

Construction of a road approach may not take place until pre-inspection and approval from the Public Works Department.

Q. Is there a fee associated with a Road Approach Permit?

A. Yes. The application fee includes the initial site visit, the inspections and the administrative paperwork to prepare the permit. A fee may be charged for additional site visits.

Q. How do I obtain a Road Approach Permit Application?

A. The application for a Road Approach Permit is available from the Public Works Department at 623 Sheridan St., Port Townsend and at the county website at <http://www.co.jefferson.wa.us/publicworks/Permits/permits.asp>

Q. What other documents are required when submitting my application for a permit?

A. A site plan is required with the Permit application. You will draw a site plan to scale that details the location of the proposed approach and how it will be constructed.

Q. How long will it take to get a Road Approach Permit?

A. Usually, it takes about 10 working days to receive a permit. However, if an environmental review is required, this process can take longer.

Q. How do I get a Road Approach Permit if my access is to a State Highway?

A. Contact the Washington State Department of Transportation at 360/457-2713.

The Road Approach Permit Process

Site conditions or building specifications may require additional inspections or steps in the process.

Call us with any questions at 360/385-9160.

1. Pick up an application for a Road Approach Permit at the Public Works Department.

2. Submit your application with a site plan to the Public Works Department.

3. A Public Works Permit Technician will conduct a pre-inspection of the Road Approach site. They will evaluate the proposed site plan and determine the necessary design standards. They will also determine if an environmental review may be required. If an environmental review is required, the permit will be returned to Community Development for their review.

4. A permit with a list of conditions of approval and construction requirements will be issued to you. Additional inspections often take place during construction.

5. A final inspection of your road approach is required before your building permit can be final. After final inspection and when all permit conditions have been met, the Public Works Department will approve the installation and finalize the permit.

Jefferson County
Public Works Department

623 Sheridan Street | Phone: 360/385-9160
Port Townsend, WA 98368 | www.co.jefferson.wa.us



ROAD APPROACH PERMITS

Jefferson County, Washington

A Road Approach connects private vehicle access to the County Road System. Road approaches constructed to Jefferson County Road standards ensure the safety and welfare of road users and protect the integrity of our road system.

Q. What is a Road Approach Permit?

A. A Road Approach Permit allows you to construct a driveway accessing a county road. When you apply for a Road Approach Permit, your approach will list specific conditions to ensure it is constructed to Jefferson County Standards (as adopted under Ordinance 09-0727-92, JCC Chapter 12.05).

Q. Why should I apply for a Road Approach Permit?

A. A Road Approach Permit is needed to access private property off of a public or platted road as outlined in the Revised Code of Washington 36.75.130 and 36.75.140. When road approaches are constructed to county standards,

- Location and sight distance are appropriate to allow the public to travel safely,
- Proper drainage maintains roadway safety and performance,
- The road can be properly maintained, and
- Emergency vehicles may easily access the site.

MORE Q & A →



Your Road Approach is Unique

REMEMBER: IT'S WORTH DOING IT RIGHT THE FIRST TIME.

Every Road Approach is unique. A Road Approach Permit ensures that construction standards be followed that are specific to your building site.

There are some typical conditions that apply to Road Approach Permits. Standard Road Approach Permit requirements include:

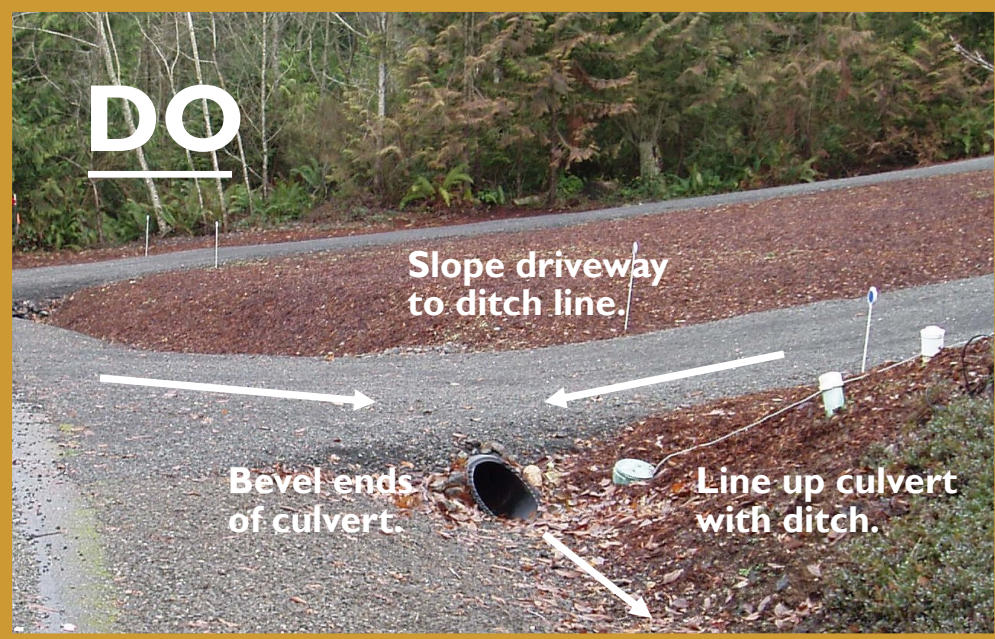
- Sight distance that is adequate for traffic safety.
- Location is at a safe distance from intersections.
- Use of appropriate material for construction.
- Culvert is in line with the drainage ditch.
- Culvert ends are beveled.
- Slopes are cut back to allow visibility of the road and any traffic.
- Drainage off the driveway does not impact the county road.
- The turning radius is appropriate for entry and exit at the site.

The property owner is responsible for:

- Controlling storm water runoff and drainage.
- Maintaining all aspects of the approach, including culverts, surfacing, snow plowing and vegetation.

In some cases the services of a licensed, civil engineer are required for the Road Approach design.

Questions? Contact Jefferson County
Public Works Department
360/385-9160



This brochure is intended only as an information guide. This information is subject to change. 3/6/2012