



**Walla Walla County
Public Works Department**
990 Navion Lane
Walla Walla, WA 99362
phone (509) 524-2710
pwpermits@co.walla-walla.wa.us

This is a request for permission to construct a residential driveway or field approach for 1 or 2 lots which will connect to a public road under the jurisdiction of Walla Walla County. **The fee for processing and inspection is \$50 for a gravel approach, \$75 for an asphalt approach and \$100 for a concrete approach. 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: https://www.co.walla-walla.wa.us/government/public_works/documents,forms,and_permits.php or at the Public Works Department main office.

(Revised 1/03/2024)

ACCESS PERMIT

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:

Owner	Contractor
-------	------------

Please check all that apply:

New Access	Single Lot
Residential	Two Lot
Farm	Commercial

Site Address: _____ *(if different)*

Parcel #: _____ *(Required)*

Nearest Crossroad: _____ Width of access: _____ (ft)

Distance to Nearest Crossroad: _____ (ft) Length of access: _____ (ft)

Please check one:

\$50 - Gravel approach
(permitted on gravel road)

\$75 - Asphalt approach
(required on paved road)

\$100 - Concrete approach
(requires County Engineer Approval)

\$50 - Temporary (see conditions on 2nd page when checked)

Contractor's Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Email Address: _____

Attach separate sheet with drawing of proposed access. Drawing must include dimensions of proposed access. Please mark the location at the site.

UTILITY DAMAGE IS DANGEROUS AND COSTLY. CALL BEFORE YOU DIG: 1-800-424-5555 or 811. 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 **12 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 for final inspection.** Failure to do so will constitute non-compliance. Applicant 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.

Drawing Attached \$50 Payment Included Applicant Signature: _____

 \$75 Payment Included Printed Name: _____

 \$100 Payment Included

Office Use Only	Culvert installed? Yes No	Comments:
Culvert Diameter: <input type="text"/> (inches)	Meets ADA/other requirements? Yes No	
Driveway width: <input type="text"/> (feet)	Inspector: <input type="text"/> Date: <input type="text"/>	
Paved? Yes No	Correlating Address <input type="text"/>	
Issuance Date <input type="text"/>	Permit No: <input type="text"/> Receipt #: <input type="text"/>	



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

(Revised 1/03/2024)

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

ACCESS PERMIT

General Requirements for Access Approaches:

1. Residential and commercial approaches that connect to a paved public road shall be paved for a minimum distance of 20 feet back from the edge of the traveled way of the intersecting road or to the public right of way, whichever is less.
2. Farm approaches that connect to a paved public road shall be paved for a minimum distance of 8 feet back from the edge of the traveled way of the intersecting road or to the public right of way, whichever is less.
3. Approaches that connect to a curb and gutter section of a public road shall have a standard concrete driveway apron constructed.
4. Approaches connecting to gravel roads may be required to be paved at the discretion of the County Engineer.

(For additional information consult the Walla Walla County Road Design Standards.)

- * A new approach will follow the **Walla Walla County Road Design Standards**.
- * Existing approaches may require upgrades.
- * Approaches serving more than 2 lots will be classified as Private Roads and will require a **Private Road 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 or the edges and shoulders of the road serving the lot or parcel.
- * **Call 509-524-2726 at least 48 hours in advance** of construction to schedule an inspection. Non-conforming accesses may be required to be removed and reconstructed at the owners expense if no inspection by Public Works has been performed.
- * 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 approaches are permitted to each 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 at the narrowest point(throat).**
- * **Commercial approaches are limited to a 30 foot width at the narrowest point(throat).**
- * **Farm approaches may be 60 feet wide at the throat upon approval of the County Engineer .**
- * The need, location, sizing, etc. of a culvert will be determined by the County Engineer or designee.

All new and altered approaches must comply with Walla Walla County Code 12.14.

Sediment track-out to roads shall be minimized to the maximum extent possible, and track-out shall be cleaned up prior to the end of each working day (Walla Walla County Code 11.05.020).

Standards for construction of approaches will be attached to an approved permit. Additional requirements are available in the Walla Walla County Road Design Standards which are posted on our website at: https://www.co.walla-walla.wa.us/government/public_works/documents,_forms,_and_permits.php

Office Use Only

Culvert Required:

No Yes

Culvert Diameter: (inches)

Site Address or Parcel No:

Culvert Type:

Conditions of Approval: