

APPLICATION FOR ACCESS TO COUNTY ROAD RIGHT-OF-WAY
Island County Public Works • P.O. Box 5000, Coupeville, WA 98239 • (360) 679-7331

PERMIT NO.: _____ Fee: _____ (Please make checks payable to Island County Engineering)

Date Issued: _____ Date Received: _____ Receipt No.: _____

NO WORK TO SHALL BEGIN UNTIL APPROVED BY COUNTY ENGINEER OR DESIGNEE

INSTRUCTIONS FOR APPLICANT

An approved permit for access to county roads and access from private roads to county roads is required prior to issuance of a building permit. (ICC12.12)

All applicable fields in the **black box below** shall be filled out completely and accurately by the applicant. A **sketch showing the desired location of the access(es)** shall be attached to the application. **Two visible, flat stakes** shall be placed along the right-of-way to mark desired location(s) of access(es).

The County Engineer or designee shall either grant or deny the access within a 15 working day period, commencing on the date the application is accepted as complete by the County Engineer or designee.

OWNER: _____ Date: _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____ Phone: _____

AGENT (if applicable): _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____ Phone: _____

By signing, the owner/agent agrees to perform the work in strict compliance with the provisions enumerated on page two (2) of this permit and states that he/she/they has/have read and will adhere to the general provisions applicable to permits contained on page three (3) and four (4) of this permit. Owner/Agent certifies the access applied for is for the purpose indicated only. Permit is void if access is utilized for any other purposes or to the benefit of other properties.

SIGNATURE: _____ PRINT NAME: _____

Installing Catch Basin _____

Access for: Single _____ Double _____ Common Approach _____ Short Plat _____ Plat _____ Commercial _____ Temporary _____

County Road designated as: _____ and/or **Private Road:** _____

Address of Parcel (if available): _____

Parcel No.: _____ **Sec.:** _____ **Twp.:** _____ **Rge.:** _____

Plat Name: _____ **Div.:** _____ **Blk.:** _____ **Lot:** _____

Arch Site: Yes / No **Eagle/Heron Habitat:** Yes / No **Wetlands:** Yes / No **Critical Drainage:** Yes / No

Reviewed by: _____ Date Reviewed: _____

NOTE: If it is determined the proposed work is in a sensitive area, issuance of the permit will be held until a final determination is made.

Development Coordinator Approval: _____ Date: _____

() Storm water management review will be required under a building permit or land use application.

ROAD SHOP REPORT

RECOMMENDATION:

() Approve () Approve as modified () Deny (see below) **FOR:** () Single () Double () Common Approach

TO SERVE: () SFR () Garage () Commercial () Short Plat () PRD () Temporary () Other

Supervisor/Foreman: _____

Date _____

Signature: _____

Phone _____

PERMIT CONDITIONS

PLEASE READ CAREFULLY PRIOR TO THE START OF WORK

Subject to all the terms, conditions, and provisions written or printed below or on any part of this form. Access to be installed per County standards (**Typical Road Approach and Cross Section Drawing attached**) and all permit conditions as stated on the rest of the permit, **SUBJECT TO THE FOLLOWING:**

- | | |
|---|--|
| () New access is approved as indicated below: | () Prior to Asphaltting or concreting driveway contact road supervisor. |
| () Existing access is approved as constructed and reflects current conditions as indicated below: | () Surface/Surfaced with asphalt concrete pavement. |
| () Existing access requires improvements as indicated below: | () Surface/Surfaced with crushed rock. |
| () Driveway must be at least 5 feet from property line. | () Vegetation must be trimmed and maintained by applicant. |
| () 20' flat-out with a grade not to exceed 2% unless pre-approved. | () Best Management Practices (BMP's) will apply:
https://apps.ecology.wa.gov/publications/SummaryPages/1910021.html . |
| () Improvements are needed to gain and maintain sight distance of 100' per 10 miles per hour. | () Water runoff into County drain ways shall be free of all sediment and debris. |
| () Culvert ends must be beveled. See attached diagram. | () All traffic control will conform with the Manual on Uniform Traffic Control Devices (MUTCD): http://mutcd.fhwa.dot.gov/ . |
| () _____ feet of _____ inch culvert double wall corrugated high density polyethylene drainage pipe with smooth inner wall. | () Applicant will handle all drainage at applicant's expense. |
| () _____ | () A 6" swale, 8' from edge of pavement for drainage |
| () _____ | () Ditch must be cleaned of vegetation and debris. |
| () _____ | () See Additional Conditions and/or Attachments. |
| () _____ | |
| () _____ | |
| () _____ | |
| () NOTE: Natural run off as now exists drains towards or across applicants parcel. | |

☐ Final Inspection Required

When the work is completed, please contact:

Name: _____ Phone Number: _____

APPROVAL OF ACCESS PERMIT IS FOR COUNTY RIGHT-OF-WAY ONLY. THIS IS NOT APPROVAL FOR ANY OTHER ROAD CONSTRUCTION. OTHER PERMITS MAY BE REQUIRED; APPLICANT NEEDS TO CONTACT APPROPRIATE DEPARTMENT.

It is the responsibility of the applicant to notify all utilities and private property owners when such property is liable to cause injury or damage through the performance of the above work and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.

☐ Denied ☐ Approved by: _____ DATE: _____
COUNTY ENGINEER or DESIGNEE

UTILITY DAMAGE IS COSTLY

CALL "811"

BEFORE YOU DIG

FINAL INSPECTION REPORT

The work covered by this permit has been performed and completed in compliance with Island County Standards and the provisions specified herein.

Signature: _____ Date: _____

ADDITIONAL PERMIT CONDITIONS

1. The applicant, designated herein as the “grantee”, his successors and assigns, shall have the right and authority to enter upon the right of way of the County road, street, alley, public place or structure as indicated on the first page of this form, for the purpose of doing such work as applied for, and approved by the County Engineer or designee. During the progress of the work such barriers shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public; the barriers shall be properly lighted at night.
2. The location, type of work, materials and equipment used, manner or erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance of project petitioned for, shall be approved by the County Engineer or designee prior to start of work and shall be subject to the inspection of the County Engineer or designee so as to assure proper compliance with the terms of this permit.
3. If, at the end of six (6) months after date of granting of the permit, the grantee has not completed the installation, then the rights therein conferred shall cease and terminate.
4. The grantee shall leave all roads, streets, alleys, public places and structures in as good and safe condition, in all respects, as they were before commencement of work by grantee. The party or parties to whom this permit is issued shall maintain at his or their sole expense the structure or object for which this permit is granted in a condition satisfactory to the County.
5. In case of any damage to any roads, streets, public places, structures or public property of any kind on account of said work by the grantee, he will at once repair said damage at his own sole cost and expense.
6. The County Engineer, his agents or representatives may do, order, or have done any and all work considered necessary to restore to a safe condition any street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the grantee’s facility or its installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material.
7. If at any time the County deems it advisable to widen, grade, re-grade, plank, pave, improve, alter or repair any road, street, public place or structure, the grantee upon written notice by the County Engineer, his representatives or agents, will at his own sole cost and expense, raise, lower, change, move or reconstruct such installations to conform to the plans of work contemplated or ordered by the County.
8. If, upon written notice by the County Engineer, the grantee fails to relocate any portion or all of the project as granted under this permit, the County, its agents or representatives may do any work at the cost and expense of the grantee, and all costs to remove or reconstruct same, shall be borne by the grantee.
9. All such changes, reconstruction or relocation by the grantees shall be done in such manner as will cause the least interference with any of the County’s work and shall be subject to the same provisions which control an original installation. The County shall in no way be held liable for any damage to the grantee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the County upon roads, streets, public places or structures in question. The grantee shall have twenty-four (24) hours written notice by the County Engineer or his representatives or agents of any blasting contiguous to the grantee’s permit rights in order that he may protect his interests.
10. This grant is limited to the specific work, purpose and use described and is contingent upon the grantee having any necessary right of ownership, rights of way, easements or permissions to approach the county road over the property adjoining the county right of way of the location specified.
11. All the provisions, conditions, regulations and requirements herein contained shall be binding upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically mentioned.
12. The County Engineer or designee may revoke, annul or terminate this permit if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given him or if the work herein permitted, is not installed or operated and maintained in conformity herewith or at all.

