



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"> • Planning Clearance Standard Parcel Report. • Assessor's Tax Map and Air Photo. | <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"> 1. The location of permanent and topographic features. 2. Hydrology, surface drainage, streams or water bodies, and wetlands. 3. Critical areas as known. | <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"/>