



# KITITAS COUNTY DEPARTMENT OF PUBLIC WORKS

## ACCESS AND ADDRESS APPLICATION

Application for:  Address \$183.00  Access \$437.00  Access and Address \$620.00  
Payment Method:  Check \_\_\_\_\_  Cash  
 Credit Card

Owner Name \_\_\_\_\_ Permit # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_



DATE STAMP

### Request Access and/or Address for:

- Approved Subdivision
- Pending Subdivision
- Agricultural Access
- Single Family Dwelling
- Commercial Access
- Temporary Access
- Other \_\_\_\_\_

Number of Lots to be served by the Access: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Plat Name \_\_\_\_\_ Lot \_\_\_\_\_

Road Name of Access Location: \_\_\_\_\_

Distance and Direction to Nearest Intersection or Adjacent Address:  
\_\_\_\_\_

Desired Width of Driveway: \_\_\_\_\_ (Minimum Width Requirement is based on length of driveway)

### **CALL BEFORE YOU DIG 1-800-424-5555 OR 811**

Applicant is responsible for calling for underground utility locates 48 hours prior to construction.

- I have attached a site map with details on the access, driveway, and any buildings (existing or proposed).
- Applicant will stake along right-of-way to mark desired location of access.
- Applicant agrees to perform the work in compliance with the Kittitas County Road Standards and the requirements on the Access Permit.
- Applicant certifies that the access applied for is only for the purpose indicated.

Applicant declares he/she is the owner or owner's agent of the real property whose access is under construction.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reviewers Notes:**

NEW ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIVATE ROAD CERTIFICATION REQUIRED PRIOR TO \_\_\_\_\_

ACCESS REQUIREMENTS PRIOR TO BUILDING PERMIT:

- PAVED APRON REQUIRED – WSDOT DESIGN STANDARDS
- CULVERT REQUIRED-MUST BE BEDDED ON A MINIMUM OF 4” OF 5/8 GRAVEL OR EQUIVALENT
  - Minimum Culvert Diameter: \_\_\_\_\_ Inches
  - Minimum Beveled End Length: \_\_\_\_\_ Feet
  - Total Culvert Length: \_\_\_\_\_ Feet
  - Minimum Cover of: \_\_\_\_\_ Inches
- 4:1 BEVELS REQUIRED ON CULVERT ENDS
- CONSTRUCT APRON(FIRST 20 FEET) WITH NO MORE THAN 6% GRADE
- COMPACTED GRAVEL SURFACE LAYER REQUIRED
- 10 FOOT TURNING RADIUS ON APRON
- SIDE SLOPES OFF OF APRON NOT TO EXCEED A 4:1 SLOPE
  
- PERMIT EXPIRES ON: \_\_\_\_\_

DRIVEWAY REQUIREMENTS PRIOR TO OCCUPANCY PERMIT:

- DRIVEWAY NOT TO EXCEED 10% GRADE
- DRIVEWAYS LESS THAN 150 FEET IN LENGTH TO BE A MINIMUM OF 12 FEET WIDE WITH COMPACTED GRAVEL SURFACE LAYER
- DRIVEWAYS LONGER THAN 150 FEET IN LENGTH TO BE A MINIMUM OF 16 FEET WIDE WITH COMPACTED GRAVEL SURFACE LAYER
- DRIVEWAY SET BACK OF 5 FEET FROM SIDE PROPERTY BOUNDARIES
- SIDE SLOPE OFF DRIVEWAY SURFACE LAYER NOT TO EXCEED A 2:1 SLOPE
- A FIRE APPARATUS TURNAROUND NEEDS TO BE CONSTRUCTED TO THE INTERNATIONAL FIRE CODE APPENDIX D (SEE ATTACHED).

<b>NOTES:</b>		
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Reviewers Signature	Title	Date
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