



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

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Winlock, WA 98596-0777  
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### 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).