

# ACCESS PERMIT

## (for Unopened County Right-of-Way ONLY)

### What is Unopened Right-of-Way?

Unopened right-of-way is right-of-way that has been dedicated or deeded to the County without a County maintained facility existing within it. That's not to say that facilities aren't there, but that the County doesn't maintain them.

### When Do I Need an Access Permit?

If you are proposing to access or perform work within unopened County right-of-way, an access permit is required. Even if a private driveway/road already exists within the unopened right-of-way and no additional work is proposed within that right-of-way, the applicant is still required to obtain an access permit to use it.

### Are There Any Additional Requirements for Improvements Within the Unopened Right-Of-Way?

Chapter 15 of the Thurston County Road Standards contains the requirements for proposed improvements within unopened County right-of-way. These standards can be accessed online at the following web address:  
<http://www.co.thurston.wa.us/roads/devrev/devrevIndex.htm>

### How Do I Apply?

Complete and submit the supplemental application for an Access Permit (Form No. SA015b). Please include a site plan showing the subject property and adjacent unopened right-of-way out to the existing County road.

### Review Process:

The proposed location will be checked in the field by a Thurston County Public Works Inspector. Based upon these field observations, a recommendation memo will be sent to Thurston County Public Works – Real Estate Services. They will verify that the request meets one of the following criteria:

1. Unopened right-of-way is the platted, dedicated, or prescriptive access to the parcel.

2. The parcel is landlocked without the use of the unopened right-of-way.
3. No environmental issues will prevent construction within the unopened right-of-way.
4. No terrain or location issues will prevent construction within the unopened right-of-way.

Abutting property owners will be notified of the request and given two (2) weeks, or ten (10) business days, to submit written comments.

A decision will then be made whether to approve or deny the request. The applicant and abutting property owners will be notified of the decision. This is then followed by a 30 day appeal period.

If there are no appeals, the access permit will be signed by the County Engineer, recorded and a copy will be sent to the applicant.

**Please note that this permit does not approve the construction of any improvements within the unopened right-of-way. Additional permits (Encroachment, Construction, etc.) are required for the construction of any proposed improvements.**

### Expiration:

Currently, there is no expiration for this permit. However, the permit can be revoked by the County at anytime if it is determined that the terms of the permit have been violated.

### 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.

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### Thurston County Permit Assistance Center

2000 Lakeridge Drive SW, Bldg 1, Second Floor; Olympia, WA 98502  
Phone: (360) 786-2493; TDD line: (360) 754-2933; Fax: (360) 754-2939

[www.co.thurston.wa.us/permitting](http://www.co.thurston.wa.us/permitting)