



Snohomish County

PLANNING & DEVELOPMENT SERVICES

M/S #604

## SNOHOMISH COUNTY ROAD ACCESS/CULVERT APPLICATION INSTRUCTION SHEET

PERMIT NO. \_\_\_\_\_

RETAIN THIS PERMIT NUMBER. IT IS REQUIRED FOR INSPECTION SERVICES.

*If this application is by submitted by mail, you will receive your permit number at the time of permit issuance.*

**INSTRUCTIONS TO APPLICANT** for S.C.C. 13.60.040 driveway culvert or culvert extension and S.C.C. 13.060.050 driveway access construction to residential property.

- To make application for a primary access, secondary access or temporary logging access:
  1. Submit a completed and **signed** application to Planning and Development Services along with the **\$80.00 permit fee**. (This fee includes a non-refundable inspection fee of \$25.00)
  2. A SIMPLE SITE PLAN SHOWING ACCESS LOCATION, STRUCTURES AND ANY ENVIRONMENTAL CONDITIONS (WETLANDS, STREAMS, NGPA, ETC.) IS REQUIRED.

September 19, 1998, Snohomish County adopted a new Drainage Ordinance (Title 24) which limits the approval of frontage/culvert enclosures for parking and landscape purposes {SCC 24.30.010 (3)}.

- To make application for a culvert enclosure (only):
  1. Submit an application with the \$25.00 non-refundable application/inspection fee.
  2. If the application is approved, the \$55.00 permit fee will be required prior to permit issuance.
  3. A SIMPLE SITE PLAN SHOWING LOCATION, STRUCTURES AND ANY ENVIRONMENTAL CONDITIONS (WETLANDS, STREAMS, NGPA, ETC.) IS REQUIRED.

### **\*NOTICE\***

IF YOUR ACCESS/CULVERT PERMIT IS IN CONJUNCTION WITH A RESIDENTIAL BUILDING PERMIT, A FINAL INSPECTION MUST BE PERFORMED FOR THE ACCESS/CULVERT PERMIT - PRIOR TO FINAL INSPECTION OF THE BUILDING PERMIT.

### **DITCH SECTION DRIVEWAY APPROACHES:**

1. Stake the center of the proposed driveway at the back of the county road ditch with the permit number written on the stake. *(If application is submitted by mail, you will not have the permit number available.)* Driveways not staked will delay permit processing. Your site will be inspected within 72 hours of your application being processed.
2. A site inspection will be made by the Access Permit Inspector to determine if culvert is needed, size, length and type of culvert acceptable, need for catch basins, backfill materials to be used, and other construction requirements.
3. After the site inspection has been done, a permit listing construction requirements will be sent by mail to the applicant.
4. After culvert installation and prior to backfill, the Access Permit Inspector must be notified at (425) 388 3338 to inspect for proper culvert material and that the culvert was installed correctly (line, grade, direction, alignment, etc.).  
**ALLOW 24 HOUR NOTICE FOR THE PRE-BACKFILL INSPECTION.**
5. If the installation meets County requirements, the Access Permit Inspector will authorize the backfill and completion of the work.
6. After completion of the work, call (425) 388-3338 for final inspection. Upon approval of the driveway installation, the driveway culvert will be turned over to Snohomish County for maintenance. The driveway surface shall be maintained by the applicant or home owner.

### **ROLLED CURBS AND GUTTER APPROACHES:**

1. At the discretion of the Access Permit Inspector, a site inspection will be made to determine location approval and other construction requirements.
2. A permit listing construction requirements will be sent by mail to the applicant.
3. After driveway surfacing, the Access Permit Inspector must be notified at (425) 388-3338 for inspection of:
  - a) Expansion joints at the driveway to the sidewalk, or driveway to the gutter.
  - b) No cracks, concrete residue, mud or gravel on sidewalk or gutter across entire lot frontage.

### **VERTICAL CURB:**

Should the site have existing vertical curbs without a construction access point or driveway apron, a Type D "Right-of-Way Use Permit" will be required per Title 13 code requirements. Applications are available at the Department of Planning and Development Services.

### **ALLOW 24 HOURS NOTICE FOR FINAL INSPECTION**

If the installation meets County requirements, the Access Permit Inspector will authorize approval.

### **CORRECTIONS:**

If County construction requirements have not been met, the inspector will inform the property owner or contractor of the necessary corrective action. Contact the Access Permit Inspector at (425) 388-3338 to arrange for another inspection.