

Shared Driveway Easement – Checklist

CSM file # _____

- _____ Consistent with town/county comprehensive plans.
- _____ 66' wide, entire length of the driveway that will service the lots.
- _____ No more than 4 lots, principal use is residential.
- _____ One lot must have the minimum of 66' of public road frontage.
- _____ Legal description of the shared driveway easement and is to be shown on CSM.
- _____ Data submission requirements of S. 75.17(3)(d), (g), (h) and (i).

Shared driveway easement shall constitute a covenant running with the land and must comply with the following:

- _____ Shared driveway easement agreement must be approved by the town, ZLR committee and recorded with the Dane County ROD.
- _____ Agreement must name the affected town and Dane County as co-holders of the easement with full enforcement rights.

Shared driveway easement agreement must contain the following:

- _____ A provision stating that the shared driveway must be maintained to provide adequate access to emergency vehicles, school buses and other equipment, as determined by the town engineer, local fire department and EMS service.
- _____ A provision that addresses the year-round maintenance of the shared driveway, allocates the costs of maintenance among the property owners, their heirs, successors, and assigns, and determines which property owner or owners shall decide when maintenance or repair is necessary.
- _____ A provision authorizing either the town, at its sole discretion, or Dane County to inspect and conduct repair work on the shared driveway, at the expense of the property owners, if such owners fail to adequately maintain the driveway.
- _____ A provision consenting to the dedication of a future town road right-of-way within the shared driveway easement, at any time if the town, in its sole discretion, accepts it.
- _____ A provision requiring that buildings constructed on the parcel(s) be setback from the shared driveway easement as specified in section 10.17(3)(b).
- _____ A provision granting permanent, unimpeded access to the lots served by the shared driveway easement for emergency service responders, utility services, and other access which could be had by a public road.
- _____ A provision prohibiting any modifications to the shared driveway easement agreement without the written preapproval of the town and the Dane County zoning and land regulation committee.