

Cowlitz County Department of  
Public Works  
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Kelso, WA 98626  
TEL 360-577-3030  
FAX 360-636-0845

[www.co.cowlitz.wa.us/publicworks](http://www.co.cowlitz.wa.us/publicworks)

**APPLICATION FOR  
TRAIL ACCESS PERMIT or  
TEMPORARY ACCESS PERMIT**



PERMIT NO. \_\_\_\_\_

This form is to be completed by the applicant and returned to the Department of Public Works accompanied by a check in the amount of \$\_\_\_\_\_ made payable to Cowlitz County Public Works.

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The undersigned hereby applies for a Trail Access Permit or Temporary Access Permit to utilize unimproved, unmaintained County road right of way for access to the following described parcel of property (include the Assessor's Parcel Number):

Signature: \_\_\_\_\_

Property description: \_\_\_\_\_

State the proposed use of the above property. (Attach additional pages, as needed)

Attach a copy of a County GIS map with the parcel outlined and the right of way to be utilized highlighted. Include the nearest County road, location of property to be served and length of request. (Attach additional pages, as needed)

The undersigned hereby certifies that the owners of the property abutting on each side of the unopened right of way have been provided notification of the permit application in accordance with CCC 12.30.070(I).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provide any objections of such property owners and the manner in which you propose to resolve said objections. Attach additional pages, as needed)

Return this from to the Department of Public Works for instructions on providing additional information and documentation under CCC 12.30, et seq., and per the requirements of this form.

Upon receipt of this application the Department of Public Works will determine what additional information, documentation and requirements are needed.

**REQUIREMENT NOTES**

The following conditions are hereby made a part of either a Trail Permit or a Temporary Use Permit, hereinafter "permit", and are agreed to as a condition of approval of the permit:

1. This permit does not constitute valid permission or approvals for accessing property for subdividing, short platting, binding site plans, assessor plats, or commercial or industrial uses.
2. Emergency vehicles, service vehicles and the general public will not be denied the right to utilize this right of way. Approval of this permit shall not diminish public ownership or control, or grant any exclusive privileges to the permittee.
3. The responsibility for construction and maintenance of the permit rests solely upon the applicant(s).
4. The applicant will obtain all other required permits and approvals including environmental review as specified in Cowlitz County Code (CCC) Ch. 12.30 and associated Code standards.
5. No organic materials shall be used in any road fills. All fences within the right of way are to be relocated to the right of way lines. Other materials or obstructions (trees, equipment, etc.) shall also be removed from the right of way. Excess materials (large rocks, piles of brush, etc.) not used in the construction of the road or fencing shall be disposed of properly.
6. The County Road Engineer has determined that the applicant (shall, shall not) be required to have the right of way surveyed and (shall, shall not) be required to provide detailed plans stamped and signed by a Professional Land Surveyor for the proposed limits of the permit. If required, these plans must be approved by the County Road Engineer prior to any work being performed in the county right of way.
7. The County Road Engineer has determined that the applicant (shall, shall not) be required to provide detailed engineering plans stamped and signed by a licensed Professional Engineer for the limits of the proposed Trail Access Permit. If required, these plans must be approved by the County Road Engineer prior to any work being performed in the county right of way.
8. The County Road Engineer has determined that the applicant (shall, shall not) be required to provide a drainage study as per the requirements of the County's stormwater regulations. If required, the study shall be stamped and signed by a licensed Professional Engineer and be approved by the County Road Engineer prior to any work being performed in the county right of way.
9. The County Road Engineer has determined that a bond for road construction as provided for in CCC 12.30.070(B) (is, is not) required. If required, the amount of the bond shall be \_\_\_\_\_.
10. The County Road Engineer has determined that the permittee (shall, shall not) be required to provide liability insurance as provided for in CCC 12.30.070(C) in the amount of \_\_\_\_\_. Cowlitz County is to be named as an additional insured on the policy.
11. The County Road Engineer has determined that surfacing material (is, is not) required at this time. If required, the applicant shall place the following material upon the road right of way: \_\_\_\_\_
12. The County Road Engineer has determined that \_\_\_\_\_ feet of right of way shall be deeded across the applicants' property in accordance with CCC 12.30.070 (H).
13. The County Road Engineer has determined that the following, additional permitting or licensing requirements under CCC 12.30 are required: \_\_\_\_\_  
(Attach additional pages, as needed)
14. The requirements herein shall be a covenant that remains with the land being served. This covenant shall be binding upon the heirs, successors and assigns of the property.

REQUIREMENTS LISTED ABOVE ARE REQUIRED BY:

\_\_\_\_\_  
Cowlitz County Road Engineer

\_\_\_\_\_  
\*Date

**\* NOTE: If required, the surveying, plans, studies, terms and conditions, and construction requirements listed above must be completed within one (1) year of the above date. If not, this application for a permit shall become null and void.**

**If any items above need approval, submit them to the Department of Public Works BEFORE construction begins.**

**After you have completed all the requirements, received all the approvals and constructed the access road as stated in items 1 through 12, return this form signed and notarized to the County Road Engineer.**

The undersigned, agree to the terms set forth herein, and to Ch. 12.30 CCC and all associated local, state and federal regulations and standards subject thereto.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF WASHINGTON )  
 ) §  
County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person(s) who appeared before me, and said person(s) acknowledged that they have full and exclusive power to sign  
this instrument and acknowledge it to be his/her free and voluntary act for the uses and purposes mentioned in the  
instrument.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington  
Printed Name: \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

The Department of Public Works will field review the road to determine if all the requirements have been met.

This permit is not valid as legal access for obtaining a mobile home placement permit or building permit until the County  
Road Engineer has signed the following statement and this document has been recorded with the Cowlitz County  
Auditor.

**ALL REQUIREMENTS OF THIS PERMIT HAVE BEEN COMPLETED OR BONDED FOR COMPLETION:**

\_\_\_\_\_  
Cowlitz County Road Engineer

\_\_\_\_\_  
Date