

**Clallam County Public Works Department**

223 East Fourth Street, Suite 6 Port Angeles, WA 98362  
 360- 417-2379 Phone; 360-417-2513 Fax

**\$180 FEE** Minimum Due With Application

ROAD NO. _____
ROAD NAME _____
PERMIT NO. _____
<b>COUNTY USE ONLY</b>

**CLALLAM COUNTY ROAD APPROACH PERMIT**

In Clallam County, an approved Road Approach is required if your parcel is accessed from a County Road. Building permits will not be finalized until a legal Road Approach is in place and functioning as permitted.

<b>PLEASE PRINT</b>	Building Permit Application Submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>
County Road:	Tax Parcel # :
Landowner:	Prepared By (Agent):
Mailing Address:	Address:
City, State, Zip:	City, State, Zip:
Phone/Cell Phone/Fax:	Phone/Cell Phone/Fax:
Email:	Contractor's Name/Address/Phone:
Short Plat Name & Lot No.:	

Do you have critical areas on your property? Yes  No  If "No", proceed with this application. If "Yes", or you are not sure, STOP. See the Planning Department for a determination before you proceed.

**ROAD APPROACH PERMISSION IS REQUESTED FOR:**

Check all that apply below:

- Single-lot driveway
- Multiple-lot driveway
- Commercial driveway
- Agricultural driveway
- Permanent access
- Temporary access
- Upgrade of existing approach
- Review of existing approach
- Pave Approach

**WHEN APPROVED:**

Check one item below:

- Mail permit to Landowner
- Mail permit to Contractor/Agent
- Call when approved \_\_\_\_\_

**ATTACH AN ACCURATE AND DETAILED SITE PLAN MAP (NO LARGER THAN 11" X 17") THAT MARKS THE LOCATION OF THE PROPOSED ROAD APPROACH PROJECT. A SITE PLAN FORM IS PROVIDED.**

**THE EXACT LOCATION OF THE DRIVEWAY OR ACCESS ROAD MUST BE MARKED BY A WOOD STAKE PLACED AT THE CENTER OF THE WORK AREA BEFORE SUBMITTING THIS FORM. THE STAKE MUST BE LABELED WITH THE NAME OF THE APPLICANT. FAILURE TO COMPLY WILL RESULT IN DELAY OF THE PROCESSING OF THIS PERMIT.**

It is the responsibility of the applicant to notify all utilities and private property owners when such property is liable to injury or damage through the performance of the permitted work. The applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.

**By signing this permit, the applicant agrees to comply with all conditions as stated on the PERMIT and on Form RDPCOND082412. Applicant has 10 days from permit approval date to request clarification of or modification to permit conditions stated below or attached.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Check one:  Owner  Contractor  Agent

PERMISSION IS HEREBY  GRANTED  DENIED

Inspections Required:  \_\_\_\_\_  Prior to Paving  Final  
 Prior to Cover

Amount/Date Paid
Receipt #
Rec'd By
Building Permit BPT#

**PERMIT CONDITIONS:**

**The approved Permit must be posted on site until Final Inspection POSTING COPY PROVIDED TO:** \_\_\_\_\_

- Underground utility location required prior to start date. "Call Before You Dig" phone number 1-800-424-5555.
- High-visibility safety apparel required when working or flagging within road right of way (see back).
- Traffic control signs are required (see back).
- Must comply with County utility location standards.
- Driveway shall not protrude into County road. Landowner, applicant, contractor or agent shall not damage or leave mud or other debris on a County road.
- No landscaping or decorative electrical utilities permitted in County right of way.
- Private contractor to install. See inspection requirements.
- Compaction in 6-inch lifts required.
- Backfill must be compacted, granular material.
- Driveway shall be built in accordance with County's Road Approach Details.

**Critical Areas Checked**  **Conditions:**

- Certified flag person required at all times (see back).
- Certified flag person required as needed (see back).
- Truck Crossing Ahead signs required.
- No culvert required
- Approach to be paved \_\_\_\_\_
- Culvert required: \_\_\_\_\_ Diameter \_\_\_\_\_ Length with ends tapered at 4:1.
- Allowable Type(s):  Concrete  Galvanized steel  Aluminum  Aluminized  Corrugated poly. with smooth interior
- Culvert shall not impede drainage.
- \_\_\_\_\_

This permit shall be void unless the work herein contemplated is completed before the following date: \_\_\_\_\_

Area Supervisor/Design Review Engineer \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection By: \_\_\_\_\_

Date: \_\_\_\_\_

**CLALLAM COUNTY ROAD APPROACH PERMIT  
INSTRUCTIONS AND CONDITIONS FOR APPLICANTS**

Persons desiring to install road approaches onto County property, including County roads, shall first file a "Clallam County Road Approach Permit" with the County Engineer and shall obtain approval prior to beginning work. The work and materials shall conform to the conditions below, the conditions stated on the face of the permit, and shall conform to the requirements on the detail sheet for residential applications or commercial applications, whichever is applicable.

**UPON COMPLETION OF THE WORK, THE APPLICANT SHALL NOTIFY THE COUNTY PUBLIC WORKS DEPARTMENT AT (360) 417-2379 FOR FINAL INSPECTION AND APPROVAL.**

**PERMIT CONDITIONS**

1. The applicant, designated herein as the "grantee", his agents, successors and assigns, shall have the right and, authority to enter upon the right of way of the County road, street, alley, public place or structure as indicated on the front of this form, for the purpose of doing such work as applied for, and approved by the County Engineer.
2. 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 this permit.
3. **The grantee shall commence work within 30 days after the granting of this permit, if the grantee shall have not completed the installation by the date specified on the permit, the rights herein conferred shall cease and terminate unless additional time is requested by the grantee and approved by the county.**
4. The grantee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of utility, in as good and safe a condition in all respects as same were in before commencement of work by grantee.
5. 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.
6. 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 street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the grantee's facility or its installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material.
7. If at any time the County deems it advisable to widen, grade, regrade, plant, pave, improve, alter or repair any road, street, public place or structure, the County will not be obligated to spend time nor money due to the permitted installation. The grantee will, at his own sole cost and expense, raise, lower, change, move or reconstruct such installation to conform to the plans or work contemplated or ordered by the County.
8. 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 born by the grantee.
9. All such changes, reconstruction or relocation by the grantees shall be done in such a 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, 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.
10. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the County from granting other permits of franchise rights of like or other nature to other public or private entities, nor shall it prevent the County from using any of its roads, street, public places for any and all public use, or affect its jurisdiction over all or any part of them.
11. All the 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.
12. 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 him or if the work herein permitted is not installed or operated and maintained in conformity herewith or at all.
13. The Board of County Commissioners may at any time, change, amend, modify, 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 bet enacted, adopted or amended, etc. The Board may terminate this permit if grantee fails to comply with any such changes.
14. In accepting this permit the grantee 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.
15. In accepting this permit the grantee, his agents, successors and assigns, agrees to protect and save harmless the County from all claims, actions or damages of every kind and description which may accrue to or 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 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 grantee, his agents, successors or assigns will upon written notice to him or them or commencement of such action defend the same at his or their sole cost and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined if adversely to the County.
16. All workers and/or flaggers within the right of way shall wear high visibility apparel per the 2009 MUTCD (available online) or subsequent revisions.
17. Traffic control signs are required, and shall conform to the standards specified in the 2009 MUTCD (available online) or subsequent revisions.