



Mason County Public Works Department

100 W Public Works Drive Shelton, WA 98584

Ph: (360) 427-9670 ext. 450; Fax: (360) 427-7783

Email: pwpermits@masoncountywa.gov

ROAD APPROACH/ENCROACHMENT PERMIT **APPLICATION CHECKLIST**

- 1) Apply for Road Approach/Encroachment Permit.
 - Clearly mark where the proposed access will be on the property with ribbons.
 - Complete application
 - Create site plan
 - Turn in Application and site plan, along with permit fee listed below to Public Works via email, mail or in person.

- 2) Review by Mason County Public Works Department.
 - a) The County Engineer or their designee will make every effort to complete the application review and inspection within 7-10 business days.
 - If approved, the issued application will be email or mailed to the applicant. The applicant is required to install the road approach or any encroachment with the County right-of-way to County standards and conditional permit requirements.
 - If additional information is required, the County Engineer or their designee will contact the applicant.
 - b) If the existing approach meets current County Standards without additional work, proceed to step 6 (Fee may be waived).

- 3) Before a permit can be issued, permittee shall pay a non-refundable \$200.00 fee, this fee may be paid with submittal of application or after the first site inspection.

- 4) Once payment has been made and inspection has been completed the applicant will be issued a Permit and installation can proceed.

- 5) Applicant will have 365-days to complete construction of the road approach or any encroachment with the County right-of-way in accordance with County Standards and conditional permit requirements.
 - If construction is not going to be completed within the 365-days you will need to reapply for the permit.
 - Once construction is completed, call the Public Works Department to request Final Inspection.
- 6) Upon Approval of Final Inspection, the Public Works will forward the Final approved Permit to the Applicant.

**Permit information is available on the County Website under
(information is downloaded Thursday of every week):
<https://co-mason-wa.smartgovcommunity.com/Public/Home>**