



FOR INSPECTIONS CALL  
(360) 855-0139  
24 HOUR NOTICE REQUESTED

# CITY OF SEDRO-WOOLLEY

## ACCESS AND DRIVEWAY PERMIT

Attach to Public Works and Engineering Master Permit Application

**SITE ADDRESS:**

Instructions: Submit Access and Driveway Permit(s) with the Public Works and Engineering Master Permit Application.  
Submit an application for each access requested.  
Please print or type.

OWNER	NAME:	CONTRACTOR	NAME:	
	MAILING ADDRESS:		MAILING ADDRESS:	
	CITY:		STATE:	ZIP:
	TELEPHONE:		TELEPHONE:	<input type="checkbox"/> BONDED
	CONTACT:		CONTR. LICENSE NO.:	<input type="checkbox"/> S-W BUS. LIC.

Legal Description of Property:  
Parcel Number:

What Street are you requesting access from? \_\_\_\_\_ Which side of the street?  North  South  East  West

Centerline to centerline distance from the proposed access to the nearest driveway: \_\_\_\_\_ Feet  North  South  East  West

Centerline to centerline distance and name of the nearest cross street to the proposed access: \_\_\_\_\_ Feet  North  South  East  West of: \_\_\_\_\_

Type of access being requested:

<input type="checkbox"/> New access	<input type="checkbox"/> Temporary Access	<input type="checkbox"/> SHARED	<input type="checkbox"/> Improvement to existing access	<input type="checkbox"/> Change in use of access	<input type="checkbox"/> Removal of access
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> New intersection	<input type="checkbox"/> Other	

Approximate date to begin construction: \_\_\_\_\_

Do you have knowledge of any existing access permits serving the property or adjacent properties in which you have a property interest?  
 No  Yes, if yes - what is the permit number(s)? \_\_\_\_\_ and/or, permit date: \_\_\_\_\_

Does the property owner own or have any interests in any adjacent property?  
 No  Yes, if yes - please describe: \_\_\_\_\_

Are there other existing or dedicated public streets, roads, highways, or access easements bordering or within the property?  
 No  Yes, if yes - list them on your plans and indicate the proposed and existing access points.

If you are requesting commercial or industrial access - please indicate the types and number of businesses and provide the floor area in square feet of each:

Business	S.F.	Business	S.F.

If you are requesting agricultural field access - how many acres will the access serve? \_\_\_\_\_

If you are requesting residential access - what is the zoning, type, (single family, duplex, townhouse, apartment, condominium) and number of units?

Zoning	Type	# of units	Zoning	Type	# of units

Provide the following vehicle count estimates for vehicles that will use the access. Leaving the property then returning is two counts (trips). Indicate if your counts (trips) are:

<input type="checkbox"/> Peak Hour Volumes (PHV)	<input type="checkbox"/> Average Daily Volumes (ADT)
# of passenger cars and light trucks: _____	# of multi-unit trucks: _____
# of single unit vehicles (cargo vans) in excess of 30 feet: _____	# of farm vehicles: _____
	Total Count of All Vehicles: _____

- Check with the Public Works Department to determine which of the following documents are required to complete the review of your application.
- |  |   |
|--|---|
| a. Street and driveway plan and profile.   | f. Proposed access design.                            |
| b. Drainage plan showing impact to the street right-of-way.  | g. Parcel and ownership maps including all easements. |
| c. Map and letters detailing utility locations before and after development in and along the right-of-way. | h. Signing and Striping Plan                          |
| d. Subdivision, zoning, or development plan.   | i. Traffic control plan.                              |
| e. Property map indicating other access, bordering roads and streets.                                      | j. Proof of liability insurance.                      |

**Terms and conditions of access use: (To be listed by City officials)** If multi-family, commercial, or industrial use, this access permit functions as a non-exclusive ingress/egress easement over the property(ies) which allows adjacent vehicle traffic to move freely between this and the adjacent property(ies).

**Any changes in the use of the permitted access not consistent with the terms and conditions listed on this permit may be considered a violation of the permit.**  
The applicant declares under penalty of perjury in the second degree, and any other applicable state or federal laws that all information provided on this form and submitted attachments are to the best of their knowledge and complete.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is not the owner of the property, we require this permit also to be signed by the property owner or their legally authorized representative (or other acceptable written evidence). This signature shall constitute agreement with this permit by all owners-of-interest unless stated in writing. If a permit is authorized, the property owner will be listed as the permittee.

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- SPECIAL INSTRUCTIONS PRIOR TO COMMENCING WORK:**
- Arrange with the City Engineer to have permit issued on the job site which will authorize work to begin. Failure to comply will be cause for issuance of a "Stop Work" order on the project.
  - Notify underground location assistance 48 hours prior to any excavation.  
Dial 811 or 1-800-424-5555
  - Permit is only valid if any special conditions mentioned are followed.

**WHEN SIGNED AND DATED BELOW, THIS IS YOUR PERMIT**

Permission is hereby given to do the above mentioned work, according to the conditions herein and according to the approved plans and specifications pertaining thereto, subject in compliance with the ordinances of the CITY OF SEDRO-WOOLLEY.

Permit Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
City Engineer

NOTE: This permit is revokable at any time after issuance.  
The CITY OF SEDRO-WOOLLEY shall be held harmless from any action arising from the work for which this permit is issued. I hereby certify that I am aware of the ordinances regulating work for which this permit is issued, and that all work done will be in conformance with these ordinances and as noted on this permit.

**NOT VALID UNLESS SIGNED AND DATED**

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