KitsapCounty
Community Development

Road Approach Permit FAQs

A Road Approach Permit allows private vehicular access to or from the county road system. A Road Approach Permit is conditioned to ensure it's constructed to Kitsap County Road Standards (see Ordinance 293-2003 Chapter 4 and KCC 11.22). A separate permit is not required when road approach for new home is being constructed at the same time as the new home.

Why should I apply for a Road Approach?

A Road Approach Permit is needed to access private property off a public road as provided in RCW 36.75.130. When access driveways are constructed to County standards, it allows road crews to properly maintain roads, allows roads to be plowed when it snows, and provides proper stormwater runoff.

How much does a Road Approach Permit Cost?

For current fee information, Visit DCD Payments webpage. Select **Fee Schedule** link for most current information.

What other permits may I need to construct a driveway?

- Based on site conditions and grading quantities you may need a Site Development Activity Permit. Read the Site Development Activity Permit publication.
- If construction of the driveway includes utility work in a County right of way, you will need to apply for a permit to work on the Right of Way. A bond and/or fee is required to work on the right-of-way.
- If any road work other than an approach is to take place in a County right of way, apply for a Use/Improve County right-of-way permit through Public Works. Visit Right of Way Permits for more information.

How do I obtain a Road Approach Permit?

To begin applying for your road approach permit, go to the DCD PermitPathways webpage. When you are ready, apply in the Permit Application Portal. For information about construction specifications and design requirements, review Public Works Road Standards Chapter 4.3. Design examples can be found in Figures 4-3 through 4-5.

My Road Approach Accesses from an Unmaintained Right-Of-Way. Do I still need a permit?

Yes. Even though the access road is unmaintained, the road approach must meet Current County Road Standards. An unmaintained road is defined as: "A road within County right of way, which is accessible to the public travel but is not maintained by the County."

In addition to a road approach permit, a Category 3 covenant is required before approval of the road approach permit per Kitsap County Ordinance 245-2000. The covenant stipulates the maintenance will be the joint responsibility of all property owners having access to the road. The covenants are to be:

- ✓ Prepared by DCD
- ✓ Signed by the owner
- ✓ Notarized
- ✓ Reviewed by DCD
- ✓ Recorded, by the property owner, at the Auditor's Office prior to the issuance of the road approach permit.

More questions?

Visit: Contact Us **Call**: 360.337.5777 **Email:** help@kitsap1.com

This handout is provided for general information only and is not a substitute for, nor modifies or supersedes, any applicable federal, state, or local laws, rules, regulations, ordinances, or codes. In any apparent conflict between this handout and any applicable legal requirement, the applicable legal requirement will control. The applicant/property owner is solely responsible for determining and complying with all applicable legal requirements and should consult its own qualified professional(s) as appropriate. Kitsap County Code is available online and DCD makes no warranties and assumes no liability arising from use of or reliance on this handout.