safety for motorists and workers throughout the state. This law makes it illegal to talk on a handheld mobile device while driving in a Wisconsin road work zone. Violators are subject to \$40 fines for the first offense and \$100 fines for subsequent offenses.

Remember - **fines double in work zones.**

Helpful work zone resources can be found at:

<https://wisconsin.gov/Pages/safety/education/workzone/default.aspx>
<http://www.ops.fhwa.dot.gov/wz/>
<http://safety.fhwa.dot.gov/wz/>
<http://www.ops.fhwa.dot.gov/wz/resources/publications/publications.htm>
<http://www.dot.wisconsin.gov/safety/motorist/workzones/>

Safety Apparel

Worker visibility personal protective safety clothing is intended to provide conspicuity (to make readily visible) during both daytime and nighttime usage, and also needs to meet the Performance Class requirements standards established by the American National Standards Institute/International Safety Equipment Association (ANSI/ISEA).

Because standards for minimum reflectivity has changed over the years, Sauk County Highway Department uses the most current MUTCD manuals available as a resource in updating our safety apparel. Field guides provide industry standards established. We are able to select the proper classification of safety vests and apparel from these guides.

The Federal safety apparel brochure can be found at:
<http://safety.fhwa.dot.gov/wz/fhwasa03009/>

13 Miscellaneous Items

13.1 Cooperative Agreements

The Sauk County Highway Department may enter into cooperative work agreements with surrounding counties concerning projects, equipment, and operations.

13.2 Work for Municipalities

Municipalities, villages, and townships will be charged for any work performed by the Sauk County Highway Department.

13.3 Brush Pick-Up

The Sauk County Highway Department does not provide brush pick-up service.

13.4 Vegetation

Sauk County Highway Department typically mows the “top round” of roadways for vision purposes by or around July 4th. A second “top round” is typically targeted for the beginning of September. More frequent mowing may be needed depending upon the growing season and safety issues.

Vegetation management procedures for roadways under the jurisdiction of WisDOT follow the [Wisconsin Department of Transportation Highway Maintenance Manual](#) (User ID and password needed). The Manual provides guidelines for mowing and may be modified for safety and by WisDOT staff as needed.

Noxious Weeds

The Department strives to kill all noxious weeds within the County ROW upon discovery.

Under [Wisconsin §66.0407](#) – Noxious weeds are defined as Canada thistle, leafy spurge, field bindweed, any weed designated as a noxious weed by the department of natural resources by rule, and any other weed the governing body of any municipality or the county board of any county by ordinance or resolution declares to be noxious within its respective boundaries.

13.5 Sauk County Invasive Species BMPs

Sauk County Highway Department strives to manage Invasive species as a part of normal routine maintenance activities by following the Best Management Practices (BMPs) listed below;

Vegetation Management & Inspection/Monitoring BMPs

- Mow early to prevent seed production and to deplete root reserves.
- Avoid mowing/disturbing areas with known invasive species that are post-flowering stage and seeds are present.
- Limit transport of invasive species by cleaning mowers to the extent practical; increased cleaning should occur when the operator mows an area known to contain invasive species.
- Monitor right-of-ways during the growing season and determine treatments based on the known presence of invasive species.

Soil Disturbing Activities and Moving of Materials (soil, trees, woody vegetation, etc.)

- Prior to implementing activities scout for and locate invasive species infestations.
- Plan activities to limit the potential introduction and spread of invasive species, minimizing impact to areas known to contain invasive species.
- Inspect and clean as necessary all equipment, clothing, footwear and gear for soils, seeds, plant parts, or invertebrates before and after activities to the extent practical.
- Select appropriate species and materials for re-vegetation and landscaping activities.

- Re-vegetate disturbed soils as soon as feasible to minimize invasive species establishment.
- Minimize movement of materials known to contain invasive species and properly dispose of materials containing invasive species.

Invasive Species resources:

<https://councilonforestry.wi.gov/Pages/InvasiveSpecies/Forestry.aspx>

<https://dnr.wisconsin.gov/topic/Invasives>

Disclaimer

This manual was prepared to summarize the policies and procedures of the Sauk County Highway Department. It is intended to convey the Highway Department procedures that relate to or directly impact the County Highway system. Please note that many sections in this manual reference specific laws, rules, and regulations including, but not limited to, the Wisconsin State Statutes and Sauk County Ordinances. This manual is not intended to be a substitute for the specific laws and regulations contained in the Statutes, Ordinances, or any other documents.

The Sauk County Highway Department, and Highway Committee, reserves the right to review and revise the policies and procedures in this manual. The Highway Department also reserves the right to make decisions on a case-by-case basis regarding issues that are not contained in this manual.

Miscellaneous Transportation Related Links

Road Salt Storage:

<https://wisconsindot.gov/Documents/doing-bus/local-gov/hwy-mnt/winter-maintenance/self-inspection-guidance-document.pdf>

Road Sensors:

<https://wisconsindot.gov/Pages/about-wisdot/who-we-are/dtsd/bto/stoc/default.aspx>

Roadway Standards:

<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/default.aspx>

Round-A-Bouts:

<http://www.dot.wisconsin.gov/safety/motorist/roaddesign/roundabout.htm>

Rules of the Road:

<http://www.dot.wisconsin.gov/safety/motorist/rules/>

Scales:

<https://wisconsindot.gov/pages/dmv/com-driv-vehs/mtr-car-trkr/mc-safety/scale-locations.aspx>

Studies:

<http://www.dot.wisconsin.gov/projects/index.htm>

Traffic Counts:

<https://wisconsindot.gov/pages/projects/data-plan/traf-counts/default.aspx>

Truck Routes:

<https://wisconsindot.gov/Documents/dmv/shared/truck-routes.pdf>

Uninsured Motorists:

<https://wisconsindot.gov/pages/dmv/license-drivs/rcd-crsh-rpt/auto-insurance.aspx>

Vehicles Miles Traveled (VMT):

<https://wisconsindot.gov/pages/projects/data-plan/veh-miles/default.aspx>

Waysides & Rest Areas:

<https://wisconsindot.gov/Pages/travel/road/rest-areas/default.aspx>

WisDOT Organizational Structure & Contacts:

<https://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/contacts.aspx>

<https://wisconsindot.gov/pages/about-wisdot/contact-us/default.aspx>

<https://wisconsindot.gov/Pages/projects/in-together/swregion/default.aspx>

WisDOT Six-Year Programs:

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/mstr-contrct-sched.aspx>

WisDOT Videos:

<http://www.youtube.com/user/wisdot>

List of Wisconsin Statutes and Administrative Rules

- [Chapter 30](#) Navigable Streams
- [Chapter 32](#) Eminent Domain
- [Chapter 59](#) Counties
- [Chapter 66](#) Sub-Chapter IX public works & Projects
- [Chapter 66.0301](#) Intergovernmental Cooperation
- [Chapter 66.0627\(1\)](#) Special Charge on Tax Bill
- [Chapter 66.0407](#) Noxious Weeds
- [Chapter 66.1031](#) Widening of Highways
- [Chapter 66.1033](#) Curative Provisions
- [Chapter 66.1035](#) Rights of Abutting Owners
- [Chapter 66.1037](#) Beautification & Protection
- [Chapter 66.1003](#) Discontinuance of a Public Way
- [Chapter 82](#) Town Highways
- [Chapter 82.03\(1\)\(a\)](#) Town Hwys-“Passable”
- [Chapter 82.05\(3\)](#) Town Hwys-Passable a-s-as-practical
- [Chapter 83](#) County Highways
- [Chapter 83.42](#) Rustic Roads
- [Chapter 84](#) Trunk Highways (State)
- [Chapter 85](#) WisDOT
- [Chapter 86](#) Miscellaneous Highway Provisions
- [Chapter 86.02](#) Misc. Hwy Prov – Injury to Highway
- [Chapter 86.03\(1\)](#) Removal of Fallen Trees
- [Chapter 86.04](#) Highway Encroachments
- [Chapter 86.06](#) Highways Closed to Travel; Penalties
- [Chapter 86.105](#) Contract for Snow Removal
- [Chapter 88.68](#) Construction/Drains Across Highways+
- [Chapter 88.87](#) Road Grades not to obstruct drainage
- [Chapter 88.89](#) Roads not to obstruct watercourse
- [Chapter 91](#) Farmland Preservation-Ownership
- [Chapter 101](#) Dept. of Commerce-Variou Regulations
- [Chapter 102](#) Workers Compensation
- [Chapter 103](#) Employment Regulations
- [Chapter 106](#) Equal Rights
- [Chapter 108](#) Unemployment
- [Chapter 295](#) Non-Metallic Mining
- [Chapter 342.40](#) & [346.94\(13\)](#) Removing Vehicles
- [Chapter 343](#) Operators’ Licenses
- [Chapter 343.05\(4\)](#) CDL – Exemptions
- [Chapter 345.05](#) Municipal liability for vehicle accidents**
- [Chapter 346.05](#) Exceptions to driving on the right
- [Chapter 346.072](#) Passing stopped highway machinery
- [Chapter 346.27](#) Persons working on highway
- [Chapter 346.51](#) Stopping, standing, parking outside business
- [Chapter 346.57](#) Speed Restrictions
- [Chapter 346.915](#) Snowplow following distances
- [Chapter 346.94\(5\)](#) Injurious substance on hwy (snow)
- [Chapter 346.95](#) Penalties for debris on hwy (snow)
- [Chapter 347.45\(2\)](#) Prohibited Tire Equipment
- [Chapter 348](#) Vehicle Size, Weight & Load
- [Chapter 349](#) Local Authority-Vehicle Powers
- [Chapter 349.11](#) Setting speed limits
- [Chapter 349.15](#) Modify Weight Limits & Classify Roads
- [Chapter 349.16](#) Special/Seasonal Weight Limits
- [Chapter 893.83](#) Claims Against Gov’ts – Hwy Defects**
- [Chapter 943.01](#) Damage to Property

Highway Administrative Code and Rules of Relevance

COMMERCE

- [COMM 8](#) Mines, Pits & Quarries
- [COMM 32](#) Public Employee Safety & Health
- [COMM 45](#) Mechanical Refrigeration

DEPARTMENT of WORKFORCE DEVELOPMENT

- [DWD Chapter 80](#) Workers Compensation (WC)
- [DWD Chapter 81](#) WC – Treatment Guidelines
- [DWD Chapter 82](#) WC – Mining Damage Claims
- [DWD Chapter 290](#) Public Works (PW) Contracts
- DWD Chapter 290 PW Contracts - [Appendix A](#)
- [DWD Chapter 293](#) PW Payment & Performance Assurance
- [DWD Chapter 294](#) PW Debarment Contractors

DEPARTMENT of NATURAL RESOURCES

- [NR 102](#) Water Quality Standards for Surface Waters
- [NR 135](#) Non-Metallic Mining Reclamation
- [NR 151](#) Run-off Management
- [NR 40](#) Invasive Species
- [NR 300](#) Time Limits/Fees re: Waterway Permit+
- [NR 320](#) Bridges & Culverts-Navigable Waterways
- [NR 341](#) Grading-Banks of Navigable Waterways
- [NR 345](#) Dredging Navigable Waterways
- [NR 350](#) Wetland Compensatory Mitigation

TRANSPORTATION – Administrative Codes

- [TRANS RR1](#) Rustic Roads
- [TRANS 200](#) Erection Signs on Public Highways
- TRANS 200 Signs – [Appendix A](#) - Spec. Info. Sign Hwys
- TRANS 200 Signs – [Appendix B](#) - Service (B/W) Signs
- TRANS 200 Signs – [Appendix C](#) - TODS Signs
- TRANS 200 Signs – [Appendix D](#) – Gen. Dir. Guide Signs
- [TRANS 202](#) Wisconsin Scenic Byways
- [TRANS 204](#) Town Road Standards
- [TRANS 205](#) County Highway Standards
- [TRANS 206](#) LRIP
- [TRANS 207](#) Bridges & Culverts
- [TRANS 213](#) Local Bridge Program
- [TRANS 214](#) Town Road Bridge Standards
- [TRANS 220](#) Utility Relocation
- [TRANS 230](#) Permits for Oversize/Overweight Loads
- [TRANS 231](#) State Highway Driveway Permits
- [TRANS 250](#) Oversize & Weight (OS/OW)–Size & Weight
- [TRANS 276](#) OS/OW - Vehicles & Combinations
- [TRANS 278](#) OS/OW - Exceptions
- [TRANS 277](#) Salt Storage
- [TRANS 280](#) Roadside Vegetation Management
- [TRANS 307](#) Standards for Load Securement
- [TRANS 510](#) TEA Program
- [TRANS 515](#) Contractual Service Procurement

