

Mason County Public Works
Right of Way Permit to Open an Unopened County Right-of-Way
Application Process

- Step One:** Check with the Mason County Public Works Department to determine that the right-of-way in question belongs to Mason County and that it can be opened and used.
- Step Two:** Acquire the Right of Way Permit application packet from the Mason County Public Works Department or download from our web site.
- Step Three:** It is required that the applicant notify all adjoining property owners advising them that a permit application has been filed and the proposed use of the right-of-way to be opened. Please use the notification letter for this purpose. A copy of the notification letter, the names and addresses and certified mail receipt(s) of the property owners notified must accompany the completed application when submitted to Public Works.
- Step Four:** The application must be completed with the following information:
- Parcel Number and legal description with the section, township and range.
 - If within a platted area, the name of the plat, and all block and lot numbers which adjoin the right-of-way.
 - The purpose for opening the right-of-way and how it will be used.
 - An assessor's map with the location of the right-of-way to be opened must be identified.
- Step Five:** Public Works staff may be able to provide records that will assist in determining an accurate legal description or assessor's map for the right-of-way to be opened. If the location of the right-of-way is unclear and/or an accurate description cannot be ascertained for application purposes, a legal survey to determine the location of the right-of-way may be required prior to a permit being approved. This must be done by a licensed, land surveyor at the applicant's expense.
- Step Six:** Submission Requirements:
- Completed signed application.
 - Information from step four.
 - Section and/or plat map from the County Assessor's Department.
 - Copies of all notification letters and certified mail receipts sent to property owners.
 - Permit fee paid to Mason County Public Works Department.

Once the Application and filing fee have been submitted to the Public Works Department, staff will review the application, perform a site review, and post the area with "Notice of Permit Application" signs at each end of the road. After 10 days of the posting, the permit will either be approved or denied. If approved, conditions may be stipulated which must be met by the applicant prior to any road construction. If the permit is denied, reasons for the denial will be noted on the permit and returned to the applicant.

If you have any questions or comments regarding this process please contact us at pwpermits@masoncountywa.gov or call (360) 427-9670, Ext. 450. The Public Works Permit Center is located at:

Mason County Public Works Department
100 W Public Works Drive
Shelton, WA 98584
Web site: www.masoncountywa.gov