

# 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)

Issued Date: \_\_\_\_\_ Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**NO WORK TO SHALL BEGIN UNTIL APPROVED BY COUNTY ENGINEER**

## 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)

Applicants for permits for access to county road right-of-way shall file this application with the County Engineer. **A sketch showing the desired location of the access shall be attached to the application.** If applicant is currently processing applications for building or sewage permits, attachment of the same plot plan as used on those applications is acceptable.

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

OWNER: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Name/Address of Agent: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Owner/Agent will place two visible flat stakes along right of way to mark desired location of access. Plot Plan is to be attached indicating location of access point and description of work to be done.** Owner/Agent further agrees to perform the work in strict compliance with the provisions enumerated below and states that he/she/they has/have read and will adhere to the general provisions applicable to permits contained on the reverse side of this form. 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

**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.

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**Supervisor's 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 reverse side, SUBJECT TO THE FOLLOWING:

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

Final Inspection Required

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**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.

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Copy of final approval available upon request by applicant

**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.*

**UTILITY DAMAGE IS COSTLY**

**CALL "811"**

**BEFORE YOU DIG**

Denied  Approved by: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY ENGINEER or DESIGNEE

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## 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 front of this form, for the purpose of doing such work as applied for, and approved by the County Engineer. 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 prior to start of work and shall be subject to the inspection of the County Engineer 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.





**APPLICANT AUTHORIZATION FORM**

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form providing authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the landowner. A permit/application authorizing an agent to act on the landowner's behalf that is not accompanied by a signed and notarized Applicant Authorization Form will not be accepted. All original signatures must be in blue ink.

I/We, \_\_\_\_\_ the owner(s) of the subject property, understand that by completing this form I/We hereby authorize \_\_\_\_\_ to act as my/our agent. I/We understand that said agent will be authorized to submit applications/permits on my/our behalf. I also understand that once a permit/application has been submitted that all future correspondence may be directed to said agent.

**ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM**

<p>1) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>3) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>_____ Date</p>	<p><b>State of Washington</b>            ) <b>County of</b> _____)</p> <p>I certify that I know or have satisfactory evidence that _____ signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.</p> <p>Dated _____ Signature of _____ Notary Public _____</p> <p>Printed Name _____ Residing at _____ My appointment expires _____</p> <p>Stamp</p>
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