

City of Quincy

104 B St. SW – PO Box 338 Quincy, WA 98848

Phone (509) 787-3523 Fax (509) 787-1284

HIGHWAY ACCESS APPLICATION INSTRUCTIONS/CHECKLIST

The following items need to be included for timely review of your Highway Access Application

- 1. Completed and executed copy of the Highway Access Application.
- 2. Site plan showing all access and development of entire site including:
 - A. State Route number and milepost.
 - B. Highway cross section including right-of-way and centerline.
 - C. Highway Pavement type.
 - D. Posted speed limit.
 - E. Location of existing accesses on both sides of the highway within 660 feet of the proposed connection
- 3. Connection design information:
 - A. A Plan/Profile drawing of the proposed connection including turning radii and angle of entry to the Highway.
 - B. Drainage plan and calculations for collection and impoundment or infiltration of storm water.
 - C. Plan for joint driveway use. (If driveway is to be used for joint access)
 - D. Copies of agreements for joint access for all parties utilizing the access.
- 4. Additional information for Category II and III connections:
 - A. Traffic data and analysis:
 - 1. Trip generation
 - 2. Vehicle turning movements – for present and future conditions
 - 3. Volume and type of traffic generated by the proposed development including breakdown of anticipated peak hour traffic and an analysis of the impact on the level of service at the access connection and all other affected state highway intersections
 - 4. Parking and circulation both internal and external to the project.
 - 5. Off-site improvements – a traffic analysis to determine the need for off-site improvements or mitigation measures.
 - 6. Traffic control plan – in accordance with the current version of the MUTCD. (Manual on Uniform Traffic Control Devices)
 - B. Site Distance – analysis of horizontal and vertical site distance on the highway with respect to the proposed connection.
 - C. All connection and roadway design, and traffic data and analysis documents shall bear the seal and signature of a registered professional engineer, registered in accordance with Chapter 18.43 RCW.
- 5. Additional information for Category IV connections:
 - A. Specific dates for the construction and demolition of the temporary access.
 - B. Assurances acceptable to the city that the shoulder, curbing, sidewalk, bikeways, paths, ditches and any existing amenities will be restored in as good or better condition at the permittee's expense upon closure of the temporary connection.

For all connections the city reserves the right to request clarification or additional information during the application review process. Failure to provide the requested information within the time limits specified in the request shall result in withdrawal of the permit application.

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HIGHWAY ACCESS APPLICATION

Date Completed By Fee Receipt No.

TYPE OF ACCESS YOU ARE APPLYING FOR

- | | |
|--|--|
| <input type="checkbox"/> Category I – Minimum Connection
Field, Forest or Residential

<input type="checkbox"/> Category II - Minor Connection
Less than 1,500 AWDVTE* | <input type="checkbox"/> Category III – Major Connection
Over 1,500 AWDVTE*

<input type="checkbox"/> Temporary Connection
*Average Work Day Vehicle Trip Ends |
|--|--|

SECTION A

1. APPLICANT

MAILING ADDRESS

DAYTIME PHONE NUMBER

FAX NUMBER

Compete Part 2 if an agent is acting on behalf of applicant during the permit process
NOTE : The Agent will receive all correspondence and notices regarding this application

2. AUTHORIZED AGENT

MAILING ADDRESS

DAYTIME PHONE NUMBER

FAX NUMBER

RELATIONSHIP OF APPLICANT TO PROPERTY:

OWNER PURCHASER LESSEE OTHER _____

PROPERTY OWNER (IF OTHER THAN APPLICANT)

MAILING ADDRESS

DAYTIME PHONE NUMBER

FAX NUMBER

3. PROPERTY LOCATION (ADDRESS IF APPLICABLE)

PRIMARY TAX PARCEL NUMBER

LEGAL DESCRIPTION

SECTION

TOWNSHIP

RANGE

GOV'T LOT

¼ SECTION

TOTAL SITE SIZE

ZONING CLASSIFICATION

COMPREHENSIVE PLAN DESIGNATION

SECTION A (continued)

5.	SURVEYOR NAME	WA REGISTRATION NUMBER
MAILING ADDRESS		
	DAYTIME PHONE NUMBER	FAX NUMBER
6.	ENGINEER NAME	WA REGISTRATION NUMBER
MAILING ADDRESS		
	DAYTIME PHONE NUMBER	FAX NUMBER
7.	LOCATION OF ACCESS	
8.	NEAREST INTERSECTION	DISTANCE
9.	NEAREST EXISTING ACCESS	DISTANCE
10.	PLANNED USE OF PROPERTY	
11.	TYPE OF VEHICLE TRAFFIC (i.e. Auto, Light Truck, Heavy Truck)	
12.	EXPECTED DATE OF CONSTRUCTION	

SECTION B

I (We) acknowledge that:

1. The information, plans, maps and other materials submitted on and with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal;
2. This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to QMC 17.05.030;
3. The City of Quincy does not guarantee success of this permit application, and/or the issuance of an affirmative notice of action. The City's assistance to the applicant(s)/owner(s) does not preclude the need to address impacts raised by the public or by other federal, state or local agencies;
4. If the Applicant is not the owner of the real property which is the subject of the permit application, this application and acknowledgment shall also be executed by each owner;
5. Only that person identified in Section A as the "Authorized Agent" will receive correspondence and notices regarding this application;
6. All persons executing this acknowledgment in a representative capacity shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application

APPLICANT _____ DATED _____

APPLICANT _____ DATED _____

OWNER _____ DATED _____

OWNER _____ DATED _____

FOR DEPARTMENT USE ONLY

HIGHWAY CLASS _____ CONFORMING CONNECTION PLANNING COMMISSION ACTION _____
 POSTED SPEED LIMIT _____ INSPECTION DATE _____ APPROVED BY _____