



## Lewis County Department of Public Works

Timothy R. Elsea, PE, Director / County Engineer

Tim D. Fife, PE, Assistant County Engineer

TO: Road Approach Permit Applicants

FROM: Linda Ray and Lanette Scapillato, Office Assistants

### Instructions for Mailed-In Road Approach Permits

1. Enclose a map or site plan that shows where you want to put your road approach.
2. On the first page of the permit, fill out the tax parcel number and your name and contact information. If you are not the owner, we need the owner name and contact information. Under Notes, write what you will be doing; e.g., logging, building a home or shop, accessing a field, etc. We'll do the rest, so please don't put anything in the location or address fields.
3. If you aren't sure if you should pay the \$125.00 fee, call us. Existing road approaches that don't have a permit generally don't need a fee. The exception is if the use is changing, or you want to widen the approach.
4. Read the information, then sign and date the permit.
5. Read, initial, and date the second page.
6. Mark the proposed location with a stake, ribbon, or whatever is suitable so that the field supervisor can tell where the approach will go. One stake etc. in the middle of the approach location is enough. If there is already an approach at the site, we'd still like it marked (beside the approach) if there will be a change in use or there are other driveways near it. Write on page 2 of the permit how it has been marked.
7. Mail the map and two permit pages to the Kresky Avenue address given below. Keep the rest of the pages for your information. Make a copy before mailing it. The contractor should have a copy on site during installation. Once the permit has final approval, I will mail a copy of the approval back to you.
8. Enclose a check or money order for \$125.00 made out to "Lewis County Public Works" if a fee is needed.
9. Call us at 360-740-1123, Extension 1123 (or '4') with any questions you may have.

PROPERTY\Road Permits\Mailed-in permits instructions.doc

#### Road Maintenance & Traffic

476 West Main St.  
Chehalis, WA 98532  
o 360.740.3380  
F 360.740.2741

Erik Martin, PE, Manager

#### Administration, Engineering, Utilities & Real Estate Services

2025 NE Kresky Ave.  
Chehalis, WA 98532  
o 360.740.1123  
F 360.740.1479

#### Solid Waste Services

Post Office Box 180  
Centralia, WA 98531  
o 360.740.1451  
F 360.330.7805

Steve Skinner, Manager