



## **BROCHURE # 58**

# **ROAD APPROACH PERMIT**

### **What is a Road Approach Permit?**

A Road Approach Permit allows you to construct a driveway accessing a county right-of-way. When you apply for a Road Approach Permit, your approach will be conditioned to ensure it is constructed to Kitsap County Road Standards (as adopted under Ordinance 293-2003 Chapter 4 and KCC 11.22).

### **Why should I apply for a Road Approach?**

A Road Approach Permit is needed to access private property off of a public road as provided in RCW 36.75.130 and 36.75.140. When access driveways are constructed to County standards, it allows the road crews to properly maintain the roads, allows the roads to be plowed when it snows, and provides proper stormwater runoff.

### **How much does a Road Approach Permit Cost?**

For current fee information, see the DCD Fees Schedule at [www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd) and click the Fees and Payments link in the right pane.

### **What other permits may I need to construct a driveway?**

- If you are excavating or filling more than 150 cubic yards (15 dump truck loads), you will need a Site Development Activity Permit.
- If the construction of the driveway includes utilities work in a County right-of-way, you will need to apply for a Permit to Work on the Right-of-Way. A bond and/or fee is required to work on the right-of way.
- If any road work other than an approach is to take place in an unmaintained County right-of-way, then you must apply for a Use/Improve County right-of-way permit.

- You may be required to record a Category 3 covenant prior to approval of your road approach permit. This covenant is required when access to any property is across existing unmaintained road in a county right-of-way. The maintenance responsibilities for an unmaintained road rest with the users and all abutting property owners having access to the road.

### **How do I obtain a Road Approach Permit?**

The application for a Road Approach Permit may be picked up from the Department of Community Development at the County Administration Building, or downloaded from the DCD website, at: [www.kitsapgov.com/dcd/forms](http://www.kitsapgov.com/dcd/forms).

### **My Road Approach Accesses from an Unmaintained Right-Of-Way. Do I still need a permit?**

Yes. Even though the access road is unmaintained, the road approach must meet county standards. An unmaintained road is defined as: "A road within county right-of-way, which is accessible to the public travel but is not maintained by the county."

In addition to a road approach permit, a covenant is required per Kitsap County Ordinance 245-2000. The covenant stipulates the maintenance will be the joint responsibility of all property owners having access to the road. The covenants are to be:

- ✓ Prepared by DCD
- ✓ Signed by the owner
- ✓ Notarized
- ✓ Reviewed by DCD
- ✓ Recorded, by the property owner, at the Auditor's Office prior to the issuance of the road approach permit

For additional Information, please contact DCD Development Engineering at (360) 337-5777.