San Juan County

Right of Way Permit Application

Permit # (STAFF USE ONLY)

ROW-

Public Works	Community Development
(Application Questions)	*(Permit Submissions and Fees)*
Phone: (360) 370-0500	Phone: (360) 378-2354
Email: pubwks@sanjuanco.com	Email: dcdpermits@sanjuanco.com
	P.O. Box 947 ◆ 135 Rhone St
	Friday Harbor, WA 98250

PROJECT TYPE: *Check one or more boxes below to indicate what type of Right of Way permit(s) you are applying for.*

☐ DRIVEWAY ACCESS ☐ FRONTAGE IMPROVEMENTS ☐ UTILIITY ☐ OTHER

PROJECT LOCATION:

Site Address &/or County Road _____

Tax Parcel Number: _____ Island: _____

PROJECT DESCRIPTION: *(describe work or installations affecting county roads or right of way)*

(e.g. "install new driveway off the County road, to access my barn"; "utility crossing and 100 ft. of parallel trenching in County road Right of Way, for OPALCO connection"; "construct temporary access off the County road, for moving house onto lot")

ATTACH A MAP OR SITE PLAN SHOWING THE LOCATION OF THE WORK, RELATIVE TO THE RIGHT OF WAY AND PROPERTY BOUNDARIES

APPLICANT / OWNER: *In most cases, the 'Applicant' is the owner of the property where the work will occur. For utility franchise work the 'Applicant' is the Franchisee (i.e. the utility company).*

Name of Owner: _____ Phone: _____

Mailing Address: _____ City: _____

Email: _____ State: _____ Zip: _____

CONTACT PERSON / AUTHORIZED AGENT: *This is the person whom we will communicate with throughout the life of the permit application. If someone other than the owner, fill out the contact details and attach an 'Agent Authorization Form' signed by the owner.*

Contact Name: _____ Phone: _____

Email: _____ Phone: _____

ATTACH AGENT AUTHORIZATION FORM IF CONTACT PERSON IS NOT OWNER

CONTRACTOR: *All work in the County road Right of Way must be by a general contractor who has been pre-approved by the Dept. of Public Works (RCW 18.27 & SJC §12.04.040). Contractor selection is not required at time of application. You may check 'Deferred Selection' below.*

Contractor Name: _____ Phone: _____

Business Name: _____ Phone: _____

City: _____ Email: _____

☐ CHECK BOX IF DEFERRED CONTRACTOR SELECTION REQUESTED

Right of Way Permit Application – page 2

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PROJECT DETAILS: *Complete only the sections that apply. Check all boxes that apply.*

DRIVEWAY ACCESS TO COUNTY ROAD &/or FRONTAGE IMPROVEMENTS			
ACCESS TYPE:	☐ Residential	☐ Private Road	☐ Temporary Access
	☐ Commercial	☐ Farm / field / other	☐ Pedestrian
PROPOSED WORK:	☐ New Construction	☐ Relocate	☐ Improve or Modify
	☐ No Work Planned	☐ Change of Use	☐ Curb/Gutter/Sidewalk

FEES	
Permanent Access	$100 (per location)
Temporary Access	$50 (per location)

UTILITY INSTALLATIONS IN COUNTY RIGHT OF WAY	
☐ New Installation	
☐ Repair	☐ Emergency Repair (After-the-Fact)
Trenching Along the County Road?	☐ Yes **Estimated # of Feet**

FEES	
New Install	$300 (each location)
Repairs	$150 (each location)
Trenching	+ $0.25 per linear foot

OTHER WORK OR INSTALLATIONS IN COUNTY RIGHT OF WAY	
☐ Installations	(Misc. Installations in County Road Right of Way)
☐ Temporary Use	(Misc. Work in County Road Right of Way)

FEES	
$100	(each installation)
$50	(each location)

☐ **Payment Submitted with Application:** $ _____

☐ **Please calculate my Fees for me**

Total Estimated Fees $ _____

PRINT & SIGN THE APPLICATION:

I certify that I am the owner or the authorized agent; I have reviewed the information provided and verify that is true and correct; I further signify that the owner grants permission for San Juan County employees to enter the premises for the purpose of permit inspections.

_____	_____	_____
(SIGNATURE OF OWNER OR AUTHORIZED AGENT)	(PRINTED NAME)	(DATE)

DIRECT QUESTIONS REGARDING APPLICATION TO:

San Juan County Public Works
Email: pubwks@sanjuanco.com
Phone: (360) 370-0500

SUBMIT APPLICATION & FEES TO:

SJC Dept. of Community Development
Mailing address: P.O. Box 947, Friday Harbor, WA 98250
Email: dcdpermits@sanjuanco.com **Phone:** (360) 378-2354

ADDITIONAL INFORMATION FOR APPLICANTS:

San Juan County Code
Chapter 18.60.090 Roads – Public Roads

Revised Code of Washington
Title 36, Chapter 75 Roads and Bridges

SAN JUAN COUNTY STAFF USE ONLY

PERMIT ISSUED:		ACCEPTANCE OF WORK:	
_____ (APPROVED BY)	_____ (DATE)	_____ (APPROVED BY)	_____ (DATE)
EXPIRATION:	EXTENSION:	COUNTY ROAD #	MP
CONTRACTOR APPROVAL: ☐ PENDING ☐ VERIFIED		2ND COUNTY ROAD #	MP