

# ENCROACHMENT PERMIT

## When Do I Need an Encroachment Permit?

The Road Encroachment Permit is required if one- or more of the following applies:

1. Any new approach (driveway) to a county road (required for the 1st structure built on a site which is served by either an access easement which comes off a county road or a site which accesses directly onto a county road);
2. Relocation of an existing approach;
3. Any commercial development;
4. Extension of an existing culvert.
5. Other miscellaneous work

**\* If any work is being proposed within “unopened” County Right-of-way, please refer to the supplemental Access Permit Bulletin.**

All new or modified approaches will be constructed to County Standards, which requires paving. Prior to any work being done in the County right of way, contact the Thurston County Public Works, Development Review Department.

## When is an Encroachment Permit NOT Required?

A Road Encroachment Permit is not required if any of the following applies:

1. Replacing an existing manufactured home/factory assembled structure or site built home and utilizing the existing permitted approach;
2. Building a residential garage, storage building or shop if there is an existing dwelling and utilizing the existing permitted approach.

Call the Thurston County Public Works, Development Review Department to determine if an existing permit is on file.

## How Do I Apply?

To obtain the Road Encroachment Permit:

1. Complete the supplemental application for an Encroachment Permit (Form No. SA013) and return it to the Thurston County Public Works, Development Review Department, either by mail or in person at 2000 Lakeridge Drive, Bldg 1, 2<sup>nd</sup> Floor, Olympia, WA 98502. **Remember to attach a sketch of the property and approach in relation to the county road and all property corners.**

## Review Process and Timing:

Proposed location of approach/work will be checked in the field by a Thurston County Public Works Inspector. The Inspector will either approve or reject the location of the approach/work and note any special requirements needed for completion.

The permit will be mailed to the address given unless the Development Review Department is notified differently. Turn around time is normally seven to ten working days from the time the Development Review Department receives the application until it is approved/denied.

After the approach has been completed, including all special requirements, contact the Development Review Department for a final inspection. The Inspection Line number is 360-754-5214. Directions for scheduling the final inspection can be found at the bottom of the permit.

## Expiration:

During review, a Road Encroachment Permit application will expire 180 days from the date of the last request for additional information if no response is received from the applicant. The Road Encroachment Permit itself will expire 180 days after issuance.

## I Still Have Questions...

The information in this bulletin is a general guideline of the procedures and rules. You should not rely on this bulletin for identifying the specific requirements for your project. For additional information, you may contact the Thurston County Public Works, Development Review Department directly at (360) 357-2493. You may also view all Thurston county codes online at the county website.