

DATE	PERMIT NUMBER	AREA
	RA - 00	

ROAD APPROACH PERMIT APPLICATION

Tax Parcel #(s) _____ _____	<input type="checkbox"/> Residence <input type="checkbox"/> Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Secondary	<input type="checkbox"/> Ag/For Res. Lands <input type="checkbox"/> Subdivision <input type="checkbox"/> Unspecified <input type="checkbox"/> Temporary	Other permit _____ Planning Rev. Requested <input type="checkbox"/> PR #: PR - _____ <input type="checkbox"/> Apprvd <input type="checkbox"/> Lot status OK (see below)
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Name Mailing Address: Owner _____	* Purchaser Agent – License #: _____
_____	_____
_____	_____

Phone (Owner): _____	Phone: _____
Email (Owner): _____	Email: _____

Address of Approach Site _____ Private road

Location (to be filled in by PW staff) _____

New Primary Approach New Secondary Approach for _____
 Existing Approach with Change in Use: _____ to _____
 Other _____

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

A road approach permit shall be valid for 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 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 have been provided with and agree to the conditions for the approach as summarized in the attached permit packet.

Signature* _____ 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.*

NON-REFUNDABLE FEE FOR PERMIT: \$125.00 Receipt # _____ By _____ Reviewed By _____

- Applicant fills out the road approach permit application form and pays the fee for the road approach permit.
- PW Office Assistant holds permit until staked and planning review (if any) is approved, then forwards to Property Mgt technician.
- 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 technician 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.
- Office Assistant notifies Community Development of acceptable location so building or septic permits 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 phone # 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 Part 2 permit form to the Public Works Office Assistant.
- The Public Works Office Assistant updates the road approach permit database, and mails a copy to the Applicant(s).

Copies of Approved Permit to: Owner Agent Other: _____ Email: _____

The Lewis County Road Standards are available on the Lewis County Web Site: www.lewiscountywa.gov (under County Codes).

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" or larger shall be required, depending upon conditions; it shall be of equal or larger diameter than existing culverts within 500 ft 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 polyethylene 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" 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.

ROAD APPROACH PERMIT APPLICATION

TIME LIMITS AND RESTRICTIONS

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

This is a summary of the steps outlined on page 1 of your approach permit. Please read those steps and check off the ones you're responsible for as they are completed.

The following doesn'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. The supervisor's phone # is on page 1 of the permit, near the bottom.

For new approaches, or for existing approaches to be upgraded:

1. After you have staked where you want to put your road approach, call the main Public Works office at 740-1123 to let them know the stake has been placed if you haven't already told them when it would be placed. The field supervisor will call you after he's looked at it to arrange a meeting at the site and/or review instructions for installation. Then he issues the permit and gives or mails you the Road Approach Part 2 form. Do not construct your approach or make changes to an existing approach until the permit has been issued. The county can ask you to remove a sub-standard road approach.
2. You have 60 calendar days from when the permit is issued to construct/upgrade the approach. After 60 days, a new permit will be required, unless an extension has been approved by the supervisor for unavoidable delay. If your approach work is going to take longer than 60 days, call the supervisor for an extension (the phone # is on page 1 of the permit). If you don't, the permit could expire, and you may have to pay another \$100.
3. As soon as your approach is finished, call the supervisor to inspect the work. Final approval cannot be given without this inspection. Without final approval on the road approach permit, you cannot get a final inspection on your building permit.

I have read these instructions: _____ Date: _____