



Public Works Department San Juan County

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www.co.san-juan.wa.us/publicworks
email: pubwks@sjcpbublicworks.org

APPLICATION FOR DRIVEWAY/ACCESS APPROVAL/PERMIT

Please check the type of Driveway/Access permit you are submitting:

- Single-Family Residence
- Other _____

For Public Works Use:

Permit No: _____

Tracking No: _____

OWNER/APPLICANT INFORMATION

Name of Applicant (Legal Owner): _____

Name of Project (if different from above): _____

Telephone: _____ Cell Phone: _____

Email: _____ Preferred method of contact? _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

SITE INFORMATION

DRAWING MUST BE INCLUDED WITH APPLICATION.

Tax Parcel Number: _____ ISLAND: _____

Location (street name & address, if known): _____

Nearest road intersection: _____

Distance from intersection: _____ (feet / miles) Side of street (*i.e.*: North) _____

Is Property to be subdivided? Yes ___ No ___

Is project within 200 feet of a water body or wetland? Yes ___ No ___

TYPE OF DRIVEWAY/ACCESS: EXISTING ___ NEW ___ OTHER: _____

CONTRACTOR (MUST BE ON COUNTY APPROVED LIST):

Contact Name: _____ Business Name: _____

Telephone: _____ Cell Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

By signing this application you agree that Public Works personnel may enter the premises for the purpose of mapping the location of the buildings and driveways.

OWNERS SIGNATURE: _____ Date: _____

Instructions for Driveway/Access Approval/Permit

A Driveway/Access Approval is required for all driveways. SJC CD&P will review all applications for approval, including private driveways. If any questions, please call CD&P at (360-378-2116)

A Driveway/Access Permit is required by any road, driveway, or access which enters a public County Road. The driveway/access location will be reviewed for sight distance, grade, drainage and other issues which affect safety and impact the County road infrastructure and right-of-way. If you have questions, please call Public Works (360-370-0500).

INSTRUCTIONS:

1. Read all application instructions. See our web site for construction specifications.
2. Fill out the Application for Driveway/Access Permit.
3. **IMPORTANT: Include a drawing** showing all of the following:
 - a. Property location relative to known land marks (street intersections, posted addresses, etc.).
 - b. Adjacent roads and streets.
 - c. Position and location of work relative to parcel boundaries, streets, nearby buildings, etc.
 - d. Position of work relative to existing utilities.
4. For non-single family projects, as applicable, provide:
 - a. Plan view sections and details of construction in County Road ROW, per County Standards for non-single family projects.
 - b. Sections and details of curb/gutter/sidewalk.
 - c. Proposed gutter/ditch flow line elevations and elevations of the existing upstream and downstream tie points.
5. **IMPORTANT:** On your property, **flag your driveway/access location.**
 - a. For an existing driveway with an assigned street address, make sure your address is clearly posted at the driveway entrance.
 - b. For non-addressed sites that are existing, new or other driveway/access locations, mark the access point on both sides where driveway meets road, with highly visible, flagged stakes or ribbons that have the word 'Driveway', and your name, in large letters.
6. If your application is made in conjunction with a building permit application, submit the completed Driveway/Access Permit form to the Community Development and Planning Department along with your building permit package. If not part of a building permit application, submit your Driveway/Access Permit application directly to Public Works.
7. Once we have received your application, the Public Works Inspector will inspect the proposed location and, if the chosen site is acceptable, issue a letter of approval to begin work, and specifying any special permit requirements. Permit is valid for 90 days and work must start within 30 days of letter of approval. Contact us if you need more time. **IMPORTANT: You must keep a copy of the letter of approval and permit requirements at the work site.**
8. If the location is not acceptable, the inspector will contact you stating the reason and will give suggestions for an acceptable location.
9. **IMPORTANT:** Call the ***Call Before You Dig*** utility location service **1-800-424-5555**. Damage to utility lines can be costly and time consuming.
10. **IMPORTANT:** After receiving an approval to begin work, you must notify the Public Works Inspector **24 HOURS PRIOR TO CONSTRUCTION (360-376-3307 or 317-8493)**.
11. **YOU MUST ALSO NOTIFY THE PUBLIC WORKS INSPECTOR WHEN CONSTRUCTION IS COMPLETE.** At that time the Inspector will make an inspection and the final permit number will be issued upon completion and satisfaction of all requirements.