



Road Approach Application

Any new or modified connection to a public roadway requires approval from the City of Bainbridge Island (COBI) Public Works Engineering Division. All work must be performed to the COBI [Design and Construction Standards](#) and applicable municipal codes including the [BIMC 20.04 Fire Code](#). All materials must meet WSDOT standards and specifications. Road approach must extend from the edge of the existing roadway to the property line or 13 feet, whichever is greater.

Where a residence accesses a public roadway via a shared private driveway or private roadway, the existing or proposed road approach connection to the public right-of-way must meet current COBI standards unless otherwise approved by the City Engineer.

This Road Approach Application is required for all applicable building permits and must be completed and submitted in full to support an efficient review and permit approval process. Please note that COBI design & construction standards limit each residential parcel to a single, two-way access point.

Details for both residential and commercial road approaches can be found in the [Section 8 Drawings](#) of the COBI Design and Construction Standards and Specifications.

AGENT/APPLICANT INFORMATION

Agent Name: _____

Agent Address: _____

Agent Email: _____ Agent Phone: _____

OWNER INFORMATION

Owner Name: _____

Owner Address: _____

Owner Email: _____ Owner Phone: _____

PROJECT INFORMATION

Site Address: _____

Project Tax Parcel #: _____

Approach Type: ☐ New ☐ Existing

Total Number of Residences Served by Approach (New & Existing): _____

Road to be Approached: _____

Nearest Cross Street: _____

Type of Road to be Served: ☐ Public ☐ Private* ☐ Don't Know

*Private road approaches include the connection to private roadways (typically "Lanes", shared driveways, etc.

Description of Project:

Any new driveway/road approach will be assumed to require a driveway culvert (per COBI Standard Drawing 8-175R), unless it can be demonstrated to COBI engineering that the absence of a culvert does not alter existing roadside drainage patterns and there is no risk of flooding damage to the existing roadway prism or adjacent properties during the design storm event. Please select the appropriate culvert type below, please note that ductile iron may be required if cover over the culvert is less than 12 inches.

- ☐ 12" Culvert Pipe Material
 ☐ Corrugated Metal
 ☐ Smooth Wall Polyethylene
☐ Ductile Iron
 ☐ Other: _____

ROAD APPROACH PROCEDURES

Any connection to be made to the public roadway requires approval from the Public Works/Development Engineering Department. The following are the procedural steps required for submittal and approval:

1. All new and/or relocated road approaches to public roads shall be constructed in accordance with the most current edition of the following:
 - a. COBI Design and Construction Standards and Specifications
 - b. BIMC Fire Code Chapter 20.04
 - c. WSDOT/APWA Standard Plans and Specifications
2. A construction plan showing the connection to the right-of-way (approach) must be prepared in accordance with the standards outlined in the above-mentioned documents and must be provided to COBI for review and approval prior to issuance of any construction permit(s). This plan may be included as part of the overall site plan for the project, and should include existing conditions, geometry of driveway approach, material specifications, culvert locations, and adjacent access points or streets (if necessary).
3. Upon permit approval and issuance, the driveway approach location must be flagged in the field and approved by the COBI's Development Engineering and/or Right-of-Way Inspector(s) prior to installation, typically under a "Road Approach – Rough Grade" inspection. See your individual permit inspection card for the specific inspection included.
4. Location of the driveway approach should be situated with consideration of traffic safety, sight distances, good construction practice, proper stormwater drainage, and utility locations.
5. The driveway approach to a public road shall match the existing road in surfacing material (i.e., asphalt, gravel, concrete, etc.).
6. Existing road approaches (including shared driveway/roadway approaches) may be required to be upgraded to current COBI standards if they do not meet the applicable dimensional/surfacing requirements or are determined to be in disrepair.

AVOIDING COMMON ERRORS

Common errors that have resulted in reconstruction or modification of newly constructed road approaches:

- Not matching the existing roadway material, especially the use of concrete or pavers which are not approvable materials.
- Driveway widths not adequate (12 foot minimum for residential driveways. At the edge of pavement, the width shall be 32ft. See applicable road approach standard for details)
- Missing radius at driveway intersection with roadway (10ft radius on each side for residential driveways)
- Unauthorized reduction of roadway and shoulder widths (5-foot min. shoulder width required at many locations)
- Shoulders not widened to standard widths at new driveway locations.
- Locating the cross culvert too close to the roadway
- Culverts not long enough to maintain driveway embankment slope
- Cover over culverts in less than 12 inches. Note that **Ductile Iron** must be used for culverts without 12 inches of cover
- Ditches downstream of the culvert are not profiled to gravity drain
- Not using acceptable culvert pipe per standards (i.e., substituting water or sewer pipe)

Refer to the COBI Design Standards for minimum shoulder widths and embankment slopes to be maintained.

SIGNATURE

I hereby certify that I am the owner of real property served by the above-referenced approach, or that I am authorized by said owner to make these improvements in their interest. I understand that I am bound by all conditions of this application.

Date: _____

Agent Signature: _____

Owner Signature: _____