

**Walla Walla County  
Public Works Department**  
990 Navion Lane  
Walla Walla, WA 99362  
phone (509) 524-2710

This is a request for permission to construct a Private Road for 3-4 lots which will connect to a public road under the jurisdiction of Walla Walla County. **The fee for processing and inspection is \$250. This fee is non-refundable.** Please make checks payable to Walla Walla County Department of Public Works. Processing will commence upon receipt of payment.

This permit is available online at: <http://wwcountyroads.com> or at the Public Works Department main office.

## PRIVATE ROAD PERMIT (3-4 Lots)

Office Use Only Permit #: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

For the person filling out the form please check if you are either the Owner or Contractor below:

Owner  Contractor

**Service to 5 or more lots will be processed by Preliminary Plat Review, Construction Plan Review and Road Construction Permit.**

**Contractor must place a road monument at the Point of Intersection where the Private Road meets the County Road.**

Site Address: \_\_\_\_\_ *(if different)*

Parcel #: \_\_\_\_\_ *(Required)*

Short Plat Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Nearest Crossroad: \_\_\_\_\_ Width of road: \_\_\_\_\_ (ft)

Distance to Nearest Crossroad: \_\_\_\_\_ (ft) Length of road: \_\_\_\_\_ (ft)

Proposed start date: \_\_\_\_\_

Estimate completion date: \_\_\_\_\_

Road Maintenance Agreement?

Yes  No

**Include NECESSARY Items to Process Permit:**

- Certificate of Liability Insurance
- Plan/Profile Drawing
- Traffic Control Plan
- \$250 Payment
- Approved Road Name Forms
- Road Sign Agreement

**Attach separate sheet with drawing of road. Please mark location at the site.**

### Contractor's Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
License #: \_\_\_\_\_ Email: \_\_\_\_\_

**UTILITY DAMAGE IS DANGEROUS AND COSTLY. CALL BEFORE YOU DIG: 1-800-424-5555. IT'S THE LAW**

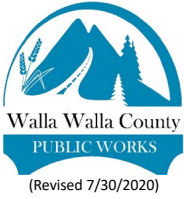
Applicant agrees to abide by all terms, conditions, and provisions attached hereto and further agrees to perform all work with due diligence and regard for the rights, interests and convenience of the public. Applicant agrees to commence work within **thirty (30) days** of approval of this permit. If work is not completed within **six (6) months** of issuance of this permit, rights conveyed herein shall terminate and cease to exist and applicant shall be required to reapply and obtain another permit and pay the appropriate fee to complete the work. Applicant shall notify Walla Walla County Public Works Department immediately upon completion of the work. Failure to do so will constitute non-compliance. Applicant/organization indemnifies and holds harmless Walla Walla County from any suit, claim or action for injury or death or other cause of property damage arising from the issuance of this permit. Applicant certifies that the information given herein, including all submittals and attachments, is true and correct to the best of his/her knowledge. Applicant understands that conditions may be placed on this request if approved.

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

### Office Use Only

Culvert Diameter:  (inches) Flared end sections installed?  Yes  No  
Road width:  (feet) Meets ADA/other requirements?  Yes  No  
Paved?  Yes  No Inspector:  Date:   
 Monument placed at Point of Intersection? Receipt #:

Comments:



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This page must be submitted with page 1. Processing of the permit will not proceed without this page and until all fees are paid.

## PRIVATE ROAD PERMIT (3-4 Lots)

**General Requirements for a Private Road (3-4 Lots):**

1. A pre-design meeting with the Public Works Department is required.
2. A project plan/profile is required showing design to maintain stormwater within the subdivision, per stormwater regulations.
3. Private Roads shall be built to the current **Walla Walla County Road Design Standards**.
4. Emergency vehicle turnaround at the end of the road is required.
5. Public Utility Easement will be required.
6. Private Road name will be approved through the Public Works Department and shall be signed with a name placard. Project owner shall complete a **Road Sign Agreement** form for the manufacture and installation of the road name sign.
7. The Private Road shall be paved unless waived by the County Engineer.
8. All utilities shall be installed prior to paving.

**General Requirements for Driveway Approaches and Private Roads:**

- \* Road surface within the County road right of way shall be HMA. If the private road is concrete the approach to the County road shall be HMA.
- \* Approaches connecting to a curb and gutter section of a public road shall be built according to **Walla Walla County Road Design Standards**.
- \* **Approaches and driveways serving 5 or more residences or with curb, gutter and sidewalk will require a Road Construction Permit.**
- \* Additional driveway accesses along the Private Road will still require an approved Access Permit.
- \* Access to building lots is limited to the approved access location only. The access must be constructed prior to construction of the structure to prevent damage to curb/gutter, the edge of the HMA, and the road shoulder, and other improvements.
- \* Concrete approaches are not allowed in any locations, in any county road right of way except for curb and gutter situations.
- \* A maximum of two accesses will be permitted to each building lot or parcel.
- \* The minimum spacing between approaches shall be 75 feet as measured from centerline to centerline.
- \* Residential approaches shall be limited to a 24 foot width and Commercial approaches a 30 foot width at the narrowest point (throat) and shall be paved to the edge of Right of Way with HMA.
- \* The need, location, sizing, etc. of a culvert will be determined by the County Engineer or his/her designee.
- \* Certificate of Liability must name Walla Walla County as Additional Insured and be primary and non-contributory.
- \* Standards for construction of private roads will be attached to the approved permit.
- \* Design Standards are available in the Walla Walla County Road Design Standards posted on our website at: <http://wwcountyroads.com>.

RCW 36.75.020 All County roads shall be established, laid out, constructed, altered, repaired, improved, and maintained by the County, or by private individuals or corporations who are allowed to perform such work under an agreement with the County. Such work shall be done in accordance with adopted County standards approved by the County Engineer.

RCW 36.75.130 Approaches to County Roads. No person shall be permitted to build or construct any approach to any County roads without first obtaining permission from the County. Any person violating this section is guilty of a misdemeanor.

**Office Use Only**

Culvert Required: Site Address:

No     Yes    Diameter:  (inches)    Length:  (feet)    Type:

**Conditions of Approval:**