



# FACT SHEET – Pvt Roads/Modifications P-2.7F

**NEED FOR PERMIT:** Newly constructed or converted private access to three or more lots or homes requires private road permit approval. Any commercial access from a private road must be improved to minimum County road standards from the point of intersection with the public roadway to the commercial site. Roads designed and used solely for logging and agriculture activities are exempt from County private road requirements (CCC 11.36).

## COWLITZ COUNTY CODE / ORDINANCE REVIEW CRITERIA:

- CCC 11.36 Private Road Ordinance
- CCC 19.15 Critical Areas Ordinance
- CCC 19.11 Environmental Policy – State Environmental Policy Act (SEPA)
- Comprehensive Plan
- Other codes/ordinances applicable to development proposed.

## DEPARTMENT PROCESSING TIME:

- Road Plan Review – 60-90 days
- Final Road Review – 14 days

## APPLICATION SUBMITTAL - PRELIMINARY PLAN APPLICATION PROCESSING:

- Application determined complete.
- Site visit.
- SEPA determination made 14-day review period begins; staff reviews project through required and applicable criteria.
- All road plans are reviewed by the Department of Public Works for engineering and stormwater/erosion control standards.
- All road plans and applications are checked for conformance with the private road standards before a Private Road Construction Permit is issued.

- Issuance of the Private Road Permit - the applicant and his/her engineer has sole responsibility for constructing the private roads to the approved plans.

## APPLICATION SUBMITTAL - ROAD MODIFICATION:

- Application determined complete.
- Staff reviews the application and writes a staff report with findings and conclusions.
- Director reviews staff report, either approves, approves with conditions or denies modification request.

**DURATION OF PRELIMINARY ROAD APPROVAL:** Preliminary private road permit approval is effective for one year. The road must be constructed and all conditions met before that period ends.

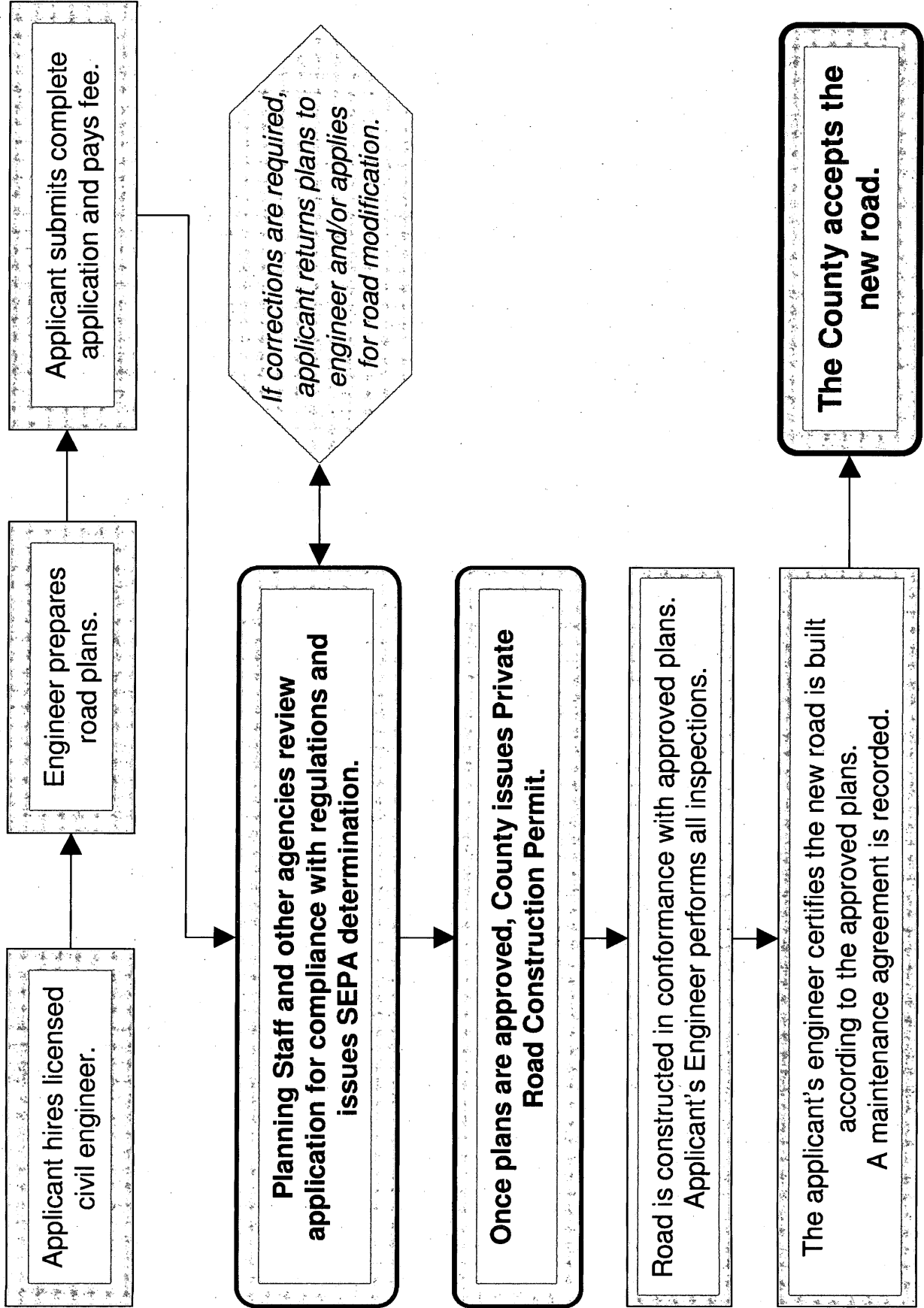
## PRIOR TO AND FINAL PRIVATE ROAD APPROVAL:

- Apply for and receive a road name.
- Record a road maintenance agreement.
- Provide engineer certification that road is constructed to meet minimum construction standards.
- Once the Department receives the engineer's checklist and as-built plans, final private road approval is granted.

**APPEAL:** Appeal of the Director's decision can be made to the Hearings Examiner.

If you have further questions, please call (360) 577-3052.

# PRIVATE ROAD REVIEW PROCESS





# APPLICATION

# A-1

**Applicant:** Please print in ink or type. A Permit Technician will review this application at intake for completeness.

### Property Information

Project Address \_\_\_\_\_ City \_\_\_\_\_ Parcel # \_\_\_\_\_  
Section(s) \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Tax Lot \_\_\_\_\_ Acres \_\_\_\_\_

### Owner/Applicant Information

Applicant/Authorized Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Contractor Name \_\_\_\_\_ License # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Telephone \_\_\_\_\_

Lending/Bonding Co. \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

### Project Description

**Please provide a brief description of your project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Print Name** \_\_\_\_\_

### OFFICE USE ONLY

Application Type \_\_\_\_\_ Date \_\_\_\_\_  
Permit Number \_\_\_\_\_ Accepted By \_\_\_\_\_



# Subdivision Submittal Requirements

P2.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Subdivision application. If any of the following items are not provided, the application cannot be accepted. Acceptance of an application over the counter does not constitute approval, only that the application has enough information to be accepted as counter complete. *All applications will require the appropriate fees upon submittal.*

Subdivision Applications	Letter of Authorization	Master Application	Applicant Checklist	Property Packet	Site Plan / Preliminary Plat / Road Plans <sup>1</sup>	Vicinity Map <sup>2</sup>	Written Narrative	Environmental Checklist	Special Studies <sup>3</sup>	Supplemental <sup>4</sup>	Pre-Submittal Review Conducted (Staff)	Received (Staff)
Short Subdivision	1	1	1	1*	1*	1*	-	1*	2-4*	1	-	-
Large Lot Subdivision	1	1	1	1*	1*	1*	1	1*	2-4*	1	-	-
Rural Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-	-	-
Urban Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-	-	-
Planned Unit Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-	-	-
Boundary Line Adjustment	1	1	1	1	1	1	-	-	-	1	-	-
Private Roads Modification	1	1	-	1	3	1	-	1	2-4	1	-	-

Permit Number \_\_\_\_\_

Date Stamp

<sup>1</sup> This will be determined as to type of permit, review your permit application materials to determine what is required.

<sup>2</sup> May be included as part of your site plan.

<sup>3</sup> If special studies are required, one (1) unbound and one (1) bound copy is required at submittal. Additional copies may be required depending on the project and reviewing agencies.

<sup>4</sup> If applicable, the supplemental is part of the application packet.

\* One copy at the time of submittal, once application is determined complete, staff will inform applicant of number of copies required.

## Subdivision Submittal Standard Instructions

**Letter of Authorization.** If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

**Master Application or Application.** This must be typed or neatly printed in ink and signed by either the agent or the property owner.

**Applicant's Checklist.** This is found in the application packet and will list the requirements for a preliminary application. This checklist allows the applicant to ensure the application is complete for submittal. The applicant is required to initial or check the column identified as Applicant Check. If information is missing the application may not be complete for submittal.

**Property Packet.** This is basic property information needed to evaluate the project. The Applicant's Checklist identifies what is required for each type of project application.

**Site Plan.** The site plan is required for a Boundary Line Adjustment, Short Plat, Large Lot subdivisions and private road applications. Applicants may submit a legible 8"x11" or 11"x17" maximum site plan map. A cross section may be required dependant on topographical relief and/or proposed filling and grading work. The site plan must be drawn to scale and show all improvements, existing and proposed, including: parking areas, landscaping, building footprints, porches, walks, decks, overhangs, location of easements, setback measurements, legal access, road approach locations, utilities, location of fire hydrants, drainage courses (if present), stormwater facilities, site contours, maximum intervals, approved septic tank and drainfield locations including reserve areas, retaining walls, and other information as applicable.

**Preliminary Plat.** The preliminary plat is required for Urban, Rural and PUD subdivisions. The specific requirements are found in each ordinance supplied with each subdivision packet. All preliminary plats submitted must include at least one full sized set of plans and an 8"x11" or 11"x17" reproducible size plat. Preliminary plats may be submitted for Short Plats and Large Lots instead of a site plan.

**Road Plans.** Three copies of engineer stamped road plans are required at the time of application submittal. The engineer must be licensed in the State of Washington.

**Vicinity Map.** The vicinity map can be included on the site plan or as a stand-alone document. The vicinity map must clearly demonstrate where the property is located.

**Written Narrative - Findings.** The applicant must address the review criteria specific to the application, the review criteria is part of the application packet and can be found in the Applicant's Checklist.

**SEPA Environmental Checklist.** This document must be filled out completely and to the best knowledge of the applicant. The document must be signed and dated.

**Special Studies.** Special studies such as traffic reports, preliminary drainage reports, erosion control, etc. may be required depending on the individual project. At a minimum one bound and one unbound copy is required. Additional copies may be required dependant upon the project and additional reviewing agencies.

**Supplemental(s).** If required, the applicant must submit the supplemental document with the application materials. The supplemental is found in the application packet.

**Pre-Submittal Review Conducted (Staff).** The applicant may wish to have a pre-submittal review appointment with assigned staff to ensure that all application materials are suitable for submittal prior to making multiple copies. The meetings are free, and the applicant can call and schedule an appointment when ready for submittal. The appointment is encouraged but not required.



Permit #: \_\_\_\_\_

<h1>Letter of Authorization</h1>	<h1>P 5.6</h1>
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I \_\_\_\_\_ (*property owner*) hereby certify that I am the owner of the property at \_\_\_\_\_ (*address or parcel number*). I certify that this application for a \_\_\_\_\_ (*type of permit*) is true and correct.

I have authorized \_\_\_\_\_ (*name of person being authorized*) to represent me as the applicant/agent.

Communications regarding additional permit information, or other permit issues, for this application should be made to either:

- Property Owner
- Applicant/Agent
- Both

Further, I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. If any of the information provided in this application is incorrect, the approval may be revoked.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Applicant's Checklist – Private Roads P2.7

The following checklist is the minimum that is required for a Private Road or Private Road Modification application. All private roads must comply with all requirements within the Private Road Ordinance CCC 11.36. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
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- |                       |  |                       |
|-----------------------|--|-----------------------|
| <input type="radio"/> | Complete Master Application, including agent and property owner if different.  | <input type="radio"/> |
| <input type="radio"/> | Letter of Authorization – written permission from the property owner(s) if property owner(s) are not the applicant.  | <input type="radio"/> |
| <input type="radio"/> | Name, address & phone number of the WA State licensed engineer who will be preparing and finalizing the road plans.  | <input type="radio"/> |
| <input type="radio"/> | Identified short plat, subdivision or other development that the private road is being applied for.  | <input type="radio"/> |
| <input type="radio"/> | Property Packet: <ul style="list-style-type: none"> <li>• Planning Clearance Standard Parcel Report.</li> <li>• Assessor's Tax Map and Air Photo.</li> </ul> | <input type="radio"/> |

Applicant Check	Road Plans / Site Plan Map	Staff Check
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- |                       |  |                       |
|-----------------------|--|-----------------------|
| <input type="radio"/> | 1 copy of a site plan, reproducible size 8"x11" or 11"x17" max copy of the subdivision, planned lots with road easements, width, location, driveways, turn around locations, and the location and name of existing public and private roads that adjoin the property.  | <input type="radio"/> |
| <input type="radio"/> | 3 copies of full-sized engineered stamped plans and associated information shall be provided to include road plan profile, and road cross-section with catch points at 50-foot intervals along the roadway.  | <input type="radio"/> |
| <input type="radio"/> | Date, scale and north arrow on all maps and plans.   | <input type="radio"/> |
| <input type="radio"/> | A vicinity map clearly identifying the location of the proposed subdivision and private road.  | <input type="radio"/> |
| <input type="radio"/> | Fill / Grade Supplement including relocation of excess excavated materials, if applicable.   | <input type="radio"/> |
| <input type="radio"/> | Show physical features of site: <ol style="list-style-type: none"> <li>1. The location of permanent and topographic features.</li> <li>2. Hydrology, surface drainage, streams or water bodies, and wetlands.</li> <li>3. Critical areas as known.</li> </ol>  | <input type="radio"/> |
| <input type="radio"/> | The location, names, widths and Auditor's file number of any proposed or existing easements or restrictions, existing rights-of-way for public or private services or utilities within the properties, copy of recorded road maintenance agreement on existing and/or proposed roadway, and location of the nearest public road. | <input type="radio"/> |

Applicant Check	Supporting Documents & Studies	Staff Check
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- |                       |  |                       |
|-----------------------|--|-----------------------|
| <input type="radio"/> | Environmental checklist – SEPA.  | <input type="radio"/> |
| <input type="radio"/> | Additional Studies as required – i.e. geotechnical, critical areas assessments, preliminary drainage plans, erosion control plans. | <input type="radio"/> |
| <input type="radio"/> | Copies of related permit applications or approvals – i.e. NPDES, HPA, Cowlitz County Public Works Road Approach Permit.            | <input type="radio"/> |
| <input type="radio"/> | Copy of recorded easement if upgrading an existing roadway or driveway.  | <input type="radio"/> |

***If applying for a modification to the required standards, please supply the following additional information:***

Applicant Check	Modification Request	Staff Check
<input type="radio"/>	Complete Private Roadway Modification Supplement.	<input type="radio"/>
<input type="radio"/>	Include a written request stating the reasons for the request and the factors, which would make approval of the request reasonable.	<input type="radio"/>
<input type="radio"/>	Submit a map showing the applicable existing conditions and proposed construction such as contours, wetlands, significant trees, water features, utilities, property lines, easements, existing and proposed roads and driveways, and any unusual or unique conditions not generally found in other developments.	<input type="radio"/>
<input type="radio"/>	In the case of modification requests based upon alleged disproportionality, include an engineering analysis of the standard to be modified which contrasts relevant traffic impacts for the development with the cost of complying with the standard.	<input type="radio"/>

# DEPARTMENT OF BUILDING AND PLANNING

207 Fourth Avenue North, Kelso, Washington 98626 (360) 577-3052

## APPLICATION FOR PRIVATE ROAD NAME

DATE SUBMITTED: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

(Note: Submit this application with a current assessor's map showing the private road location)

ADDRESS ASSIGNMENT: (Additional lines on reverse side)

PARCEL NO.	TAX LOT	PROPERTY OWNER	CURRENT PROPERTY ADDRESS (IF DIFFERENT MAILING ADDRESS SHOW BOTH - PRINT PROPERTY ADDRESS ABOVE MAILING ADDRESS)	NEW NO.

Do Not Write Below This Line

## FOR OFFICE USE ONLY

Application Processed By \_\_\_\_\_

PLANNING \_\_\_\_\_ Planner's Initials \_\_\_\_\_ Date \_\_\_\_\_

LEGAL DESCRIPTION: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

LOCATION: \_\_\_\_\_ Block of \_\_\_\_\_

PRIVATE ROAD NAME: \_\_\_\_\_

FIRE DISTRICT \_\_\_\_\_ POST OFFICE \_\_\_\_\_

PRIVATE ROAD SIGN:  county;  private party