



Community Development Department Application for Access Connection Permit WA State Highways Only

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

Checklist for an Application for Access Connection Permit: *The following must be included with your application.*

- Completed Application: *incomplete applications will not be accepted.*
- Applicable Fees:
 - Application Fee (\$175)
 - Engineering Fee(s) *(if applicable)*
 - Category Fee(s) (\$50-\$4,000)
 - Additional Fees *(if applicable)*
- Site Plan (current) must include the following:
 - Indicate North Arrow
 - Property lines
 - Proposed access location
 - Closest distance of the intersections and accesses on both sides of the highway, including access to/from any adjacent driveways
 - Wetlands (if any) in the vicinity of the proposed access location
 - Land use restrictions and/or stipulations (if any) and agency involved
- Hydrolic Report or Stormwater Plan may be required for commercial and/or multi-family residences
- Landscape Plan *(if applicable)*
- Any recorded easements or other legal documents authorizing use *(if applicable)*
- If this is a shared use access, provide the following:
 - Number of other users
 - Name and address of other users
- Traffic Control Plan *(if required)*
- Permit holder shall be responsible for obtaining all necessary Federal, State, and local permits including, but not limited to, Washington State Department of Natural Resources, and U.S. Arm Corps of Engineers permits, or other approvals required prior to beginning any of the work *(if required)*

Access Connection Permit Information:

- To ensure proper compliance with all terms and conditions the following may be required:
 - A surety amount in the form of a bond
 - If a bond is provided, it shall be written by a surety company authorized to do business in the State of Washington*
- Generally, WSDOT requires that no direct access to a state highway be provided if the property has access to another public road (RCW 47.50.010(3)(b); WAC 468-51-030(1), per WAC 468-51-060, WSDOT encourages adjacent properties to obtain a joint use permit for an access connection to a common point.
- No work is authorized on a state highway right-of-way until a permit is approved and fully executed by WSDOT (RCW 47.32.150). If the permit application is not the property owner, the property owner's signature is required before the permit application will be processed.
- Permit holder is responsible for maintaining the access connection and related appurtenances between the the state highway edge of shoulder and the state highway right-of-way line, including but not limited to, maintaining sight distance as only authorized by WSDOT, cleaning of culverts, etc.
- If the parcel(s) served by this permit do not abut the state highway, it is the permit holder's responsibility to ensure that all necessary legal documentation (access easements, are obtained that provide the parcel(s) to be served by this permit the legal right to have continuous right of access between this parcel(s) and the state highway. The permit holder shall provide these documents to WSDOT (WAC 468-51-030(2).

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).

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PROPERTY INFORMATION			
Address of Parcel(s) to be served:			
City, State, Zip:			
State Route:	Mile Post:	County:	Primary Tax Parcel No:
Additional Parcel No's (if applicable):			
Subdivision or Short Plat Name:			Lot #:
Gov. Lot #:			
Public Land Survey System (PLSS):	¼ of the ¼ of Section		Township N, Range <input type="checkbox"/> E <input type="checkbox"/> W
ACCESS USE INFORMATION			
Access will be used to serve (describe access use):			
Existing access? <input type="checkbox"/> No <input type="checkbox"/> Yes		If Yes, what year was access established?	
Is access, or will access be a joint use connection? <input type="checkbox"/> No <input type="checkbox"/> Yes		If Yes, how many parcels?	
Does access meet intersection Corner Clearance Criteria*? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
If No, a Deviation or Design Exception may be required.			
What is the estimated Average Weekday Vehicle Trip Ends (AWDVTE)** that will use this access? _____			
* WAC458-52-040(6). ** a trip end occurs each time a vehicle either enters a state highway or leaves the state highway.			
CATEGORY INFORMATION			
Category I minimum connection	<input type="checkbox"/> Field (agricultural), Forest Lands, Utility Operation & Maintenance (\$50) <input type="checkbox"/> Each Residential Dwelling Unit (up to 10 units) utilizing a single connection point (\$50 each) <input type="checkbox"/> Other, with 100 AWDVTE or less (\$500) <input type="checkbox"/> Fee per additional connection point (\$50)		
Category II minor connection	<input type="checkbox"/> Less than 1,000 AWDVTE (\$1,000) <input type="checkbox"/> 1,000 to 1,500 AWDVTE (\$1,500) <input type="checkbox"/> Fee per additional connection point (\$250)		
Category III major connection	<input type="checkbox"/> 1,500 to 2,500 AWDVTE (\$2,500) <input type="checkbox"/> Over 2,500 AWDVTE (\$4,000) <input type="checkbox"/> Fee per additional connection point (\$1,000)		
Category IV temporary connection	<input type="checkbox"/> Base fee connection (\$100)		
PROPERTY OWNER or LEGAL REPRESENTATIVE	APPLICANT (if different than property owner/legal representative)		
<i>If the applicant is not the legal property owner, then this application must also be signed by the property owner or their legal representative. Please include documentation that verifies the legal representative may act on behalf of the property owner.</i>			
Name:	Name:		
Mailing Address:	Mailing Address:		
City/St/Zip:	City/St/Zip:		
Phone:	Phone:		
Email:	Phone:		

A completed application with required documents and any required information must be submitted to obtain a permit. Incomplete applications and/or application fees not paid will result in the rejection of the application and plan review will not begin. It is the responsibility of the applicant/property owner to comply with all private conditions, covenants and restrictions associated with this property. By signing below, I/we agree that the City of Winlock staff has my/our full permission to enter upon the subject property at any reasonable time to consider the merits of the application, take photographs and post public notices.

Applicant/Property Owner Signature

Date

FOR OFFICIAL USE ONLY				
Fees	Amount	Rct #(s):	Date Received:	
Application	\$		Received By:	
Engineering	\$		Approval Date:	
Category	\$		Approved By:	
Other	\$		Notes/Comments:	



Community Development Department Permission to Enter Form

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Date: _____ Permit #: _____

Owner/Agent: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Site Address: _____

Parcel #: _____

I understand that the City of Winlock requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. _____
2. _____
3. _____

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: NOT Required Required

If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone: _____

For Official Use ONLY

Date Received:	
Received By:	