



Skagit County Public Works  
1800 Continental Place • Mount Vernon, WA 98273  
Phone: (360) 416-1400

## County Road Access Application Instructions

### Access checklist (see attached forms):

- 1. Application form with the *access* portion completed
- 2. Flagged driveway (yellow/black flagging is provided)
- 3. Assessor's map no larger than 11 x 17 (highlight the subject property)
- 4. Site plan no larger than 11 x 17
- 5. Access Fee \$ \_\_\_\_\_
- 6. Certificate of Insurance

### Application form line by line instructions:

- Parcel ID #: Assessor's parcel number is REQUIRED; enter the lot number if applicable.
- Assessor Tax #: as shown on the tax statement or the Assessor's webpage
- Address if assigned
- City: location of the property.
- Plat #: enter the plat number if applicable.
- Section, Township, Range: for property in Skagit County.
- Applicant: Name, address, city and zip, daytime phone REQUIRED, and email of the agent, contractor, or owner who is submitting the application. This will be the contact person for any questions concerning the application.
- Owner: Name and address of the person(s) who is the current owner of record.
- Access From: indicate the county road #.
- Requesting Access For: check the appropriate access need.
- Requesting an Access From: name of the road the proposed or existing driveway accesses.
- County road is accessed from: indicate the side of the road that the access is on.
- Flagged: yellow/black flagging will be provided and must be used to flag the proposed or existing driveway NO EXCEPTIONS. The flagging should be tied on stakes at least two feet above ground on either side of the driveway/access road, and should be visible to the access inspector from his vehicle.
- If access is in conjunction with building/grading permit: indicate # and type.

## Site plan guidelines:

- ◇ Property lines and corners
  - ◇ North Arrow
  - ◇ Plat name and number, or lot number, if applicable
  - ◇ Title block information
  - ◇ Name and location of all roads that border the property (state, county, or private)
  - ◇ Approved access location
  - ◇ Distance from the property line to existing and proposed structures
  - ◇ Distance from the property line to the driveway access
  - ◇ Multiple or abandoned driveways: indicate locations on the site plan
  - ◇ Number of existing structures: briefly describe structures and include their locations and dimensions on the site plan
- Site plans reduced from a larger size must be LEGIBLE at the submitted size
  - Insufficient or inaccurate information may delay the access request

## How to print an online Assessor's Map:

Go to [www.skagitcounty.net](http://www.skagitcounty.net). Select 'Records Search' on the homepage. Use the links to the Assessor's Office to search for your parcel by site address, parcel number, or owner.

Select 'Zoom to this parcel on iMap'

Click the print button

The screenshot shows the Skagit County Assessor's Office website. The main content area displays the following information:

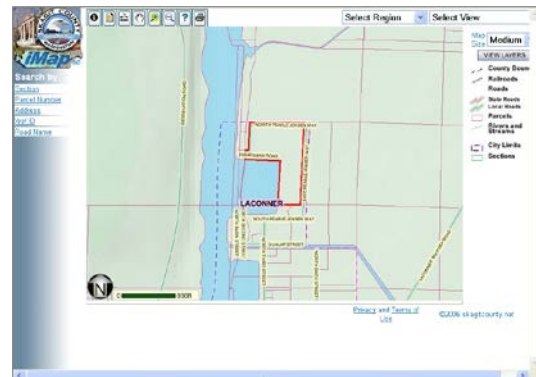
Parcel Number	Xref#	Quarter	Section	Township	Range
P20722	340225-0-000-0000	04	25	34	02

Owner Information: PORT OF SKAGIT COUNTY, 15430 AIRPORT DR, Burlington, WA 98233

Site Address: 780 S Pearle Jensen Wy, [Old Situs] 780 S Pearle Jensen Wy, La Conner, WA 98257

2007 Value Breakdown		2007 Property Tax Summary	
Building Market Value	\$ 0.00	2007 Taxable Value	\$ 0.00
Land Market Value	\$588,100.00	General Taxes	\$ 0.00
Total Market Value	\$588,100.00	Special Assessments	\$ 0.00
Assessed Value	\$588,100.00	Total Taxes	\$ 0.00
Taxable Value	\$ 0.00		

Legal Description: LT 5 LESS E 900 5FT & TRS



For application assistance please contact Skagit County Planning and Development Services.

For technical assistance or Skagit County Road Standards please contact Skagit County Public Works.

AC# \_\_\_\_\_ Access Fee \$ \_\_\_\_\_ Rcvd By \_\_\_\_\_ Paid \_\_\_\_\_

# County Road Access Application

RETURN FORMS TO: Skagit County Planning & Development Services  
1800 Continental Place • Mount Vernon, WA 98273  
Phone: (360) 416-1320 • Fax: (360) 416-1340



Parcel ID #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Assessor Tax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Plat #: \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

**Applicant**

This is the person who is submitting application.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Required) \_\_\_\_\_ Fax \_\_\_\_\_ e-mail address \_\_\_\_\_

**Owner**

This is the person who is the current owner of record.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Required) \_\_\_\_\_ Fax \_\_\_\_\_ e-mail address \_\_\_\_\_

**COUNTY ROAD ACCESS**

Access from: \*  County Road. - # \_\_\_\_\_

*If your access has already been approved, please attach a copy*

Requesting access for:  Single Family Residence  Multi-Family  Commercial  Commercial Ag  Temporary  
 Short Plat  Plat  Common Approach  Recreational Lot  Access Change  Other: \_\_\_\_\_

Requesting an access from (County Road Name): \_\_\_\_\_

County road is accessed from the (Circle one): (N) (S) (E) (W) side of the road. Flagged access:  Yes  No

If this access is in conjunction with a building or grading permit: Permit #: \_\_\_\_\_ Permit Type: \_\_\_\_\_

**\*Access approval required from WSDOT for access from state routes \* Permit not required on private roads**

The Applicant shall defend, indemnify and hold the County, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on the Applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the County.

Signature of applicant: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Applicant: \_\_\_\_\_

**It is the responsibility of the owner to notify all utilities and private property owners when such property is subject to injury or damage through the performance of the proposed construction and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.**

## Insurance requirements for all work performed within County Right-of-Way

The Applicant shall furnish and maintain all insurance as required herein and comply with all limits, terms and conditions stipulated therein, at their expense, for the duration of the contract. Following is a list of requirements for this contract. Any exclusion that may restrict required coverage must be pre-approved by the County. The Permit shall not be effective until evidence of all required insurance and bonding is provided to the County. The Applicant's insurer shall have a minimum A.M. Best's rating of A-VII and shall be licensed to do business in the State of Washington. Evidence of such insurance shall consist of a completed copy of the Certificate of Insurance, signed by the insurance agent for the Applicant and returned to the County Department with whom the Permit is executed. The insurance policy or policies will not be cancelled, materially changed or altered without forty-five (45) day prior notice submitted to the department with whom the Permit is executed. The policy shall be endorsed and the certificate shall reflect that the County is an additional named insured on the Applicant's general liability policy with respect to activities under the Permit. The policy shall provide and the certificate shall reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

The policy shall be endorsed and the certificate shall reflect that the insurance afforded therein shall be primary insurance and any insurance or self-insurance carried by the County shall be in excess and not contributory insurance to that provided by the Applicant.

The Applicant shall not commence work, nor shall the Applicant allow any subcontractor to commence work on any subcontract until a Certificate of Insurance, meeting the requirements set forth herein, has been approved by the County and filed with the department with whom the Permit is executed. Upon request, the Applicant shall forward to the County the original policy, or endorsement obtained, to the Applicant's policy currently in force.

Failure of the Applicant to fully comply with the insurance requirements set forth herein, during the term of the Permit, shall be considered a material breach of contract and cause for immediate termination of the Permit at the County's discretion.

REQUIRED COVERAGE: Providing coverage in the amounts listed shall not be construed to relieve the Applicant from liability in excess of such amounts. The insurance shall provide the minimum coverage as set forth below:

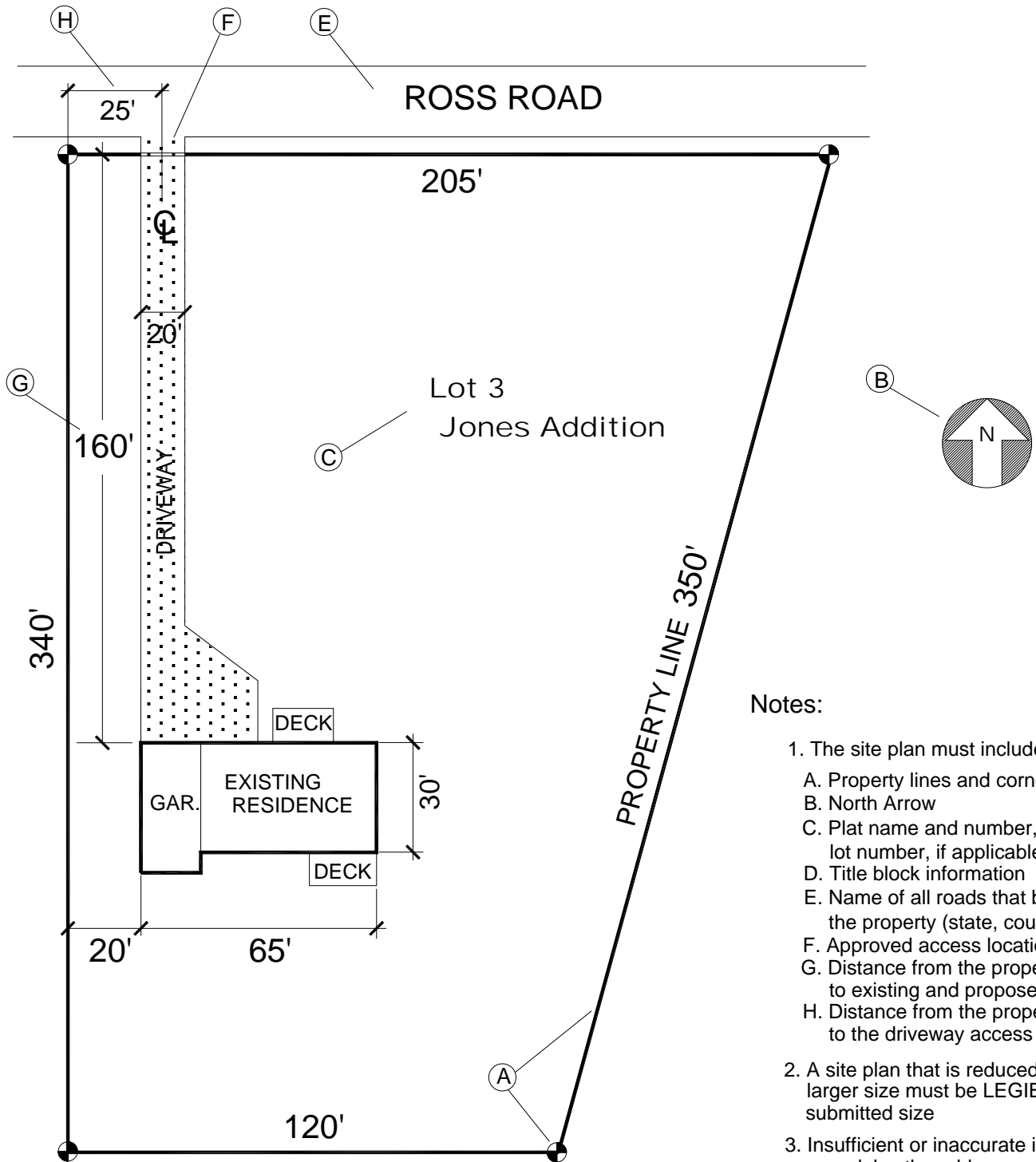
1. GENERAL LIABILITY INSURANCE: The Applicant shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury, fire damage and medical expense.
2. ADDITIONAL INSURED ENDORSEMENT: General Liability Insurance must state that Skagit County, its officers, agents and employees, and any other entity specifically required by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy or insurance and shall be fully and completely protected by this policy from all claims. Language such as the following should be used, **"Skagit County, its Officers, Agents and Employees are named Additional Insured."**

The construction of all public and private roads in Skagit County shall comply with the most recent version of the Skagit County Public Works Standards adopted by the Board of Skagit County Commissioners. See, SCC 14.36.010

No person shall be permitted to build or construct any approach to any county road without first obtaining permission therefor from the Board (of Skagit County Commissioners). The boards of the several counties of the state may adopt reasonable rules for the construction of approaches which, when complied with, shall entitle a person to build or construct an approach from any abutting property to any county road. The rules may include provisions for the construction of culverts under the approaches, the depth of fills over the culverts and for such other drainage facilities as the board deems necessary. The construction of approaches, culverts, fills, or such other drainage facilities as may be required shall be under the supervision of the county road engineer, and all such construction shall be at the expense of the person benefited by the construction. See, RCW 36.75.130

**UTILITY DAMAGE IS COSTLY, CALL BEFORE YOU DIG 1-800-424-5555.**

# SITE PLAN EXAMPLE



**Notes:**

1. The site plan must include:
  - A. Property lines and corners
  - B. North Arrow
  - C. Plat name and number, or lot number, if applicable
  - D. Title block information
  - E. Name of all roads that border the property (state, county, private)
  - F. Approved access location
  - G. Distance from the property line to existing and proposed structures
  - H. Distance from the property line to the driveway access
2. A site plan that is reduced from a larger size must be LEGIBLE at the submitted size
3. Insufficient or inaccurate information may delay the address request

Name JOHN AND JANE DOE	Address 1142 CROFT ROAD SEDRO-WOOLLEY, WA	Scale NOT TO SCALE
Site Address (if existing) 1203 ROSS ROAD	Parcel Number P123456	Date 4/16/07