

Agenda Summary Report (ASR)**Franklin County Board of Commissioners**

DATE SUBMITTED: February 2, 2023		PREPARED BY: Leann Leyva, Engineering Tech	
Meeting Date Requested: February 14, 2023		PRESENTED BY: Craig Erdman P.E., Director/County Engineer	
ITEM: (Select One)		Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 15 minutes	
SUBJECT: County Road Approach Policy			
FISCAL IMPACT: The new approach policy will help reduce the County Road budget due to policy revisions that will help streamline the permitting process for the County and the public.			
BACKGROUND: In 2014, the County adopted Resolution 2014-123. The existing road approach policy needs updating to eliminate inconsistency and provide clarification of county specifications and standards. Per RCW 36.75.130, 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.			
COORDINATION: This policy was drafted under the supervision of John Christensen, PLS, Asst. Director/County Surveyor and reviewed by Craig Erdman, PE, Director/County Engineer. Robert Mendez, Program Manager, provided additional input.			
RECOMMENDATION: Staff recommends that the Board rescind the existing policy, established in Res. 2014-123 and adopt the attached updated County Road Approach Policy.			
ATTACHMENTS: (Documents you are submitting to the Board) <ol style="list-style-type: none"> 1. Resolution 2. County Road Approach Policy 3. Resolution 2014-123 			
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf) Retain one original resolution and policy for the Board's records. Forward one copy of the resolution and policy for the Public Works Department's records.			

I certify the above information is accurate and complete.

Name: John Christensen For Title: Director/County Engineer

**BEFORE THE BOARD OF COUNTY COMMISSIONERS,
FRANKLIN COUNTY, WASHINGTON**

IN THE MATTER OF A COUNTY ROAD POLICY

WHEREAS, RCW 36.75.130 provides that no person shall be permitted to build or have an approach to a County road without first obtaining permission from the Board of County Commissioners and provides that the Board may adopt reasonable rules for the construction of approaches and provides that the construction of approaches shall be under the supervision of the County Engineer and that the cost for the approach shall be at the expense of the person benefitted; and

WHEREAS, the review and execution of road approach requests, by policy, is an administrative function of Franklin County Public Works Department, to be overseen by the County Engineer's office, per Resolution 82-12; and

WHEREAS, the Board adopted a County Road Policy under Resolution 2014-123 rescinding Resolution 2003-284 and adopted the County Road Approach Policy and Criteria; and

WHEREAS, the County Engineer recommends that certain updates be made to the previous policy; and

WHEREAS, the attached County Road Approach Policy remedies the deficiencies of the existing policy; and

WHEREAS, Resolution 2002-152 established the Design Standards for the Construction of Roads and Bridges and was amended by Resolution 2002-270, which enshrine the current design standards of Franklin County; and

WHEREAS, the Board of Franklin County Commissioners, constituting the legislative authority of Franklin County, finds that the replacement of the existing policy with the new County Road Approach Policy is in the best interest of Franklin County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners hereby rescinds Resolution 2014-123; and

BE IT FURTHER RESOLVED that the Board of Franklin County Commissioners hereby approves of and adopts the attached County Road Approach Policy.

APPROVED this ____ day of February 2023.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Attest:

Chair Pro Tem

Clerk of the Board

Member

FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURE STATEMENT

A.P.P. ____

SUBJECT: County Road Approach Policy

EFFECTIVE: _____, 2023

ISSUED BY: _____
County Engineer

I. Purpose

To establish a uniform practice for the issuance of permits to access the County road system from private property.

II. Policy

A. General

RCW 36.75.130 provides for the following:

1. Any persons desiring to construct an approach to the county road system shall first obtain permission from the Board of County Commissioners.
2. The Board of County Commissioners may adopt rules for the construction of approaches which may contain provisions for the construction of culverts, fills and other drainage facilities as the Board deems necessary.
3. The construction of approaches, culverts, fills and other drainage facilities shall be under the supervision of the County Engineer and all such construction shall be at the expense of the person benefitted by the construction.

Franklin County Resolution 82-12 delegated the office of the County Engineer to execute road approach permits on behalf of the Board.

B. Right to Access

Every owner of property that abuts the county road system has a right to reasonable access to said road system. Access may only be restricted if limited access rights have been established or if reasonable access can be established through access roads and lanes (private or public) that adjoin the subject property.

C. Approach Construction Required

All property owners shall be required to construct a new road approach any time an access point is added to the County road system or in conjunction with any construction or change in use of the property that will increase the traffic volume entering or exiting the roadway, as determined by the County Engineer.

No building permit shall be issued until the County Engineer has issued a valid approach permit or it has been determined that the existing access meets current County Design Standards. Condition(s) of the issued approach permit shall be completed before final occupancy is issued.

Additionally, all property owners shall be required to construct a new road approach and bring existing nonconforming road approaches into conformance upon issuance of a permit for:

- i. Construction of any dwelling
- ii. Construction of any accessory structure valued at \$35,000 or more
- iii. Construction of any commercial or industrial structure
- iv. Placement or replacement of a manufactured home
- v. Enlarging any dwelling or accessory structure with the value of the addition being 33% or more of the current structure's value -OR- Enlarging any dwelling or accessory structure's gross floor area by more than 50%, regardless of value
- vi. Ingress or egress to a County road for commercial, industrial, or agricultural purposes other than temporary approaches
- vii. Any subdivision or modification of parcel boundaries that results in an approach serving more than a single parcel shall be required to construct an approach for any new parcels lacking such approaches to meet current County Design Standards as a condition of approval
- viii. For new joint use approaches that are not a result of a subdivision, the first applicant for a road approach permit shall be required to construct the approach to County Design Standards.

D. Permit Required, Application

All property owners constructing a new road approach or making upgrades, modifications, or performing maintenance to an existing approach shall first file an approach permit application with the office of the County Engineer. The application shall be made on forms available from the County Engineer's office or on the Franklin County website. Incomplete applications will not be accepted.

Construction and maintenance on portions of the approach that are outside of the County right of way do not require a road approach permit.

All applications shall include a drawing, created with one of the following: computer aided drafting (CAD) software; or neatly hand drawn; or a digital image of the parcel containing the following information:

- Address and parcel number
- Property and right of way lines
- Road name
- Existing site conditions including other driveways or other items which may impact the proposed approach.
- Width of approach
- Location of approach in relation to the nearest property line.

For typical residential and minor commercial or agricultural approaches a single drawing on 8.5x11 inch paper will be sufficient. For industrial and other approaches that require more work (such as road widening or turning lanes) as a condition of approval three (3) copies of drawings, created under the direction of a civil engineer licensed to practice in the State of Washington, shall be submitted on 22x34 inch paper, or a digital medium.

E. Application Review

Once a complete application has been received at the office of the County Engineer, the review period for the application will begin. The County will require a maximum of ten (10) business days to review and approve or deny the application, request additional information, or notify the applicant that additional review time is required. The review of the application will include:

- Ensuring the information of the application is accurate and appropriate to the subject property. Any incorrect information will be brought to the attention of the applicant for correction.
- Ensuring the site plan is accurate as to the location and type of approach requested by the applicant. The County Engineer may

aid the applicant in preparing the site plan by providing data from the County Geographic Information System.

- A site visit to determine any conditional requirements that may need to be added to the permit. Pictures of the site should be taken for the file.

If the County Engineer determines that the proposed access is appropriate, meets guidelines to ensure public safety and is in the best interest of the County, the application will be approved and the permittee will be notified.

If during the course of the review it is determined that the approach is already permitted, conforms to all permit requirements at the time of original issuance, and the permittee is not proposing any modifications or additional approaches, the reviewer will notify the Building Department and the applicant in writing that no additional action is required in relation to the approach. Generally no new approach permit will be issued.

F. Minimum Design Standards

The County Engineer has developed standard drawings for the various road approach types. The current versions of these drawings are available at the office of the County Engineer and are hereby incorporated as part of the policy by reference. The County Engineer reserves the right to make updates and changes of these drawings, without updating the remainder of this policy, as necessary.

All road approaches shall conform at least to the minimum design standards established by the County Engineer. However, the minimum design standards may not be sufficient for all approach types, such as those with large truck volumes. It is the sole responsibility of the permittee to provide a road approach design that is appropriate for the intended use. The County makes no certification that approaches constructed to the minimum standards will be sufficient and, if due to special use of or conditions on an approach, the County Engineer may direct that additional design work be required. This may include, but not be limited to, certification of the adequacy of the approach by a licensed engineer.

The following standards shall be used in reviewing and issuing permits:

1. General Conditions

No approach shall be located as to create a hazard to motorist or pedestrians or to invite or compel illegal or unsafe traffic movements.

Approaches shall provide adequate queueing length for vehicles both entering and exiting the County roadway. This may include restrictions on pavement of gates, parking, or other items that may obstruct traffic flow on private property.

All portions of the approach, including any radius returns, shall be confined within lines that are extensions of the property boundaries though the property corners to the centerline of the roadway.

Road approaches that cross a drainage ditch may require a culvert to be installed for the full width of the approach. The culvert shall be sized appropriately for the anticipated water volume with the minimum size being 12 inch diameter. All culvert pipes shall be corrugated metal pipe (CMP) with galvanized coating and be installed in accordance with the standards on file at the office of the County Engineer. Culvert pipes shall be installed with appropriate cover for any access to the property. Filling of the ditch for access without installation of the culvert is unacceptable.

All approaches to a paved County road shall be paved with hot mix asphalt or concrete (as permitted below) to the dimensions shown on the standard plans.

Concrete approaches within the right of way are only permitted when the paved width of the roadway is at least 12 feet, as measured from the roadway centerline to the edge of pavement, at the approach location. If the paved width is less the pavement may be widened in accordance with minimum road section standards for the width of the approach (including return radii) plus appropriate pavement width transitions and the concrete may continue from that point.

Hot mix asphalt approaches shall be connected to the existing pavement with a neat, vertical saw cut and the joint shall be tacked prior to paving.

Approaches shall be located such that they provide minimum intersection sight distances as determined in the current County Design Standards as adopted by the County Engineer. For the purposes of determining sight distances the following criteria shall be used:

- Design Speed (V) shall be the legal speed limit (posted or unposted)
- A sight obstruction greater than two (2) feet in height. Trees with a caliper of less than six (6) inches, measured two (2) feet up from the base, shall not be considered a sight obstruction when the lowest branches are a minimum of seven (7) feet above the edge of pavement nearest to the tree

Sight distances for approaches shall be maintained by the permittee including trimming and/or removal of vegetation. Placement of fencing or other objects in the sight triangle for an approach may result in those objects being removed or the approach being closed.

2. Approaches within an Urban Growth Area

Approaches shall be located as per the current County Design Standards.

The total number of approaches for any one property shall be limited to three (3) for corner lots.

No more than two (2) approaches will be permitted in any one street for any one property. Approach spacing shall be per the current County Design Standards.

3. Approaches outside an Urban Growth Area

Approaches shall be located as per the current County Design Standards.

Residential approaches on lots two acres in size or less shall be limited to two (2) on any one street. Residential approaches on lots greater than two acres in size shall be limited to three (3) on any one street.

Farm approaches shall be limited to one (1) approach for each residence and set of out buildings with one (1) additional approach for a group of temporary living quarters and one additional approach for each field or portion of field, if the field is separated by a topographical barrier, abutting the roadway.

Approaches for commercial and industrial facilities shall be limited to three (3) with no more than two (2) on any one road.

Approaches shall be spaced as per the current County Design Standards.

4. Residential Approaches

The maximum width for a residential approach shall be as follows:

- 30 feet, exclusive of the return radii, for a home with up to a 2 car garage.
- 36 feet, exclusive of the return radii, for a home with a 3 car garage or larger.

Any approach over 30 feet shall install infiltration trenches on each side.

No additional width will be granted for addition of an attached or separated shop/garage. Approaches serving such buildings shall be constructed as a separate approach or connect to the existing approach outside of the right of way.

Combined width of all approaches on any one street shall not exceed 60 feet or 50% of the frontage for that street whichever is less. The combined width of all approaches for each property shall not exceed 80 feet.

5. Non-Residential Approaches – Width

Approaches for any use other than residential shall have a maximum width of 40 feet exclusive of the return radii.

Equipment crossing approaches may have a wider width as determined by the County Engineer on a case by case basis.

6. Private Road Approaches

Approaches for private roads shall be paved and constructed in accordance with the standards and specifications on file at the office of the County Engineer. It shall not be the responsibility of the County Engineer to maintain the approach, culvert, or the private road. The responsibility shall be of the person(s) utilizing the private road.

The number, width and location of approaches may be varied from the above standards when, in the opinion of the County Engineer, conditions along the County road do not permit expected vehicle or equipment type and/or traffic volumes to enter, exit or cross the road safely or if the approach would create an undesirable condition on the County road or intersecting roads.

G. Permit Fee Required, Application

After approval of the application and prior to issuance of a road approach permit for a new road approach or modifications to an existing approach, the applicant shall pay a non-refundable permit fee per the Permit Fee Schedule to cover costs and expenses incurred in the examination, inspection, and supervision of such work. Please see current Permit Fee Schedule.

The fee may be waived if the approach is existing and found to be in conformance with current County Design Standards and no modifications or additional approaches are proposed or required.

Fees must be paid at the office of the County Engineer or made online through software utilized by the County. In person or mail in payment may be in the form of cash, personal check, money order or cashier's check. For payment by personal check or money order a valid Washington driver's license is required.

Online payments are subject to a convenience fee.

If checks are returned for any reason, the review of the application will cease and permits, if issued, will become invalid until proper payment is made. Additionally, the applicant will be responsible for reimbursing the County for any returned check fees incurred.

H. Permit Issuance

Once the permit has been prepared by the County Engineer, the record owner of the property must sign the permit, agreeing to all conditions thereon, prior to the permit being issued. Contractors, consultants, and other agents may not sign on behalf of the record property owner. Lease holders will be permitted to sign only upon presentation of a valid lease agreement.

Approved permits shall either be picked up at the office of the County Engineer for signature or the signed permit can be emailed to the Permit Technician(s) or to permits@franklincountywa.gov.

Issuance of a permit grants the holder permission to construct an approach in accordance with the conditions contained on the permit including the approved site plan. The approach is not considered conforming until all conditions thereon have been satisfied, construction is accepted, and the final road approach permit has been executed by the County Engineer.

I. Construction

Road approaches shall be constructed in accordance with current County Design Standards, as adopted by the County Engineer, and all conditional requirements on the permit.

Pursuant to RCW 36.75.130, all costs for construction and road approaches, including excavation, compaction, culvert pipe, fill ditches, drainage facilities and pavement shall be at the expense of the person or persons benefitting from the approach. Unless otherwise provided herein the County will not provide any equipment, labor, or materials for construction of road approaches. In accordance with RCW 19.122.030, the property owner shall be responsible to obtain utility locates by using the statewide one-number locating service.

J. Inspection

All construction within the County right of way is subject to inspection and approval by the County Engineer. Inspection of the work may include, but is not limited to, the following:

- i. Verification that the geometric layout is consistent with permit requirements
- ii. Testing of compaction for base course and pavement within the County right of way

- iii. Verification of layer thickness for base course and pavement within the County right of way
- iv. Verification that all conditional requirements have been satisfied

The applicant shall request inspection by calling the Permit Line or the Permit Technician(s). The property owner shall notify the Office of the County Engineer a minimum of forty-eight (48) hours in advance of inspection request. If the inspector arrives and the work is not ready for inspection, the inspection will be failed and the applicant will be required to re-schedule the inspection. If the applicant establishes a history of requesting inspections when the work is incomplete, an additional fee may be added to the permit in order to compensate the County for costs incurred. This will be billed at the current hourly rate for any additional time and equipment rental. History shall be considered two (2) or more requests not ready for inspection.

Work completed without an approved preliminary inspection will be automatically failed and the County will require the permittee to demonstrate the previous work meets all permit requirements or all such work shall be removed by the owner at their expense.

All approaches shall pass a final inspection by the County Engineer in order for permit to be considered valid. Final inspection shall include a review of the approach surface, size and location. Ditch lines shall be reestablished to original constructed condition. All debris, including windblown sand/dirt and debris shall be removed from the roadway, road shoulder and roadside ditch along the entire frontage of the property before final inspection will be approved.

K. Permit Final

Once all conditions on the Road Approach Permit have been satisfied, the final inspection has been passed, and any fee's or charges for repairs, cleaning or additional inspections have been paid, the County Engineer will execute the final Road Approach Permit.

Once the permit is executed by the County Engineer, one (1) copy will be made and returned to the owner. The County Engineer will maintain the original copy in the appropriate file.

Records for each road approach will be kept on file in the office of the County Engineer. Records will consist of all applications, whether approved or not, and all permits with supporting construction records. Records will be maintained in accordance with Franklin County record(s) retentions policy and applicable State Law.

L. Unpermitted & Non-Conforming Approaches

Except those approaches meeting the definition of an "Authorized Road Approach" in Section III of this policy, all access points to the County road system shall have an access permit. Approaches that were permitted under previous versions of this policy, but are considered to be non-conforming approaches, shall hereinafter be considered unpermitted approaches.

Pursuant to RCW 36.75.130, any person failing to obtain the permission of the Board of County Commissioners prior to constructing an approach is guilty of a misdemeanor and subject to prosecution.

The Public Works Department will issue a warning to any property owner observed to be constructing or have constructed an unpermitted approach. The warning will give the property owner ten (10) business days in which to remove said approach or complete an approach permit application. If the property owner fails to comply with the conditions of the warning letter, the matter will be forwarded to the Franklin County Sheriff Department for further action.

Upon failure of the permittee to use, occupy, or maintain an approach the County Engineer will notify the permittee verbally (if possible) and by certified letter of the non-compliance. If, after thirty (30) days the non-compliance has not been corrected, the County Engineer may order any such work to be done to bring the approach into compliance and recover the cost therefore from said permittee.

The County Engineer reserves the right to revoke or deny any and all approach permits when the approach creates a danger to the traveling public.

M. Maintenance, Replacement, Relocation

Approaches shall be maintained in a safe, smooth, and traversable condition that permits vehicles to enter and exit the roadway without impeding traffic. The County Engineer further reserves the right to periodically inspect road approaches for public safety concerns.

It shall be the responsibility of the property owner(s) to maintain the road approach(s) to their property. The county will maintain the intersecting roadway, to the edge of the paved or gravel surface, and the adjacent roadside ditch including the culvert under the approach, if one is installed. The Counties maintenance of the culvert shall be limited to periodic cleaning. The property owner shall be responsible to replace the culvert pipe when replacement is deemed necessary by the County Engineer.

Any replacement or relocation of an approach due to actions by the permittee or the permittee's failure to maintain the approach in accordance

with this policy and all conditions on the permit shall be by and at the expense of the permittee.

Any replacement or relocation of an authorized approach due to construction or maintenance by Franklin County shall be by and at the expense of Franklin County. Once said replacement or relocation is complete, the responsibility for maintenance shall return to the permittee.

N. Gravel Roads – Minimum Paved Approach

All gravel roads, public and private, accessing onto a paved road shall have a paved approach. The minimum distance that the approach shall be paved will be determined by the County Engineer based on traffic volumes, truck volumes, and stopping and starting distances. In no case shall the pavement extend less than the distance to the right-of-way.

O. Application and Permit, Expiration

If a Road Access Permit is not issued, the approach permit application shall expire 90 days from the date of acceptance by the County Engineer.

Road approaches shall be constructed within one (1) year of the approval of an access permit. Failure to complete construction within one (1) year will automatically void the access permit.

Road approach construction may be extended for an additional six (6) months with written request from the permittee. Construction may not be extended beyond two (2) years from the date of permit issuance. Construction standards at the time of the request to extend will apply to the access permit.

Once construction has been completed and accepted by the County Engineer, the access permit will remain in force until the access is abandoned by the property owner.

The County Engineer reserves the right to revoke any and all access permits when the access creates a danger to the traveling public.

P. Temporary Road Approaches

Temporary approaches need not be constructed to the full County Design Standard. The permittee shall be responsible to construct the approach in such a manner as is appropriate for the use. A temporary approach shall be constructed so that it does not pose a threat to public safety nor cause damage to a County road. The permittee shall further ensure that the approach is constructed so as to prevent dirt and debris from being tracked onto the County road, or the permittee shall be required to clean the County road of all such dirt and debris at the end of each day the approach is in

use. Permittees shall further be responsible to repair all damage to the County road caused by use of the approach at the expiration of the Temporary Access Permit.

Temporary Access Permits shall expire when the temporary approach is removed or on the date listed on the permit, whichever is sooner but no longer than twenty four (24) months. There will be no extensions for Temporary Access Permits. The permittee shall be responsible to remove all improvements for the approach and reestablish the ditch line, when the approach is no longer in use or by the date of expiration.

If the permittee fails to clean the roadway as required, repair damage, or remove the improvements, the County may cause this work to be completed at the permittee's expense.

III. Definitions

Accessory Structure – Any structure, whether accompanied by a dwelling or not, that is generally not considered as housing for people. This includes, but is not limited to: shops, detached garages, pole buildings, sheds, storage buildings, carports, covered storage areas, and pools.

Authorized Road Approach – A road approach that has been properly permitted or was constructed prior to January 1, 1973.

County Engineer – The person appointed by the Board of County Commissioners to serve as the County Road Engineer in accordance with RCW, or their designee.

County Road System – All roadways, whether paved or unpaved, designated for use by the public, and maintained by the Franklin County Public Works Department.

Design Standards – Drawings and specifications regarding the construction of a road approach on file at the office of the County Engineer.

Gross Floor Area – The total square foot area of a building, including all levels below, on, or above the ground.

Intersection – The general area where a roadway is met or crossed at a common elevation by another roadway.

Joint Use Approach – A single road approach that serves more than one property. Private road connections to the county road system are considered joint use approaches.

Nonconforming Road Approach – A road approach that does not meet requirements, at the time of permitting, for location, size, spacing, site distance, and geometric elements.

Permit – Written approval issued by the office of the County Engineer authorizing access from private property to the county road system.

Private Road – A roadway serving more than one property, constructed within a private easement for ingress and egress for those properties. Private roads are connected to the county road system through a joint use approach.

RCW – Revised Code of Washington.

Temporary Road Approach – A road approach designated for a specific use and conditioned to be open for a specific period of time with the right of way to be restored to its original condition upon closure of the approach. Temporary road approaches generally have less stringent design and construction requirements due to their temporary nature.

WSDOT – Washington State Department of Transportation.

FRANKLIN COUNTY RESOLUTION NO. 2014 123

BEFORE THE BOARD OF COUNTY COMMISSIONERS,
FRANKLIN COUNTY, WASHINGTON

RE: RESCINDING FRANKLIN COUNTY RESOLUTION 2003-284 AND APPROVAL OF THE FRANKLIN COUNTY ROAD APPROACH POLICY

WHEREAS, the review and execution of road approach requests, by policy, is an administrative function of Franklin County Public Works Department, to be overseen by the County Engineer's office, per Resolution 82-12; and

WHEREAS, Franklin County Resolution 2003-284 amended Resolution 2002-270 and adopted the County Road Approach Policy and Criteria; and

WHEREAS, said policy – being outdated and no longer meeting the needs of the County with respect to permitting and delineation of responsibilities between the developer and Franklin County – should be replaced; and

WHEREAS, the attached County Road Approach Policy remedies the deficiencies of the existing policy; and

WHEREAS, Resolution 2002-152 established the Design Standards for the Construction of Roads and Bridges and was amended by Resolution 2002-270, which enshrined the current design standards of Franklin County; and


WHEREAS, the Board of Franklin County Commissioners, constituting the legislative authority of Franklin County, finds that the replacement of the existing policy with the new County Road Approach Policy is in the best interest of Franklin County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners hereby rescinds Resolution 2003-284; and

BE IT FURTHER RESOLVED that the Board of Franklin County Commissioners hereby approves of and adopts the attached County Road Approach Policy.

APPROVED this 19 day of March, 2014.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON


Chairman


Chairman Pro Tem


Member

Attest:


Clerk of the Board

FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURE STATEMENT

A.P.P. 7

SUBJECT: County Road Approach Policy

EFFECTIVE: March 24, 2014

ISSUED BY: 
County Engineer

I. Purpose

To establish a uniform practice for the issuance of permits to access the County road system from private property.

II. Policy

A. General

RCW 36.75.130 provides for the following:

1. Any persons desiring to construct an approach to the county road system shall first obtain permission from the Board of County Commissioners.
2. The board may adopt rules for the construction of approaches which may contain provisions for the construction of culverts, fills and other drainage facilities as the board deems necessary.
3. The construction of approaches, culverts, fills and other drainage facilities shall be under the supervision of the County Engineer and all such construction shall be at the expense of the person benefitted by the construction.

Franklin County Resolution 82-12 delegated the office of the County Engineer to execute road approach permits on behalf of the Board.

B. Right to Access

Every owner of property that abuts the county road system has a right to reasonable access to said road system. Access may only be restricted if limited access rights have been established or if reasonable access can be established through access roads and lanes (private or public) that adjoin the subject property.

C. Approach Construction Required

All property owners shall be required to construct a new road approach any time an access point is added to the county road system or in conjunction with any construction or change in use of the property that will increase the traffic volume entering or exiting the roadway, as determined by the County Engineer.

Additionally, all property owners shall be required to construct a new road approach and bring existing nonconforming road approaches into conformance upon issuance of a permit for:

- i. Construction of a new dwelling
- ii. Construction of a new accessory structure valued at \$25,000 or more
- iii. Construction of any commercial or industrial structure
- iv. Placement or replacement of a manufactured home
- v. Enlarging any dwelling or accessory structure with the value of the addition being 33% or more of the current structures value -OR- Enlarging any dwelling or accessory structure's gross floor area by more than 50%, regardless of value
- vi. Ingress or egress to a County road for commercial, industrial, or agricultural purposes other than temporary approaches

D. Permit Required, Application

All property owners constructing a new road approach or making upgrades, modifications, or performing maintenance to an existing approach shall first file an approach permit application with the office of the County Engineer. The application shall be made on forms available from the County Engineer's office. Incomplete applications will not be accepted. Drawings, provided in triplicate, may be required depending on the extent of the development required.

Construction and maintenance on portions of the approach that are outside of the County right of way do not require a road approach permit.

E. Permit Deposit Required, Application

A permit deposit will be required for all commercial and industrial road approaches. A road approach is considered to be commercial or industrial if:

1. It does not serve a family residence; or
2. It exceeds either 100 average weekday vehicle trip ends (sum of arrivals and departures)

- OR -

Ten percent (10%) truck traffic during its peak operating season.

The permit deposit will be estimated by the Public Works Department to cover the costs of labor and equipment for review and inspection. Upon completion of the approach and final approval by the Public Works

Department, the balance, if any, will be returned to the applicant. If the balance is negative, then it will be recouped through a bill to be paid by the applicant.

F. Permit, Issuance

Once a complete application and deposit, if applicable, have been received at the office of the County Engineer, the review period for the application will begin. The County will require a maximum of ten (10) business days to complete its review of each application. If the County Engineer determines that the proposed access is appropriate, meets guidelines to ensure public safety, and is in the best interest of the County, a Road Access Permit will be issued to the property owner.

Permits shall be picked up at the office of the County Engineer. The record owner of the property must sign the permit, agreeing to all conditions thereon, prior to the permit being issued. Contractors, consultants, and other agents may not sign on behalf of the record property owner. Lease holders will be permitted to sign only upon presentation of a valid lease agreement.

G. Unpermitted & Non-Conforming Approaches

Except those approaches meeting the definition of an "Authorized Road Approach" in Section IV of this policy, all access points to the county road system shall have an access permit. Approaches that were permitted under previous versions of this policy, but are considered to be non-conforming approaches, shall hereinafter be considered unpermitted approaches.

Pursuant to RCW 36.75.130, any person failing to obtain the permission of the Board of County Commissioners prior to constructing an approach is guilty of a misdemeanor and subject to prosecution.

The Public Works Department will issue a warning to any property owner observed to be constructing or have constructed an unpermitted approach. The warning will give the property owner ten (10) business days in which to remove said approach or complete an approach permit application. If the property owner fails to comply with the conditions of the warning letter, the matter will be forwarded to the Franklin County Sheriff Department for further action.

H. Joint Use Approach – Construction

Subdivisions of land that result in a private access point serving more than a single lot shall be required to construct the approach to County standards as a condition of plat approval.

For existing private roads and joint use access, the County recognizes that it is inequitable for a single property to be responsible for the entire cost of a joint use approach. Therefore, prior to issuance of a permit to have access to a joint use approach, the permittee shall pay to the County their equitable share of the estimated cost to construct the joint use

approach. The estimated cost for construction will be determined by the County and a 15% surcharge will be added to the estimate to cover overhead and administrative costs and to account for future inflation. Each permittee's share will be calculated by dividing the estimated cost by the number of buildable lots that have access through the joint use approach.

I. Minimum Design Standards

All road approaches shall conform at least to the minimum design standards established by the County Engineer. However, the minimum design standards may not be sufficient for all approach types, such as those with large truck volumes. It is the responsibility of the developer to provide a road approach design that is appropriate for the intended use. The County makes no certification that approaches constructed to minimum standards will be sufficient and may direct the permittee to construct an approach more suited, in the opinion of the County Engineer, for the type of use anticipated.

Road approaches that cross a drainage ditch shall require a culvert to be installed for the full width of the approach. The culvert shall be sized appropriately for the anticipated water volume with the minimum size being 12 inch diameter. All culvert pipes shall be corrugated metal pipe (CMP) with a galvanized coating.

Pursuant to Resolution 2002-152 the County Engineer has developed standard drawings for the various road approach types. The current versions of these drawings are available at the office of the County Engineer and are hereby incorporated as part of this policy by reference. The Board of County Commissioners reserves the right to make updates and changes to these drawings, without updating the remainder of this policy, as necessary.

J. Gravel Roads – Minimum Paved Approach

All gravel roads, public and private, accessing onto a paved road shall have a paved approach. The minimum distance that the approach shall be paved will be determined by the County Engineer based on traffic volumes, truck volumes, and stopping and starting distances. In no case shall the pavement extend less than one hundred (100) feet from the edge of the paved surface.

K. Cost for Construction

Pursuant to RCW 36.75.130, all costs for construction of road approaches, including excavation, compaction, culvert pipe, fills, ditches, drainage facilities, and pavement shall be at the expense of the person benefitting from the approach.

Joint use approaches shall be constructed by the County during normal maintenance for the county road system. Approaches to paved roadways will be constructed during the next chip seal maintenance cycle and approaches to gravel roadways will be constructed with the next

application of gravel to the roadway. The cost for construction of joint use approaches by the County is recovered through the fee collected at the time of permitting in accordance with Section III.G. of this policy. Once constructed, the maintenance of the joint use approach shall be the responsibility of the property owners using said approach for access.

Except for joint use approaches as described above, the County will not provide any equipment, labor, or materials for construction or maintenance of road approaches.

L. Inspection

Portions of road approaches within the County right of way are subject to inspection by the County Engineer to ensure compliance with minimum design standards. Construction that does not meet the minimum standards is subject to removal and replacement at the permittee's expense.

The County Engineer further reserves the right to periodically inspect road approaches for public safety concerns. If the County Engineer determines that an approach constitutes a threat to public safety, the permittee will be notified in writing to correct the issue at their own expense.

M. Application and Permit, Expiration

If a Road Access Permit is not issued, the approach permit application shall expire 90 days from the date of acceptance by the County Engineer.

Road approaches shall be constructed within one (1) year of the approval of an access permit. Failure to complete construction within one (1) year will automatically void the access permit.

Road approach construction may be extended for an additional six (6) months with written request from the permittee. Construction may not be extended beyond two (2) years from the date of permit issuance. Construction standards at the time of the request to extend will apply to the access permit.

Once construction has been completed and accepted by the County Engineer, the access permit will remain in force until the access is abandoned by the property owner.

The County Engineer reserves the right to revoke any and all access permits when the access creates a danger to the traveling public.

N. Temporary Road Approaches

Temporary approaches need not be constructed to the full County standard. A temporary approach shall be constructed so that it does not pose a threat to public safety nor cause damage to a County road. The permittee shall be responsible to construct the approach in such a manner as is appropriate for the use. The permittee shall further ensure that the approach is constructed so as to prevent dirt and debris from being

tracked onto the County road, or the permittee shall be required to clean the County road of all such dirt and debris at the end of each day the approach is in use. Permittees shall further be responsible to repair all damage to the County road caused by use of the approach at the expiration of the Temporary Access Permit.

Temporary Access Permits shall expire when the temporary approach is removed or on the date listed on the permit, whichever is sooner. There will be no extensions for Temporary Access Permits. The permittee shall be responsible to remove all improvements for the approach when the approach is no longer in use or on the date of expiration.

If the permittee fails to clean the roadway as required, repair damage, or remove the improvements, the County may cause this work to be completed at the permittee's expense.

III. Procedure

A. General

In accordance with the above policy, the County Engineer will review all applications for Road Approach Permits and issue a finding of approval or denial. Only complete applications will be accepted for review.

B. Application Forms

Copies of the approach permit application will be kept on hand and made available to any person requesting them at the office of the County Engineer. The County Engineer may also make electronic copies of the application available by email or through posting on the Franklin County Public Works website.

C. Payment

Deposits or fees, if applicable, must be paid at the office of the County Engineer. Payment may be in the form of cash, personal check, money order, cashier's check, credit cards, and debit cards. For payment by personal check, a valid Washington State driver's license is required. The person accepting payment will record the applicant's driver's license number on the face of the check. Payment by credit or debit card may be subject to an additional processing or use fee.

If checks are returned for any reason, the review of the application will cease and permits, if issued, will become invalid until proper payment is made. Additionally, the applicant will be responsible for reimbursing the County for any returned check fees incurred.

D. Application Review

When a completed application is received, it will be stamped with the date it is accepted by the County Engineer. The County Engineer will then have a maximum of ten (10) business days to review the application and issue a permit or deny the application. The review of the application will include:

- i. Ensuring the information on the application is accurate and appropriate to the subject property. Any incorrect information will be brought to the attention of the applicant for correction.
- ii. Ensuring the site sketch is accurate as to the location and type of approach requested by the applicant. The County Engineer may aid the applicant in preparing the site sketch by providing data from the County Geographic Information System.
- iii. A site visit to determine any conditional requirements that may need to be added to the permit. Pictures of the site may be taken for the file.

Once the review of the application is complete, the County Engineer will notify the applicant, in writing, whether or not the application has been approved. The determination of the County Engineer will be final.

E. Permit

If the application for road access has been approved by the County Engineer, a permit will be issued to the property owner. The permit will be issued on forms available at the office of the County Engineer and will include all of the following:

- i. Name and mailing address of the property owner
- ii. Parcel Identification Number
- iii. Parcel site address
- iv. Adjoining road name and mile post
- v. Conditional requirements, if any
- vi. Required deposit amount, if any
- vii. Permit expiration date (temporary approaches)
- viii. Signature lines for the property owner and the County Engineer

A copy of the application submitted for review will be attached to the permit for reference along with any additional documentation deemed necessary by the County Engineer.

The County Engineer will arrange for a date and time for the property owner to sign and pick up their permit. Any required bonds must be submitted prior to or at the time of signature. The record owner of the property, or a lease holder with a valid lease agreement, must sign the permit.

Once the permit is executed by the property owner and the County Engineer, one (1) copy will be made and returned to the owner. The County Engineer will maintain the original copy in the appropriate file.

F. Fees, Joint Use Approach

Fees for the proportionate share of the construction cost of a joint use approach must be paid at the office of the County Engineer prior to issuance of any permit. The cost for construction shall be determined by the County Engineer based on the standard drawings and the current cost for labor, equipment, and materials in accordance with Section III.G. of

this policy. The construction cost estimate will be updated annually and be kept on file at the office of the County Engineer for public inspection.

Fees collected for joint use approaches will be maintained in a separate account and will be used only for construction of joint use approaches in accordance with Section III.I. of this policy.

G. Construction

Road approaches shall be constructed in accordance with County standards, applicable WSDOT standards (as adopted by the County), and all conditional requirements on the permit. All construction within the County right of way is subject to inspection and approval by the County Engineer. Inspection of the work may include, but is not limited to, the following:

- i. Verification that the geometric layout is consistent with permit requirements
- ii. Testing of compaction for base course and pavement within the County right of way
- iii. Verification of layer thickness for base course and pavement within the County right of way
- iv. Verification that all conditional requirements have been satisfied

The property owner shall notify the County Engineer that work is beginning a minimum of 48 hours in advance of actually beginning the work.

In accordance with RCW 19.122.030, the property owner shall be responsible to obtain utility locates by using the statewide one-number locating service.

H. Records

Records for each road approach will be kept on file in the office of the County Engineer. Records will consist of all applications, whether approved or not, and all permits with supporting construction records. Records will be maintained in accordance with Franklin County record retention policy and applicable State Law.

IV. Definitions

Accessory Structure – Any structure, whether accompanied by a dwelling or not, that is generally not considered as housing for people. This includes, but is not limited to: shops, detached garages, pole buildings, sheds, storage buildings, carports, and covered storage areas.

Authorized Road Approach – A road approach that has been properly permitted or was constructed prior to January 1, 1973.

Conforming Road Approach – A road approach that meets all requirements, at the time of permitting, for location, size, spacing, site distance, and geometric elements.

County Engineer – The person appointed by the Board of County Commissioners to serve as the County Road Engineer in accordance with RCW, or their designee.

County Road System – All roadways, whether paved or unpaved, designated for use by the public, and maintained by the Franklin County Public Works Department.

Design Standards – Drawings and specifications regarding the construction of a road approach on file at the office of the County Engineer.

Footprint – The square foot area of a building actually in contact with the ground.

Gross Floor Area – The total square foot area of a building, including all levels below, on, or above the ground.

Intersection – The general area where a roadway is met or crossed at a common elevation by another roadway.

Joint Use Approach – A single road approach that serves more than one property. Private road connections to the county road system are considered joint use approaches.

Nonconforming Road Approach – A road approach that does not meet requirements, at the time of permitting, for location, size, spacing, site distance, and geometric elements.

Permit – Written approval issued by the office of the County Engineer authorizing access from private property to the county road system.

Private Road – A roadway serving more than one property, constructed within a private easement for ingress and egress for those properties. Private roads are connected to the county road system through a joint use approach.

RCW – Revised Code of Washington.

Temporary Road Approach – A road approach designated for a specific use and conditioned to be open for a specific period of time with the right of way to be restored to its original condition upon closure of the approach. Temporary road approaches generally have less stringent design and construction requirements due to their temporary nature.

WSDOT – Washington State Department of Transportation.

FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT
3416 Stearman Avenue, Pasco, WA 99301 • P: 509.545.3514 • F: 509.545.2133

ROAD APPROACH PERMIT

Name of Applicant: _____ Date: _____

Applicant Address: _____ Phone: _____

The undersigned hereby applies for permission, pursuant to RCW 36.75.130, to have, construct, and maintain a private access road approach at: ☐ Owner ☐ Lessee

Address: _____

Mile Post: _____ OR Nearest Intersection and Distance _____

Parcel Number: _____ The estimated date for the beginning of the work is _____.

The applicant understands that all work is to be performed in strict compliance with the standards and specifications established by the Franklin County Engineer, Franklin County Public Works Administrative Policy and Procedure Statement (APP) #_____, and all conditions appearing hereon. Copies of the standards and specifications, as well as the general permit requirements, are available for public review at the office of the County Engineer.

OFFICE USE ONLY

Application Type: ☐ New approach ☐ Modify Approach ☐ Addressing ☐ Temporary Approach

Deposit Amount: _____ Expiration Date for Temporary Approach: _____

Commercial/Industrial? ☐ Yes ☐ No
Deposit paid in: ☐ N/A ☐ Cash ☐ Credit/Debit ☐ Check (driver's license no. _____)

Joint use approach? ☐ Yes ☐ No Fee amount: _____

Legal description of property:

CONDITIONS

Please see the general conditions enumerated on the back of this permit.

The proposed road approach, as described above, has been reviewed by the office of the County Engineer, and its construction has been found to be permissible given strict adherence to the standards and specifications of the Public Works Department, APP #_____, and these special conditions:

This permit confers upon the holder permission to have and construct a road approach in conformance to the conditions stated herein. This road approach permit is not considered to be valid until the approach construction is completed and has been signed and dated by a Public Works Department inspection official.

Applicant's Signature _____ Date _____

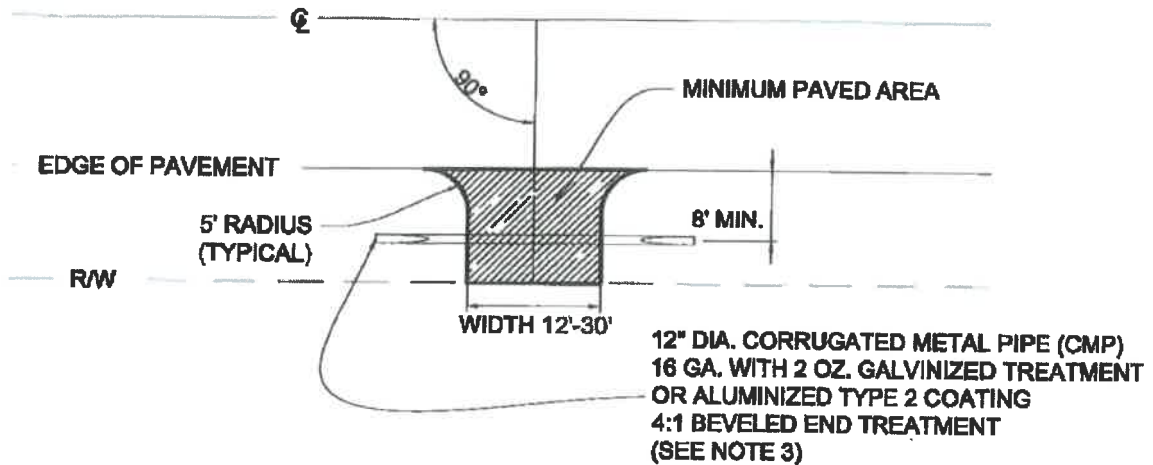
County Engineer _____ Date _____

CONSTRUCTION APPROVAL

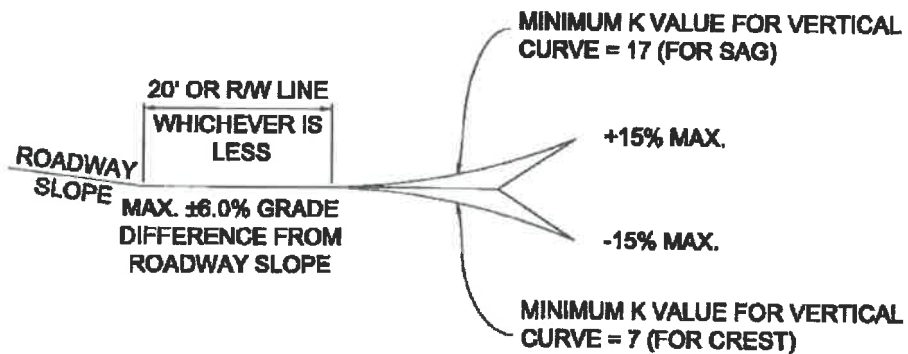
To be initialed and dated by a County Inspection Official only.

_____ Geometrics _____ Compaction _____ Surfacing

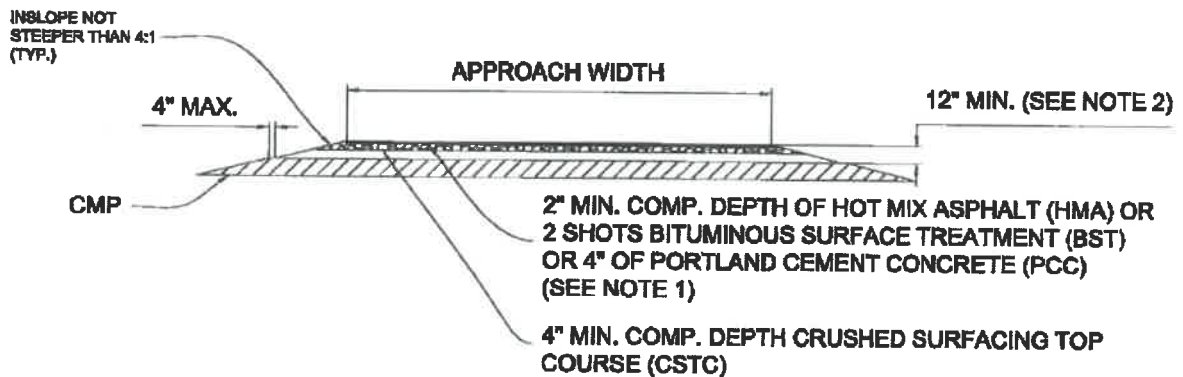
1. The applicant, hereinafter designated as the "permittee," his successors and assigns, shall have the right and authority to enter upon the right-of-way of the County road, street, alley, or other right-of-way, at the location as indicated on this form, as approved of by the County Engineer.
2. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation, and manner of maintenance of project petitioned for, shall be approved by the County Engineer prior to start of work and shall be subject to inspection by the County Engineer so as to assure proper compliance with the terms of this permit.
3. The permittee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of facility, in as good and safe condition in all respects as it was before commencement of the work.
4. In case of any damage to roads, streets, alleys, public places, and structures or private property of any kind on account of said work done by the permittee, he shall at once repair said damage at his sole cost and expense.
5. The County Engineer, his agents or representatives, may so order, or have done any and all work considered necessary to restore to a safe condition any roads, streets, alleys, public places, structures, or private property that is in a condition dangerous to life or property resulting from the permittee's facility or its installation as permitted herein, and upon demand the permittee shall pay to the County all costs of such work and materials.
6. If, at any time, the County deems it advisable to widen, grade, pave, improve, alter, or repair any road, street, alley, public place, or structure, the County will replace or reconstruct, at County expense, the approach or approaches permitted herein in locations approved of by the County Engineer, PROVIDED, maintenance provisions herein shall continue to apply.
7. The permittee shall be responsible for the routine maintenance, including clearing and sweeping the road of dirt and debris tracked into the right-of-way, for the approach or approaches to County road, street, alley, or other right-of-way as herein described. Any damage caused to County road, street, alley, public place, structure, or private property, resulting from the lack of maintenance to the approach or approaches by the permittee may be corrected by the County to the satisfaction of the County Engineer. Any costs incurred from such corrections will be charged to the permittee at his sole expense.
8. Upon failure of the permittee to use, operate, or maintain the approach or approaches in accordance with the provisions herein, or if the approach or approaches are abandoned, the County Engineer may take the following actions:
 - a. Notify the permittee verbally if possible and by first class letter, or if the permittee is unavailable, post a notice of non-compliance at the site.
 - b. If, after thirty (30) days after the written notice or posting, the non-compliance has not been corrected or if abandonment has continued, the County Engineer may remove or bring into compliance all installations upon the right-of-way. All expenses resulting from the abandonment or correction may be charged by the County to the permittee.
9. Upon failure of the permittee to construct the approach or approaches in accordance with the provisions herein within one (1) year, the permit shall be considered void. A six-month extension may be granted by the office of the County Engineer. In any event, the failure of the permittee to construct said approach or approaches within two (2) years of the issuance of this permit shall result in it being deemed null and void.
10. All provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of the permittee and all privileges of the permittee shall ensure to such successors and assigns as if they were specifically mentioned.
11. The failure of the permittee to comply with all of the provisions, conditions, regulations, and requirements of this permit shall be grounds for the revocation, annulment, and termination of said permit by the County Engineer.
12. The Board of County Commissioners may, at any time, change, amend, modify, amplify, or terminate any of the conditions herein enumerated so as to conform to any state statute or County regulation pertaining to the public welfare, safety, health, or highway regulations as are, or may hereafter be, enacted, adopted, or amended, etc. The Board may terminate this permit if the permittee fails to comply with any such changes.
13. The petitioner, by accepting this permit, agrees to notify and check with all utilities regarding their installations before commencing work. Call 811 two (2) days in advance to utilize Washington state's one-number utility locator service. The petitioner further agrees to notify and check with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangement relative to the protection of such property and the aforementioned utilities.
14. In accepting this permit, the petitioner agrees to protect and save harmless the County from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any persons, corporations, or properties by reason of: the performance of any such work; the character of the materials used; or the manner of installation, maintenance, and operation; or by the improper occupancy of rights-of-way or public places or public structures. In the event that such suit or action is brought against the County for damages arising out of or by reason of any of the above clauses, the petitioner will, upon notice to him or the commencement of such action, defend the same at his sole cost and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined if it is adverse to the County.



APPROACH PLAN



APPROACH PROFILE



APPROACH CROSS-SECTION

NOTES:

1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED
2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.

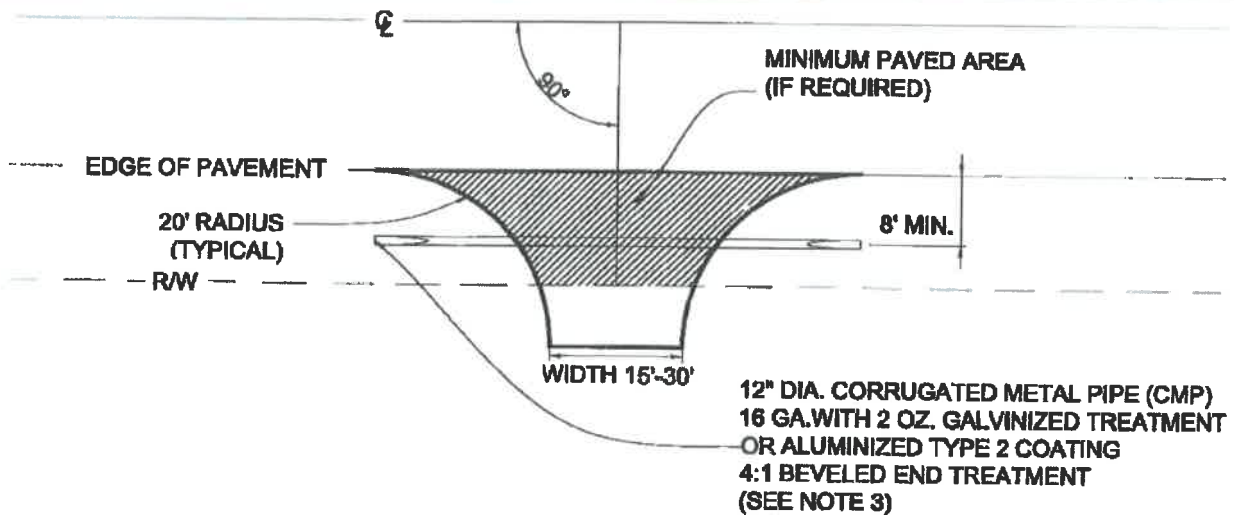


FRANKLIN COUNTY
PUBLIC WORKS DEPARTMENT
 3418 STEARMAN AVE.
 PASCO, WA 99301
 (509) 646-3514
 WEB: WWW.CO.FRANKLIN.WA.US

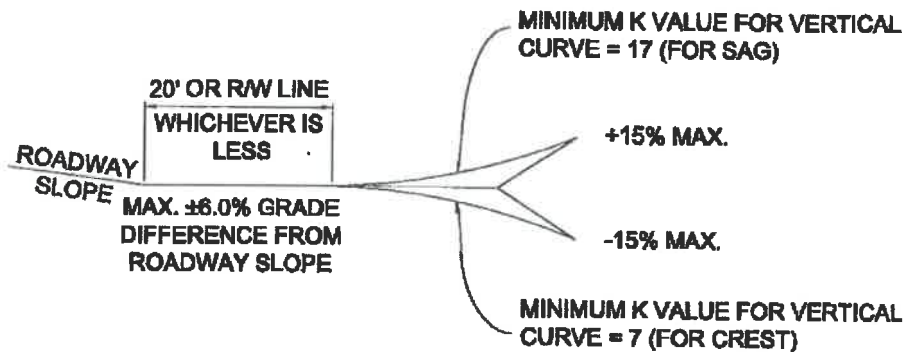
TYPE A - URBAN RESIDENTAL APPROACH

STANDARD DRAWING NO.: F-80.10-FC
 APPROVED: *[Signature]*
 DATE: 3/10/14

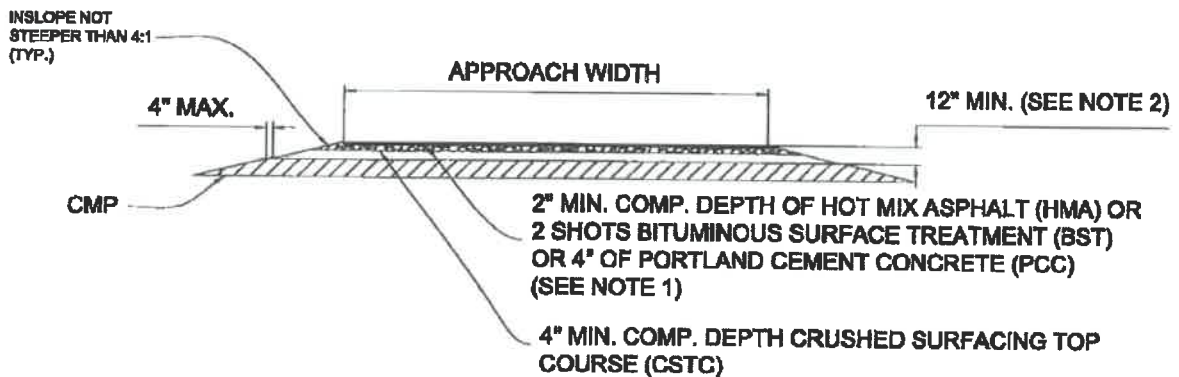
SHEET
1-4



APPROACH PLAN



APPROACH PROFILE



APPROACH CROSS-SECTION

NOTES:

1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED.
2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.
4. JOINT USE APPROACHES SHALL HAVE A WIDTH OF 28 FEET.



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 PASCO, WA 99301
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TYPE B - RURAL RESIDENTIAL APPROACH

F-80.10-FC

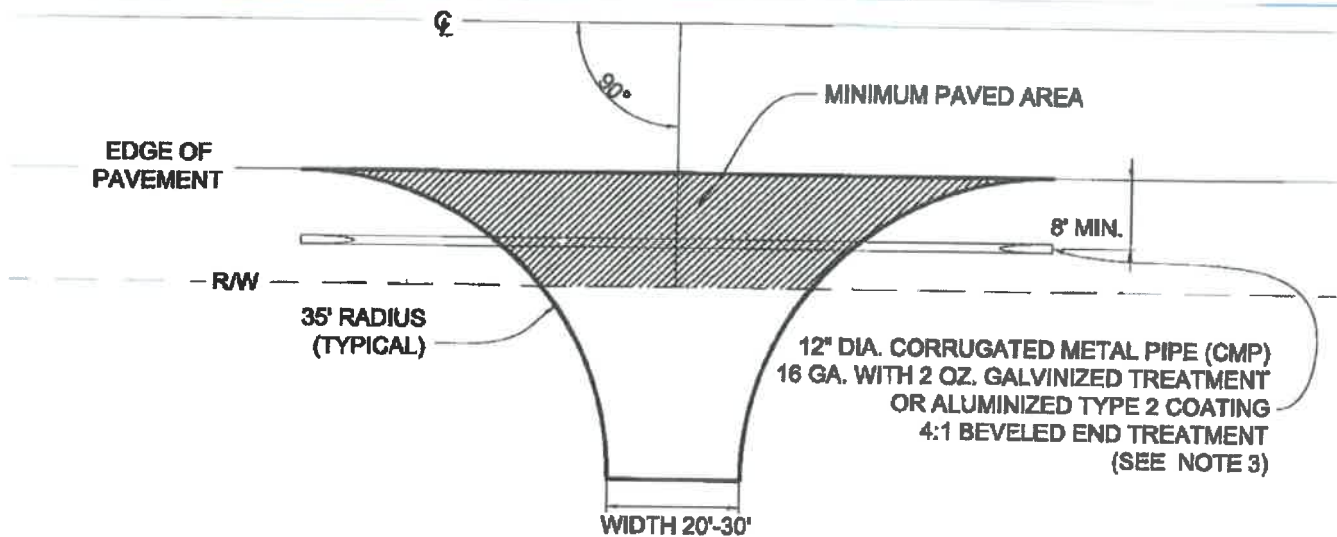
APPROVED:

DATE:

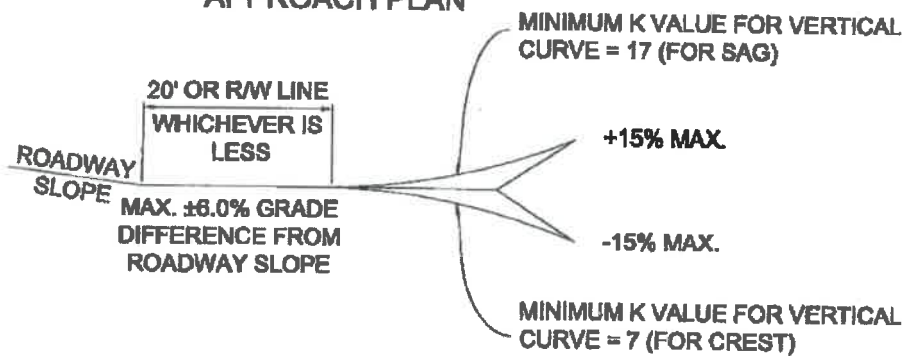
3/10/14

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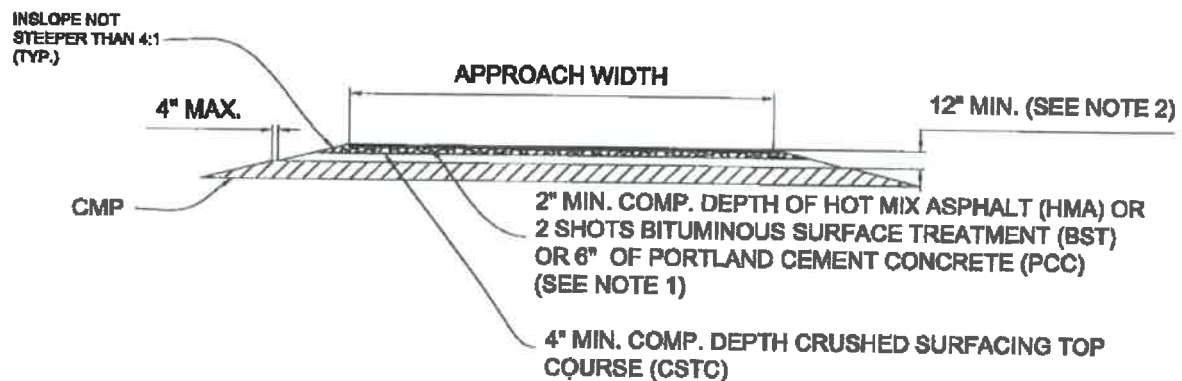
2-4



APPROACH PLAN



APPROACH PROFILE



APPROACH CROSS-SECTION

NOTES:

1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED
2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.



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PASCO, WA 99301
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TYPE C - FARM APPROACH

F-80.10-FC

APPROVED:

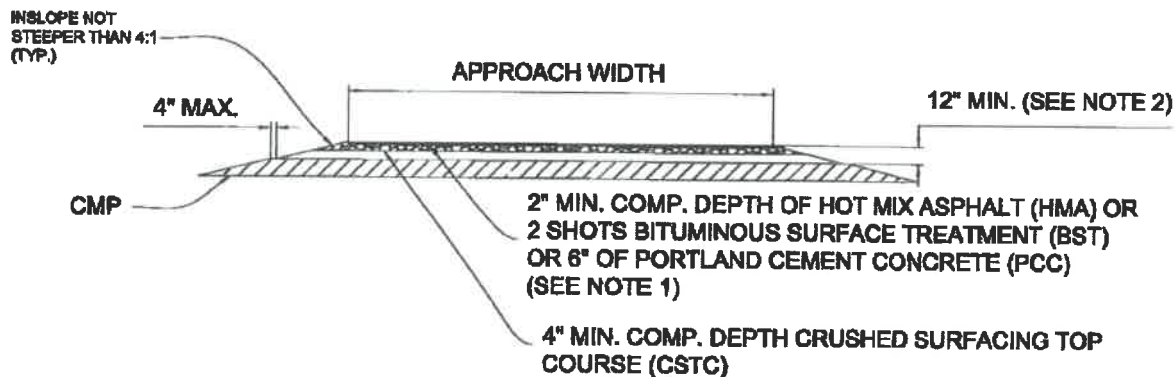
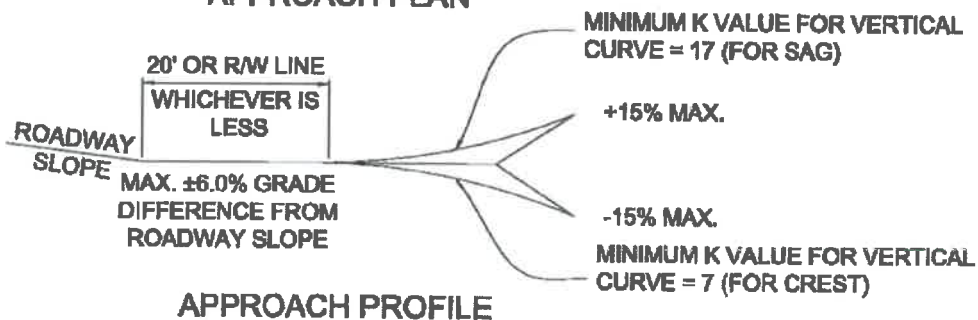
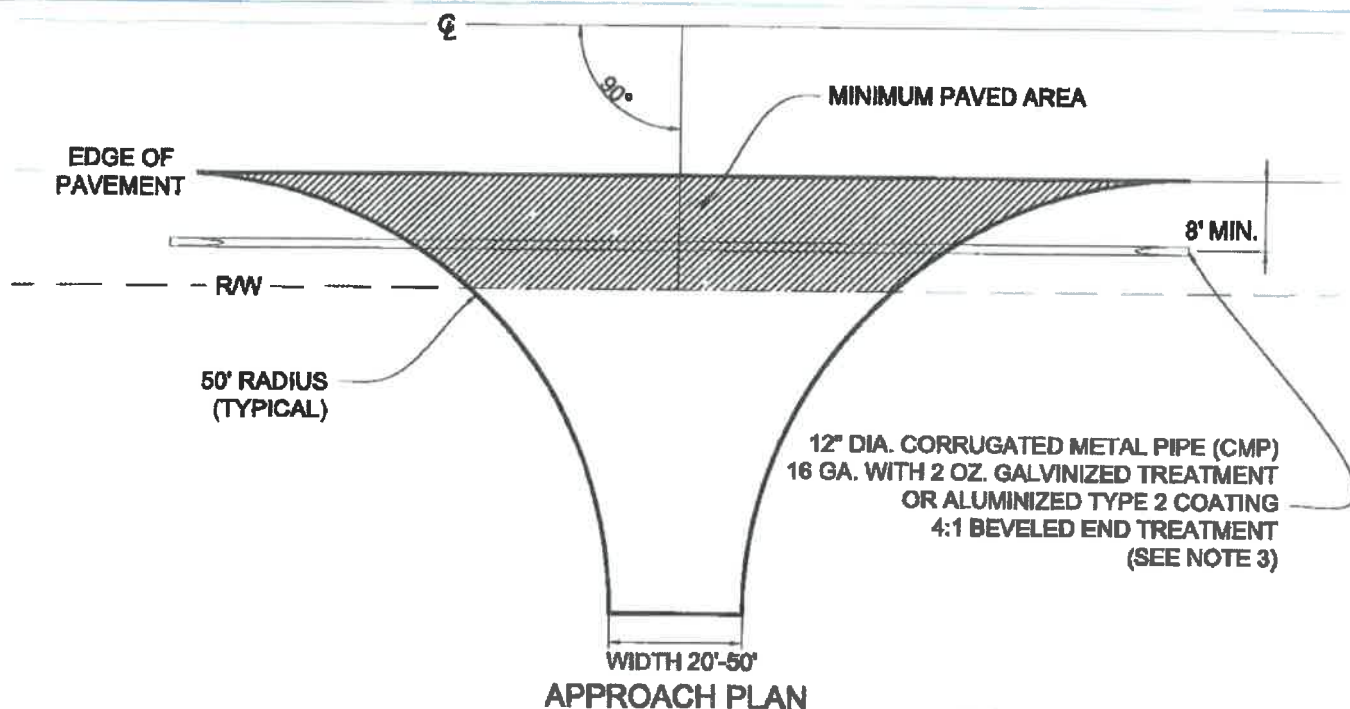
[Signature]

DATE:

3/10/14

SHEET

3 of 4



NOTES:

1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED
2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.



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 PASCO, WA 99301
 (509) 546-3514
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TYPE D - UTILITY AND SPECIAL USE APPROACH

F-80.10-FC

APPROVED:

DATE:

Math
 3/10/14

SHEET

4-4