

# CITY OF DE PERE

## Building Inspection

335 South Broadway, De Pere, WI 54115 | 920-339-4053 | [www.deperewi.gov](http://www.deperewi.gov)



## PARKING LOT & DRIVEWAY INFORMATION

### Design and maintenance.

1. *Plan.* Except for uses designated by this ordinance and residential uses, the design of parking lots or areas shall be subject to the approval of the Building Inspector in accordance with the standards approved by the Plan Commission.
2. *Drainage and grade.* All parking areas shall have adequate drainage and shall be provided with bumper guards where required by grade.
3. *Surfacing.* Parking areas and drives providing access thereto for single family and two-family dwellings and all other off-street parking areas and drives providing access thereto shall be hard surfaced with concrete, asphalt, or brick.
4. *Screening and landscaping.* All open automobile parking areas containing more than three (3) parking spaces shall be effectively screened on each side adjoining or fronting any property situated in a residence district or any institutional premises by a wall or fence.
5. *Lighting.* Any lighting used to illuminate off-street parking areas shall be directed away from residential properties and public streets in such a way as not to create a nuisance.
6. *Signs.* Accessory signs shall be permitted on parking areas in accordance with the provisions specified under the sign ordinance.
7. *Sales, repair, and service.* No sale, storage, repair work, or servicing of any kind shall be permitted in any parking facility, except by permission of the Common Council.
8. All parking stalls shall be marked with painted lines not less than four (4) inches wide.

### Driveways.

1. Before a driveway or curb cut for a driveway is made, a permit shall be obtained from the Building Inspector after first obtaining approval of the parking plan and upon compliance with the provisions of [Chapter 22](#), of the Municipal Code. All driveways shall meet the following requirements:
2. Width restrictions.

Zone	Maximum Width at Property Line	Maximum Flare	Maximum Opening
Residential Zones	25	5	35
Residential Zones (Single Driveway Duplex) (Driveway width shall not exceed 50% of lot width)	40'	2.5'	45'
Business (One-way)	15	10	35
Business (Two-way)	25	10	45
Industrial (Curb & Gutter)			
One-way	20	20	45
Two-way	35	20	75
Industrial (No curb & gutter)			
One-way	20	45	85
Two-way	35	45	100
Semi-trailer Delivery Drives (in any zone where permitted)	(See Industrial)		

3. Width restrictions may be exceeded behind the front yard right-of-way line/front lot line and into the front yard setback provided:
  - a) That the use is not a single or two-family residence with a center driveway;
  - b) The increased width encroaches only the front yard setback which is adjacent to the nearest interior side-yard setback; and
  - c) The outer edge of the widened surface as no closer than two feet from the adjoining lot line
  - d) The widened portion is tapered into the original maximum width at the property line over a distance of 36 inches or more;

- e) Such width increase is approved by the Building Inspector or his/her designee. Denial of any such request is appealable to the Zoning Board of Appeals within 14 days of the denial.

**Separation of location.**

1. Except in the case of center drive duplexes complying with the provisions of this Section, curb cut openings, including alley curb cuts and driveways on the bulbs of cul-de-sacs shall not be less than 15' apart at the curb line.
2. Corner lots. Driveways measured at the curb line shall not be less than the following distance from the intersection with the street right-of-way line:

Use	Street Type	Distance
Residential	All	25'
Business	Local	25'
Business	Arterial or Collector	100'
Industrial	All	100'

0. Interior lot lines. Driveway flares at the curb line shall not extend beyond the lot line.

**Number of curb cuts permitted.**

1. *Residential zones.*
  - a) R-1 District. In the case of a single family residence, one two-way or two one-way drives for each lot of record, and all other uses permitted in R-1 Districts shall be subject to those provisions that apply to commercial districts.
  - b) R-2, R-3, and R-4 Districts. In the case of a single family residence, the rule as applies in R-1 District. In the case of all other uses permitted in R-2, R-3, R-4
  - ) R-4 Districts, except as provided in g., below, the rule applicable to commercial districts shall apply.

d) Duplexes. One standard residential driveway (25' maximum at property line) per dwelling unit, or one center driveway of a 40-foot maximum width from the garage to the property line per duplex. If a center driveway in excess of 25 feet at the property line is utilized, the following conditions must be met:

- 1) A divider island of a width of not less than one (1) foot at the curb line and not less than three (3) feet at the exterior sidewalk line shall be constructed on the driveway apron. Said divider island shall be curbed and raised to an elevation not less than 6 inches at the curb and shall taper at a constant slope from the curb to the sidewalk grade at the exterior sidewalk line.
- 2) A landscaped median of not less than 3 feet in width commencing at the interior sidewalk line and running to the garage shall be constructed. For purposes of this paragraph, landscaped means planted in grass, or a combination of decorative stone and plants or grass.
- 3) Upon complying with the above two conditions, a driveway so constructed shall be considered and constitute one curb cut for purposes of [Section 14-51\(8\)\(b\)\(1\)](#).

g) Commercial. One two-way or two one-way drives for each 100 feet of total lot frontage.

h) Industrial. One two-way or two one-way drives for each 200 feet of total lot frontage unless otherwise approved by the Plan Commission in site development plan review.

*2. Increased size.* When the intensity of use of any building, structure, or premises shall be increased through the addition of dwelling units, gross floor area, seating capacity, or other units of measurement specified herein for required parking or loading facilities, parking and loading facilities as required herein shall be provided for such increase in intensity of use and for at least 50% of any exiting deficiency in parking or loading facilities.

*3. Changed use.* Whenever the existing use of a building or structure shall hereafter be changed to a new use, parking or loading facilities shall be required for such new use.

*4. Damage or destruction.* For any conforming or legally nonconforming building or use in existence on the effective date of this [the] ordinance [from which this appendix is derived], which subsequently is damaged or destroyed by fire, collapse, explosion, or other cause, and which is reconstructed, reestablished, or repaired, off-street parking or loading facilities shall be provided as required by this ordinance.

*4. Control of off-site parking facilities.* In cases where parking facilities are permitted on land other than the zoning lot on which the building or use served is located, such facilities shall be in the same possession as the zoning lot occupied by the building or use to which the parking facilities are accessory. Such possession may be either by deed or long-term lease, the term of such lease to be determined by the Plan Commission, and such deed or lease shall be filed with the Register of Deeds for Brown County. The deed or lease shall require such owner or his/her heirs and assigns to maintain the required number of parking facilities for the duration of the use served or of the deed or lease, whichever shall terminate sooner.

14-56. - Specific requirements off-street parking.

1. *Residence districts.* Off-street parking spaces accessory to uses allowed in the several residence districts shall be provided in accordance with the following minimum requirements:

a) *Dwellings.*

- 1) Single-family: Two (2) parking spaces shall be provided for each unit.
- 2) Two-family: Two (2) parking spaces shall be provided for each unit.
- 3) Multifamily:

Type Unit	Parking Spaces/Unit
Efficiency/Studio Apartment	One (1)
One Bedroom	One and one-half (1.5)
Two or more Bedrooms	One and three-quarters (1.75)
Elderly Housing	One (1) plus one (1) space for each day shift employee

All multifamily housing shall include an additional .25 spaces/unit designated for visitor parking.

- b) Apartment Hotels: One and one-quarter (1.25) spaces shall be provided for each dwelling unit or lodging room.
- c) Bed and Breakfast Establishments: One (1) parking space for each room rented, in

**REVISED: February 2, 2015**  
**CITY OF DE PERE**  
**DEPARTMENT OF PUBLIC WORKS**  
**SIDEWALK AND DRIVEWAY APPROACH SPECIFICATIONS**

The following is a list of specifications for construction of sidewalks and driveway approaches within the City of De Pere:

1. In accordance with Section 22-10 of the De Pere Municipal Code: "No person shall build, construct, or sawcut any concrete sidewalk upon any street in the city, construct any driveway approach between the sidewalk and curblin or sawcut any curb and/or gutter upon any street in the city without first having obtained a concrete worker's license. Property owners may construct such sidewalk or driveway approach upon any street abutting their own property without such license and without being required to furnish any bond otherwise required in this section, provided that they comply with all other provisions of this chapter.
2. In accordance with Section 22-15 of the De Pere Municipal Code, before a driveway or curb cut for a driveway is made, a permit shall be obtained from the Director of Public Works.
3. The provisions of Section 62.16 and 66.615, Wisconsin Statutes require that no sidewalk shall be constructed or repaired unless the property owner or contractor intending to perform the work shall make written application to the Department of Public Works for establishment of the grades of said sidewalk.
4. Section 22-5 Subsection (c) of the De Pere Municipal Code states that after a grade line is furnished by the Department of Public Works to a contractor or property owner, it shall be the duty of the contractor or property owner to preserve said grade stakes until the concrete sidewalks have been constructed. Failure to preserve said line and grade stakes, necessitating the return of a City Official to reset stakes, will subject the contractor or property owner to the expense involved in resetting said grade stakes.
5. The backside of the sidewalk shall be located 6 inches from the property line towards the center of the street and shall run parallel with the property line.
6. The grade stakes for the installation of sidewalks will be set one foot off the backside of the sidewalk, unless otherwise specified. If there is an existing driveway, a paint mark will be placed on each side of the driveway indicating where the sidewalk will intersect the driveway.
7. The grade stakes for the installation of approaches shall be located on line with the backside of the sidewalk portion of the driveway. The stakes shall be located off to each side of the driveway.

8. A plus or minus measurement will be marked on each stake. The top of the backside of the sidewalk shall then be established by measuring either up or down from the top of the grade stake.
9. In accordance with the City of De Pere Department of Public Works 2015 Standard

Specifications and the Wisconsin Dept. of Transportation Specifications for Highway and Structure Construction, the following specifications for driveways are established:

**Sidewalks shall be 5'-0" in width.**

The sidewalk shall be 4 inches in depth except through driveway approaches where they shall be 6 inches.

The sidewalk through the driveways and the approaches shall be placed on a 4-inch foundation of compacted crushed gravel or crushed stone.

In a cut area the foundation shall be one foot wider than the sidewalk, in a fill area the foundation shall be two feet wider than the sidewalk.

The sidewalks shall slope  $\frac{1}{4}$  inch per foot towards the street.

Concrete shall be air-entrained, 6 bag mix, 28-Day Compressive Strength of 4,000 PSI.

Concrete shall be placed on a moist foundation.

Edges of sidewalks and edges adjacent to expansion joints or construction joints shall be finished with an edging tool having a radius of  $\frac{1}{4}$  inch.

Transverse joints in the sidewalk shall be spaced at 5-foot intervals.

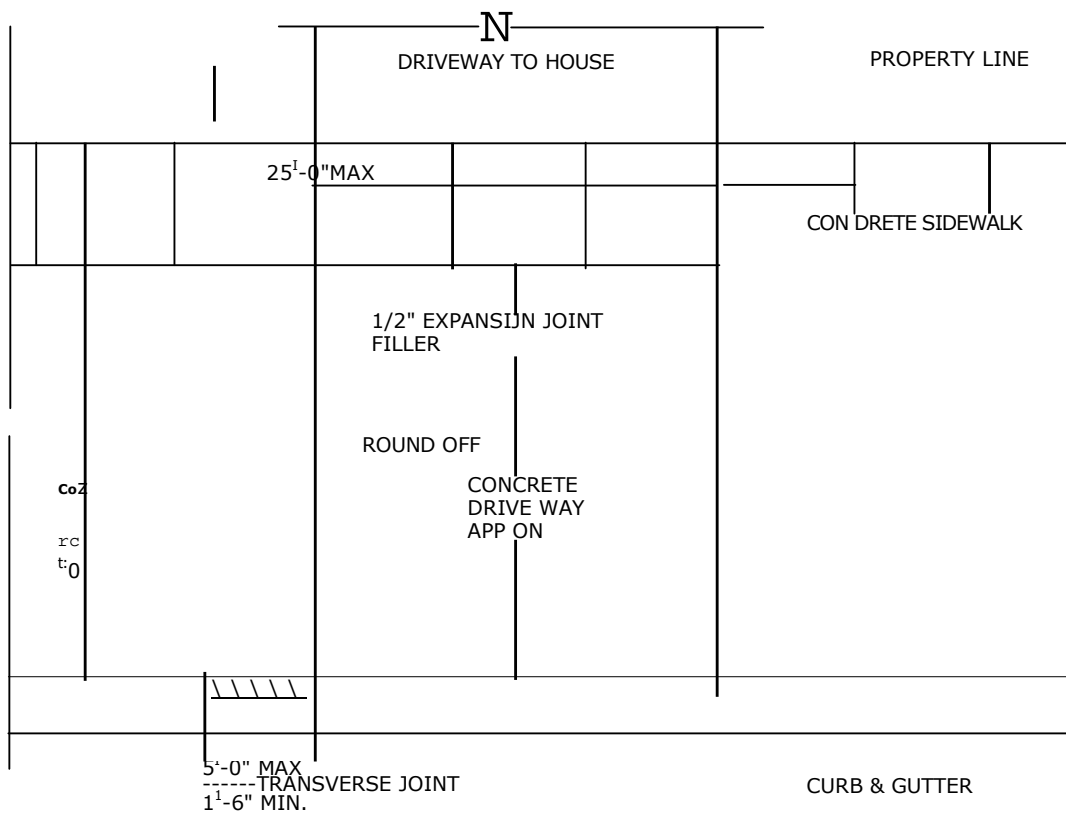
$\frac{1}{2}$  inch expansion joint filler shall be placed to the full depth of the concrete on both sides of the driveway and where the approach abuts the sidewalk and the curb and gutter.

Transverse joints shall be placed down the center of the approach portion of the driveway. (See Detail)

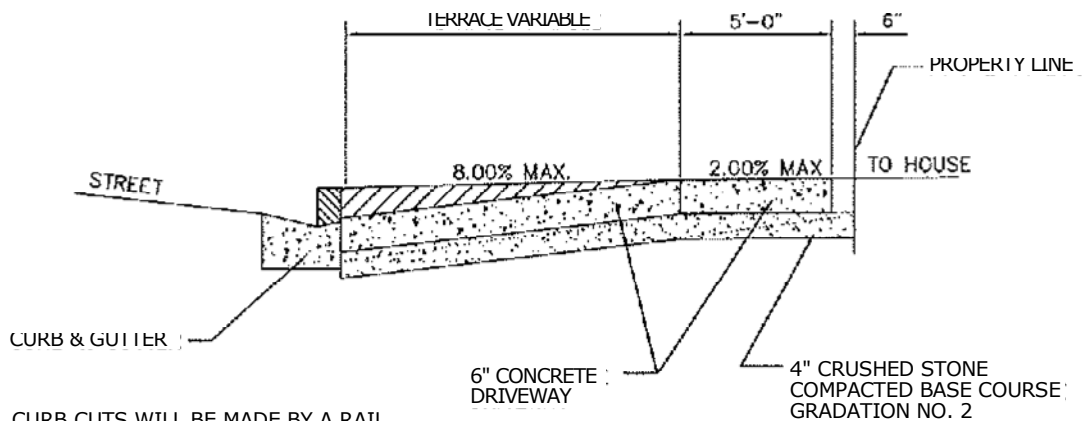
Provide a concrete stamp per the detail.

10. Whenever any obstruction such as a power pole, tree, tree roots, hydrant, inlet, valve, manhole, etc. is encountered, contact the Engineering Department before pouring the driveway or sidewalk.
11. It shall be the responsibility of the property owner or contractor to erect sufficient barricades to protect pedestrian and vehicular traffic at all times from excavation or construction.
12. Protect trees per attached Section 31 13 10 "Tree Preservation of Public Trees".
13. For any questions regarding driveway construction call the City of De Pere Engineering Department at 339-4060.



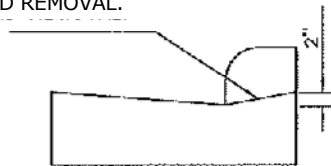


PLAN VIEW

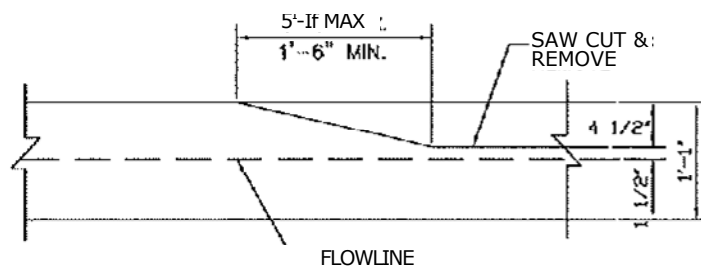


TYPICAL SECTION

ALL CURB CUTS WILL BE MADE BY A RAIL MOUNTED, HYDRAULICALLY CONTROLLED OR HIGH CYCLE ELECTRIC, LARGE DIAMETER CONCRETE SAW DESIGNED SPECIFICALLY FOR THIS METHOD OF THE CURB HEAD REMOVAL.



CURB CUT SIDE VIEW



CURB CUT BACK VIEW

CONCRETE DRIVEWAYS	
DIVISION 3 2	DRAWING NO. C-1



