



# Public Works Department San Juan County

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Friday Harbor, WA 98250 • Fax (360) 378-6405

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

## APPLICATION FOR DRIVEWAY/ACCESS 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 Permit

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**A Driveway/Access Permit is required for 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 about the application form or process, please call Public Works (360-370-0500).

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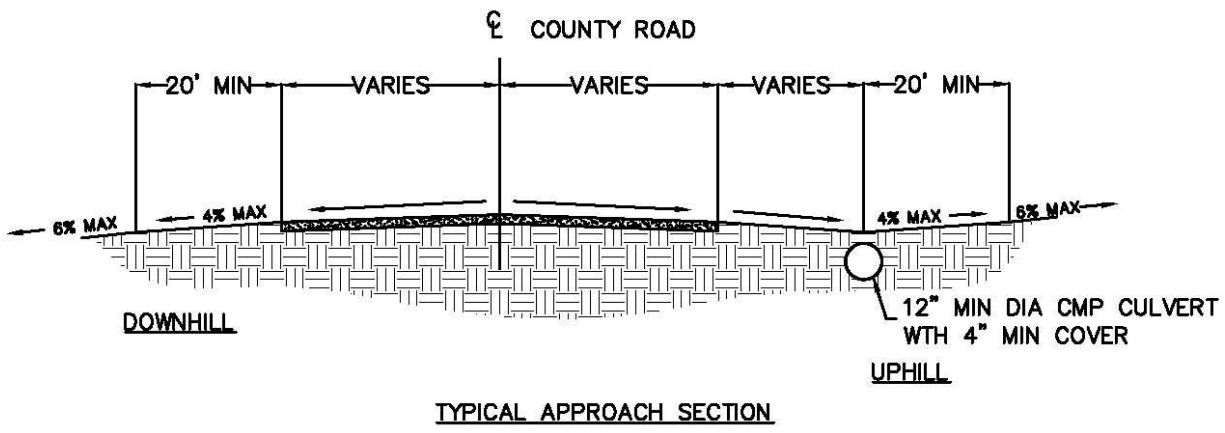
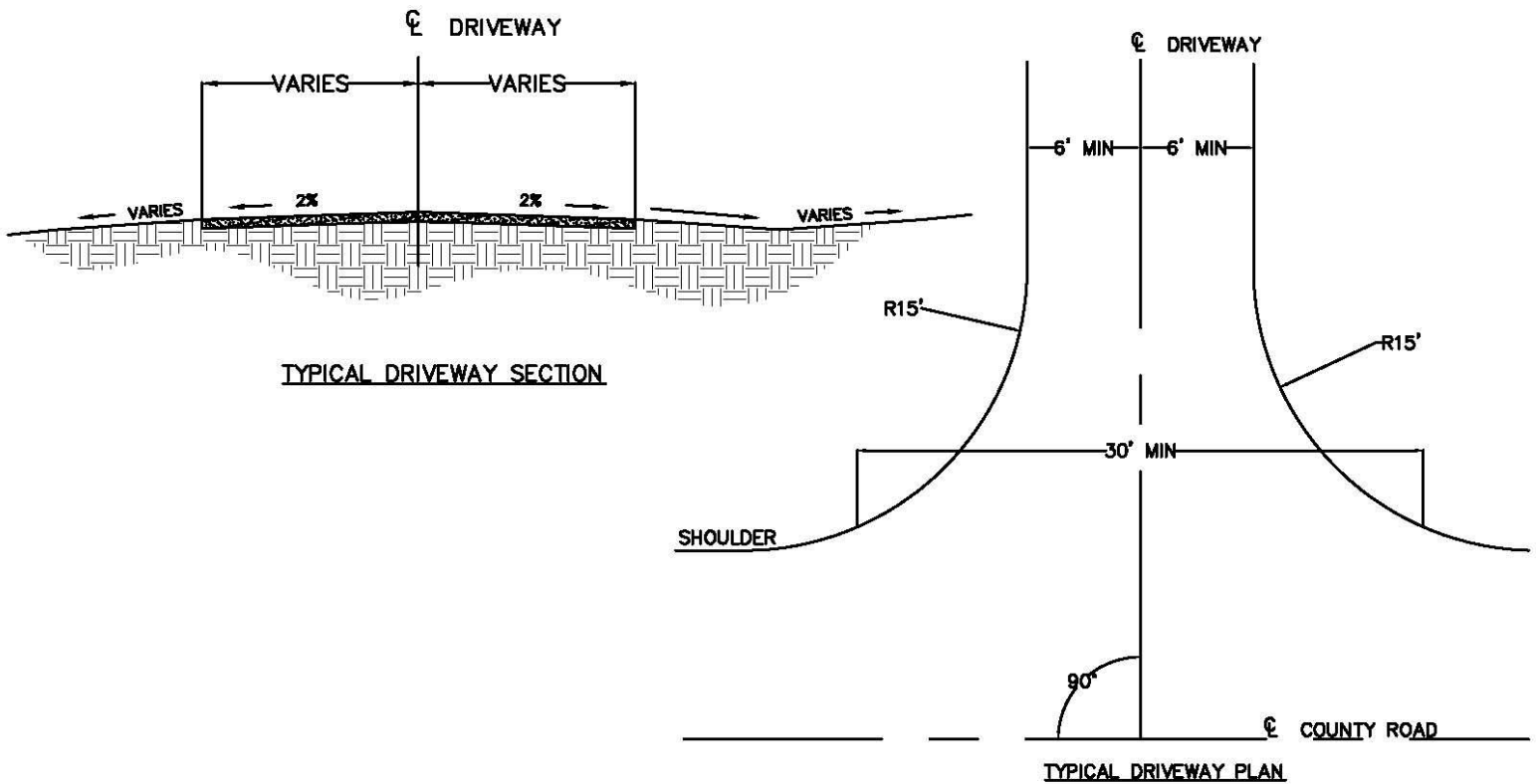
### INSTRUCTIONS:

1. Read all application instructions.
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.

## **Driveway/Access Permit Conditions**

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1. The location, type of work, materials and equipment used, manner of 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 the permit.
2. **The grantee shall commence work within 30 days after the granting of this permit. If, at the end of 90 days after date of granting same the grantee shall have not completed the installation, then the rights herein conferred shall cease and terminate.**
3. The grantee shall leave all roads, streets, alleys, public places, and structures in a good and safe condition in all respects as they were before commencement of work by grantee.
4. 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.
5. 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 road, street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the grantee's installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material.
6. If at any time the County deems it advisable to widen, grade, regrade, plank, pave, improve, alter or repair any road, street, alley, 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.
7. 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.
8. 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 wise 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, alley, 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.
9. All provisions, conditions, regulations and requirements herein contained shall be binding upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically mentioned.
10. The County Engineer may revoke, annul or terminate this permit if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given or if the work herein permitted, is not installed or operated and maintained in conformity herewith or at all.
11. The County Council may at any time, change, amend, modify, amplify or terminate any of the conditions herein enumerated so as to conform to any state statute or county regulation pertaining to the public welfare, safety, health or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The County Council may terminate this permit if grantee fails to comply with any such changes.
12. Petitioner by accepting this permit agrees to notify and check with all utilities regarding their installations before commencing work, together with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.
13. In accepting this permit the petitioner, his successors and assigns agree to protect and save harmless the County from all claims, actions or damages of any kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights-of-way or public place or public structure, and in case any such suit or action is brought against said County for damages arising out of or by reason of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them or commencement of such action defend the same at his or their sole costs and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined if adversely to the County.



### Typical Approach Section Specifications

1. Approach grade must be not greater than + or - 4% within 20 feet of the County road shoulder.
2. Approach must have crushed gravel surface a minimum of 20 feet from the County road shoulder.
3. Approaches serving 4 or more parcels shall have bituminous surface treatment a minimum of 20 feet from the County road shoulder.
4. Culverts (if required) must have a minimum of 4 inches of cover.
5. Approaches shall intersect County road as near 90 degrees as possible and not less than 60 degrees.
6. Approach must be crowned and ditched.

Minimum required corner and hill sight distance:

Sight distance to be measured from a point on the approach at least 15 feet from the edge of the travel lane and measured from a height of eye of 3.75 feet on the approach road to a height of object 4.5 feet on the County road. Any variation requires approval of the County Engineer.