

## ROAD APPROACH PERMIT APPLICATION, Page 1

DATE	PERMIT #	BY
	RA	
<b>Area:</b>		
<b>Receipt #:</b>		
<input type="checkbox"/> Process in-house - original approach, # _____, is approved.		

**Approach Type:**     Residence     Ag/Forest     Commercial  
 Subdivision     Recreational     Unspecified  
 Secondary     Temporary     Permanent

Existing Approach – Verification only  
 Existing Approach - Change in Use from:  
 Existing Approach –Upgrade needed:

**Standard Road Approach Permit Fee: \$125.00 (Non-refundable)**  
**Existing Approach – Upgrade or Change of Use Fee: \$125.00 (Non-refundable)**

Tax Parcel #: \_\_\_\_\_ Planning Review #: \_\_\_\_\_  Approved  Needed

Legal Description: \_\_\_\_\_  
 Related Permits: \_\_\_\_\_  Lot Status OK

**Owner Name & Mailing Address:**  
 Phone: (    )    Alternate Phone: (    )    Email: \_\_\_\_\_

**Agent Name & Mailing Address:**  
 Phone: (    )    Alternate Phone: (    )    Email: \_\_\_\_\_

**Applicant Name & Mailing Address:**    Same as  Owner  Agent  
 Phone: (    )    Alternate Phone: (    )    Email: \_\_\_\_\_

**Professional Name & Mailing Address:**  
 Phone: (    )    Alternate Phone: (    )    Email: \_\_\_\_\_

**Address of Approach Site** \_\_\_\_\_  Private road  
**Location:** \_\_\_\_\_  
**Notes:** \_\_\_\_\_

I hereby represent that I own the land adjoining the approach authorized by this permit, and/or have the legal right to cross same and shall, upon findings of my misrepresentation of same, remove said approach at my sole cost, and shall indemnify and hold County harmless from any and all claims arising out of such misrepresentation to the County.

I affirm that all answers, statements, and information submitted with this application are true, accurate, and complete to the best of my knowledge. If **Owner** information is filled out, I affirm that I am the owner of the subject property. If **Agent, Professional** and/or **Applicant** information is filled out, I am duly authorized by owner to act in respect to this application.

I acknowledge that issuance of a road approach permit does not guarantee issuance of any other county permits or that the driveway/private road meets Lewis County road standards.

Standard Road Approach Permit OR Existing Road Approach – Upgrade or Change in Use

A road approach permit shall be valid for a time of 60 days from the date of initial field inspection and issuance of the permit (Part 2). Access shall not be considered as legal until final inspection and approval per 12.60 LCC, and permit is issued subject to the provisions of Lewis County Code 12.60.280(4)(b).

I have been provided with and agree to the conditions for the approach as summarized in the attached permit packet.

Existing Approach – Verification Only

This road approach was installed prior to January 1, 2004, or already has an approved approach.

I understand that the purpose of this document is to serve as verification of an existing, functional road approach installed prior to the current permitting process (January 1, 2004). A functional approach has adequate sight distance and width and does not pose a potential hazard to the county road.

Signature\* \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*An agent or representative of a property owner will submit legal proof of such capacity upon request AND state the owner's name and address above.*

Representation of ownership and legal access  is  is not acceptable for processing. \_\_\_\_\_

Inspected  Approved  Denied by: \_\_\_\_\_ Date: \_\_\_\_\_ MP: \_\_\_\_\_

Copies of Approved Permit to:  Owner  Agent  Other: \_\_\_\_\_  Email: \_\_\_\_\_

Permit # RA\_\_\_\_\_

The Lewis County Road Standards are available on the Lewis County Web Site: [www.lewiscountywa.gov](http://www.lewiscountywa.gov) (under County Code, Title 12 Public Roads and Places).

## STANDARD ROAD APPROACH PERMIT APPLICATION OR EXISTING APPROACH VERIFICATION – CHANGE IN USE TIME LIMITS AND RESTRICTIONS

**A copy of this permit is to be maintained on-site while the work is being performed (Ord. 1183).**

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These procedures don't apply to existing approaches that don't need any work or don't involve a change in use. The supervisor will approve these without your needing to meet with him. He will call you for a meeting only if some work is needed.

Please read the steps below and check off the Applicant steps as they are completed.

For new approaches, or for existing approaches to be upgraded or the use changed:

- Applicant fills out the road approach permit application form and pays the fee for the road approach.
- PW Office Assistant holds permit until staked and planning review (if any) is approved, then forwards to Property Management.
- Applicant marks the site for the proposed road approach using the provided stake.
- Applicant tells Public Works [(360) 740-1123] when the location is staked.**     Staked \_\_\_\_\_
- Within seven working days of planning review approval, Property Management checks for legal access, road standards-related issues, and possible easement of necessity, then faxes permit and supporting documents to Field Supervisor. \_\_\_\_\_
- Within ten days of receiving the road approach packet from Property Management, the Field Supervisor checks the location for sight distance and other safety factors.
- Field Supervisor contacts Applicant to meet at the proposed road approach site and/or review requirements for the approach. Field Supervisor gives or mails a copy of the instructions to Applicant and notifies Office Assistant that approach location is approved. Date of Initial Field Inspection: \_\_\_\_\_  Location acceptable, by \_\_\_\_\_.
- Office Assistant notifies Community Development of acceptable location so building permit (if any) can be issued.
- Applicant purchases material and installs the road approach within 60 days of receiving instructions from the Field Supervisor. If installation is delayed and will take longer than 60 days, Applicant contacts the Supervisor at the telephone number below for an extension.**
- Applicant calls the Field Supervisor, \_\_\_\_\_ at (360) \_\_\_\_\_ after the installation of the road approach is complete, for a final inspection, needed for building final occupancy.**
- Field Supervisor inspects newly installed approach and approves or disapproves.  
**\*\*\*Without final road approach approval, a building cannot get a final inspection for occupancy.\*\*\***
- When final inspection is completed, Field Supervisor sends the permit to the Public Works Office Assistant.
- The Public Works Office Assistant updates the road approach permit database, notifies Community Development of the approval (if related to a development permit), and mails a copy to the Applicant(s).

I have read this information: \_\_\_\_\_  
Initials

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

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## GENERAL PROVISIONS

In accepting this permit, the Applicant or his/her successors and assigns agree to protect Lewis County and save it harmless from all claims, actions, or damages of every kind and description which may be suffered by any person or persons, corporation, or property by reason of the performance of any such work; character of materials used or manner of installation; maintenance and operator; or by improper occupancy of rights-of-way, public places, or public structures; and in case any suit or action is brought against Lewis County for damages arising out of or by reason of any of the above causes. The petitioner, his successors and assigns will, upon notice to him or them or commencement of such action, defend the same at his or their own sole cost and expense and will satisfy any judgment after the said suit or action shall have finally been determined, if adverse to Lewis County.

“Administrator” shall mean the County Engineer and his/her authorized designee.

In issuing this permit, Lewis County makes no representation as to the traffic safety of the access location.

Approaches must meet Lewis County approach standards, including all legal and safety requirements during installation or maintenance. A copy of this permit is to be maintained on site while the work is being performed (Ord. 1183).

During the process of the work, signs, barricades, and warning lights shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public. All signs, barricades, and warning lights shall conform to the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).

PUBLIC SAFETY shall be the primary consideration for all locations. Minimum sight distance as determined by the County shall be available in each direction from the approach. Truck Crossing signs (minimum size of 36” x 36”) in conformance with the latest edition of the (MUTCD) may be required.

All road surfaces, slopes, ditches, pipes, landscape, etc. disturbed or damaged by the operation, shall be restored to their original condition and cross-sections WITHIN 5 DAYS. Warning signs, barricades, and lights shall mark all open trenches; and if necessary or as otherwise directed by the County, Washington State certified flaggers shall be employed for the purpose of protecting the traveling public. Trenches shall be backfilled as soon as possible behind the laying of pipe.

EXCEPT AS HEREIN AUTHORIZED, NO EXCAVATION SHALL BE MADE OR OBSTACLES PLACED WITHIN THE LIMITS OF A COUNTY ROAD OR WITHIN FOUR (4) FEET OF THE EDGE OF THE PAVEMENT IN SUCH A MANNER AS TO INTERFERE WITH THE TRAVEL OVER SAID ROAD.

Filling within the County right-of-way limits, outside the approach area, will not be allowed.

No mud, dirt, or debris shall be allowed on the County right-of-way. Owner shall be responsible for immediate cleanup of road surface.

If work done under this permit interferes in any way with the drainage of the County roads, the Applicant shall wholly and at his own expense make such provisions as the Administrator shall direct to take care of said drainage. Directing of surface water from private property onto County right-of-way is not allowed, except on terms stated in 15.45 LCC.

The property owner is responsible for locating and protecting any underground utilities; and if within Lewis County, can call 8-1-1 or 1-800-424-5555 for a locate.

The Applicant agrees to relocate or remove a temporary approach at no cost to the County when requested by the Department of Public Works. If determined necessary by the Public Works Department, the excavated materials shall be removed and replaced with suitable materials as specified by the Administrator.

The property owner shall contact the County for any future surfacing treatment within the County approach.

The County Commissioners may revoke, annul, change, amend, amplify, or terminate this permit or any of the conditions herein enumerated if the Applicant or his/her successors and assigns, fail to comply with any or all of its provisions, requirements, or regulations, as herein set forth; or through willful or unreasonable neglect, fail to heed or comply with notices given; or if the utility herein granted is not installed, or operated and maintained in conformity herewith.

This approach permit shall not be deemed or held as an exclusive grant or privilege, nor shall it prevent Lewis County its use or jurisdiction of such area upon which the above request has been granted.

No work shall be done under this permit until the Applicant has a signed permit with conditions and instructions from Lewis County Public Works Department.

Any other County, State or Federal permits that may be necessary to accomplish the work shall be the sole responsibility of the Applicant.

The Applicant is responsible to obtain any permits to perform in-water work per the State Hydraulic Code (WAC 220-110). Issuance of a Road Approach Permit by Lewis County does not absolve the Owner of other regulatory requirements.

**YOUR ACCESS IS NOT A LEGAL ACCESS UNTIL FINAL INSPECTION AND APPROVAL.**

**PERMIT CONDITIONS**

1. Approaches shall be constructed in general conformance with Lewis County Road Development Standards, Drawings 3-3 and 3-5. A culvert diameter of 12 inch or larger shall be required, depending upon conditions; it shall be of equal or larger diameter than existing culverts within 500 feet upstream or downstream.
2. Acceptable culvert pipe types include: high density polyethylene such as ADS Type N-12; reinforced concrete; aluminum or treated galvanized corrugated steel at 16 gauge or heavier. Treated galvanized corrugated steel shall be lined and coated with either of the following: asphalt, polymer such as TrenchCoat or approved equal, aluminized Type 2, or polyethelene such as TriShield or approved equal. Single wall ADS is not acceptable.
3. All culverts must be properly bedded with no large rocks bearing directly on the pipe and shall have a minimum 12 inch cover. Culverts shall be laid on a firm unyielding surface and shall have uniform shape.
4. Approach surfaces shall be of specified crushed rock generally meeting the WSDOT specification for crushed top course, 5/8 inch minus; bituminous surface treatment, asphalt concrete or cement concrete depending upon the adjacent county road surface.
5. All approaches must slope away from road edge for a distance of at least six feet or to the center of the culvert, whichever is less.