



# City of Bainbridge Island

Public Works Engineering  
280 Madison Avenue N, Bainbridge Island, WA 98110  
[pwadmin@bainbridgewa.gov](mailto:pwadmin@bainbridgewa.gov) P 206.842.2016 F 206.780.3710

Permit #: \_\_\_\_\_  
Existing Only RA  
Fee: \$250 D Pd  
Receipt #: \_\_\_\_\_

## Road Approach Application

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Site Address (if different): \_\_\_\_\_

Planning & Community Development (PCD) Project No. (if applicable): \_\_\_\_\_

### Section 1 – General Information

Assessors Tax Parcel #: \_\_\_\_\_ Approach Type:  New  Existing  
(All new approaches are submitted through PCD – Existing Road Approaches are submitted through PW Engr.)

Number of Residences to be served by approach: \_\_\_\_\_

**\*\*The proposed approach must be flagged. Permits will not be processed until the approach is flagged\*\***

### Section 2 – Project Details

Road to be Approached: \_\_\_\_\_ Nearest Cross Street \_\_\_\_\_

Description of Project: (i.e., constructing new driveway, widening existing driveway, and/or relocating approach).  
\_\_\_\_\_  
\_\_\_\_\_

12" Culvert Pipe Material  Corrugated Metal  Smooth Wall Polyethylene  Other \_\_\_\_\_

*All work must be performed to the City of Bainbridge Island road construction standards and the BIMC 20.04 Fire Code. All material must meet WSDOT Standards and specifications. Asphalt/Concrete from edge of existing road surface to the property line or 13 feet, whichever is greater. This permit is issued for access connection only. Additional permits are required for road construction, utilities, and infrastructure construction.*

These special conditions must be complied with: \_\_\_\_\_  
\_\_\_\_\_

*Nothing in any construction shall infringe the City's right to conduct any necessary maintenance within the right-of-way, nor require the City to provide any maintenance or service other than that required by law or City Policy.*

*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 I am bound by all conditions of this application.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved - Engineering Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspected – Engineering

\_\_\_\_\_  
Date

# City of Bainbridge Island Road Approach Application Procedures

Any connection to be made to a public roadway requires approval from the Public Works / Engineering Department. The following are the steps for this procedure:

Any connection to be made to a public roadway requires approval from the Public Works Engineering Department. The following are procedure steps:

1. All new and relocated road approaches to public roads shall be constructed in accordance with the most current edition of the following: City of Bainbridge Island Design and Construction Standards and Specifications, the BIMC Fire Code Chapter 20.04, and the most current edition of the WSDOT/APWA Standard Plans and Specifications.
2. A construction plan prepared in accordance with the standards outlined in the above-mentioned documents must be provided to the City for review and approval prior to issuance. Plan should include: existing conditions; geometry of driveway approach; material specifications; culvert locations; and adjacent access points or streets (if necessary).
3. Driveway locations must be flagged when the application is submitted to allow inspection prior to a right of way permit approval.
4. Driveways should be situated with consideration of traffic safety, sight distances, good construction practice, proper stormwater drainage, and utility locations.
5. Driveways adjacent to paved roads must be paved within the public right-of-way in accordance with City Standards for the roadway classification.
6. Driveways adjacent to public gravel roads must be graveled within the public right-of-way to meet the gravel base in accordance with the standards for the roadway classification. Driveways adjacent to public gravel roads can also be paved.
7. Driveways across existing or proposed concrete sidewalks must be constructed with a concrete apron in accordance with City Standards.
8. If the Road Approach Application is for an existing approach, the applicant is required to notify Public Works/ Engineering Department at the completion of construction. All new approaches will be reviewed and inspected via the land use permit process.
9. Nothing in this construction shall infringe the City's right to conduct any necessary maintenance within the right of way, nor require the City to provide any maintenance or service other than that required by law or City policy.

## **Bainbridge Island Municipal Code**

### 20.04 Fire Code

#### 20.04.080 Amendments to Section 503.

#### **Exceptions:**

1. The width may be reduced in residential areas consisting of only single-family homes, providing the width is consistent with public works street standards and not less than a 12-foot-wide drivable surface.
2. Public streets shall be in accordance with Public Works Department street standards.

503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. (See also Appendix D Section D102.1.)

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.

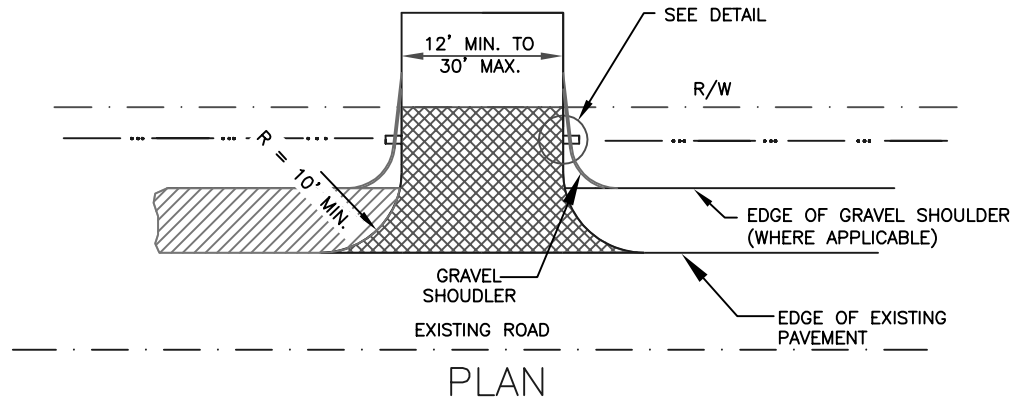
503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO Standard Specification for Highway Bridges HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be based on the fire department apparatus and be within the limits established by the fire code official.

503.2.7.1 Public Fire Apparatus Access Roadways. The grade of public fire apparatus access roads shall be in accordance with Public Works Department Standards but shall not exceed the limits set forth in 503.2.7.2.

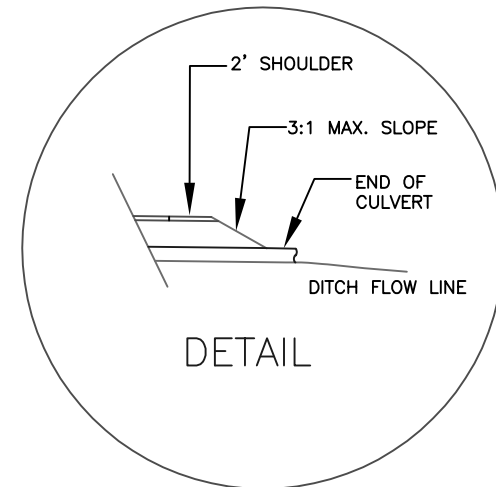
503.2.7.2 Private Fire Apparatus Access Roadways. The grade of existing private fire apparatus access roads shall not exceed 12%.

- Exception: Private fire apparatus access roads where grades are greater than 12% but not exceeding 15% shall be paved, or in lieu of paving, shall have an automatic fire sprinkler system installed in any new structure. Grades exceeding 15% will require the fire apparatus access road to be paved, all new structures to be equipped with automatic fire sprinkler systems, and special approval by the fire code official.



NOTES:

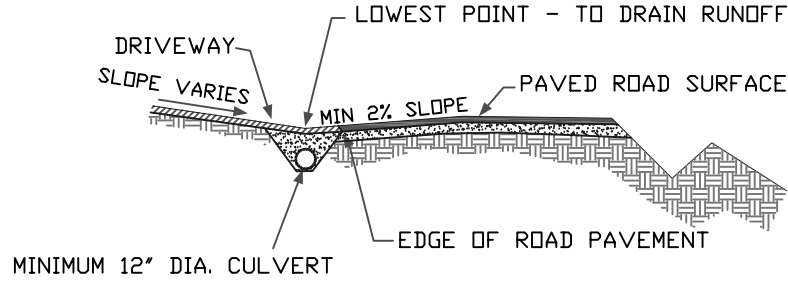
- 1) FOR ACCESSING RESIDENTIAL DEVELOPMENTS WITH TWO OR LESS DWELLING UNITS (DUPLEX OR SINGLE FAMILY RESIDENCE) PER PARCEL.
- 2) ALL SURFACE DRAINAGE FROM THE DRIVEWAY MUST BE MANAGED ON SITE AND THEN CONTAINED AND DIRECTED TO THE CITY STORMWATER CONVEYANCES NO SURFACE DRAINAGE SHALL FLOW ONTO THE CITY ROAD SURFACE.
- 3) SUBGRADE SHALL BE PLACED AND COMPACTED IN ACCORDANCE WITH SECTION 2-03.3(14)C OF THE WSDOT/APWA SPECIFICATIONS (METHOD B) SURFACING MATERIALS SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY (MODIFIED PROCTOR).
- 4) CULVERT PIPE SHALL BE SIZED TO ACCOMMODATE STORMWATER RUNOFF BUT IN NO CASE BE SMALLER THAN 12 INCHES.
- 5) CULVERT COVER DEPTHS LESS THAN 12" REQUIRE APPROVAL BY THE ENGINEER.
- 6) A DRIVEWAY CULVERT HEADWALL, SUBJECT TO APPROVAL BY THE ENGINEER, MAY BE USED IN LIEU OF THE 3 : 1 SIDESLOPE.
- 7) PAVEMENT IN THE RIGHT-OF-WAY SHALL BE DESIGNED IN ACCORDANCE WITH THE ROADWAY STANDARDS FOR THE EXISTING ROAD.
- 8) ELEVATION DETAILS LOCATED IN DRAWING 8-175.



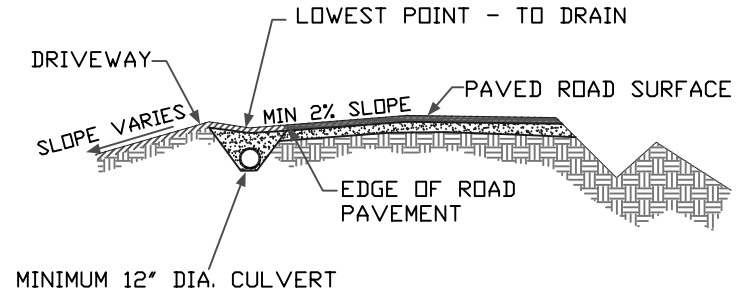
See Text Section 8-10

	CITY OF BAINBRIDGE ISLAND STANDARD DETAILS	
	RESIDENTIAL DRIVEWAY APPROACH - ASPHALT	
REV. 12/14/2016 REW. RTG	APPROVED  PUBLIC WORKS DIRECTOR	DATE 12/15/16 DWG. NO. 8-170

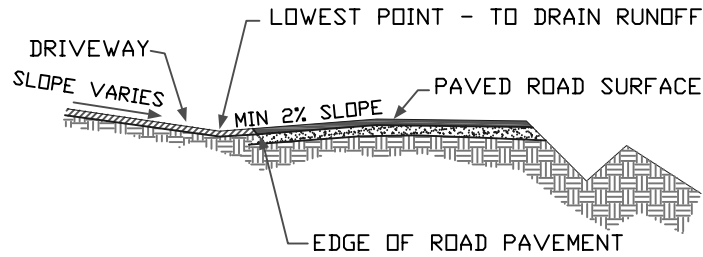
PROPERTY HIGHER THAN ROAD



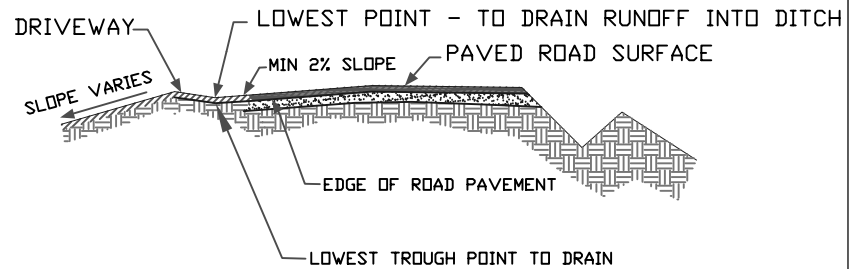
PROPERTY LOWER THAN ROAD



PROPERTY HIGHER THAN ROAD WITH DRAINAGE SWALE  
(USE WHERE DITCH IS TOO SHALLOW FOR CULVERT)



PROPERTY LOWER THAN ROAD WITH DRAINAGE SWALE  
(USE WHERE DITCH IS TOO SHALLOW FOR CULVERT)



NOTE: STANDARDS APPLY TO DRIVEWAYS APPROACHING  
ROADS CONSTRUCTED OF ANY MATERIALS



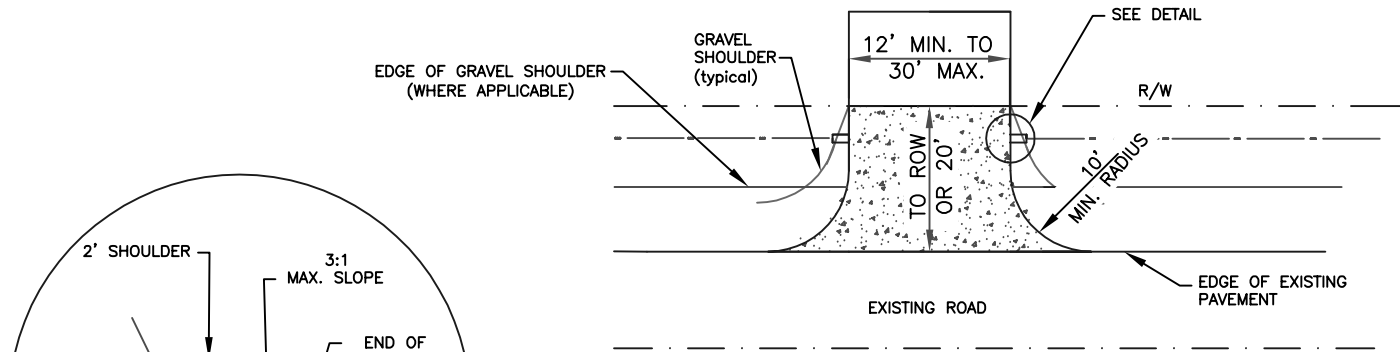
CITY OF BAINBRIDGE ISLAND  
STANDARD DETAILS

DRIVEWAY APPROACHES

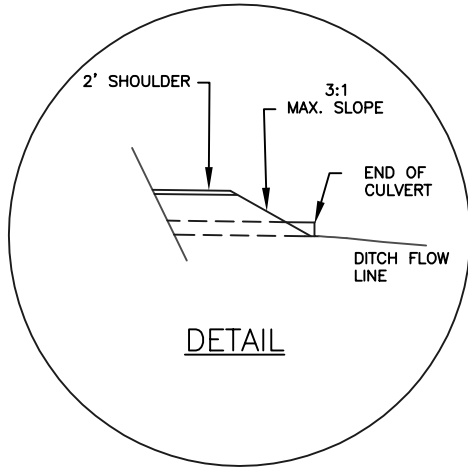
REV. 12/14/2016  
REW. RTG

APPROVED  
*[Signature]*  
PUBLIC WORKS DIRECTOR  
DATE 12/15/16

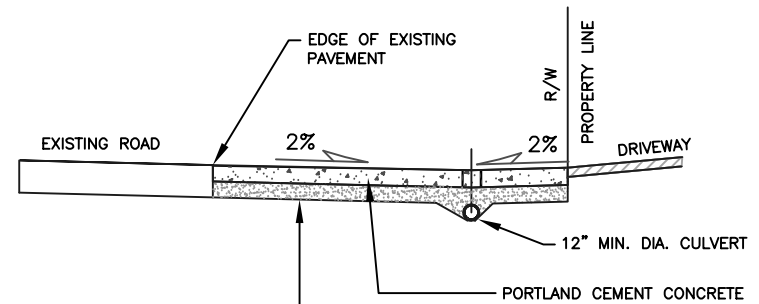
DWG. NO.  
8-175R



PLAN



DETAIL



SECTION

NOTES:

- 1) FOR ACCESSING RESIDENTIAL DEVELOPMENTS WITH TWO OR LESS DWELLING UNITS (DUPLIX OR SINGLE FAMILY RESIDENCE) PER PARCEL.
  - 2) ALL SURFACE DRAINAGE FROM THE DRIVEWAY MUST BE MANAGED ON SITE AND THEN CONTAINED AND DIRECTED TO THE CITY STORMWATER CONVEYANCES NO SURFACE DRAINAGE SHALL FLOW ONTO THE CITY ROAD SURFACE.
  - 3) CULVERT PIPE SHALL BE SIZED TO ACCOMODATE DITCH FLOWS BUT IN NO CASE BE SMALLER THAN 12 INCHES IN DIAMETER.
  - 4) CULVERT COVER DEPTHS LESS THAN 12" REQUIRE APPROVAL BY THE ENGINEER
  - 5) A DRIVEWAY CULVERT HEADWALL, SUBJECT TO APPROVAL BY THE ENGINEER, MAY BE USED IN LIEU OF THE 3 : 1 SIDESLOPE.
  - 6) PAVEMENT IN THE RIGHT OF WAY SHALL BE DESIGNED IN ACCORDANCE WITH THE ROADWAY STANDARDS FOR THE EXISTING ROAD.
- ① SUBGRADE SHALL BE PLACED AND COMPACTED IN ACCORDANCE WITH SECTION 2-03.3(14)C OF THE WSDOT/APWA SPECIFICATIONS (METHOD B) SURFACING MATERIALS SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY (MODIFIED PROCTOR).

See Text Section 8-10

	CITY OF BAINBRIDGE ISLAND STANDARD DETAILS	
	COMMERCIAL / INDUSTRIAL CONCRETE DRIVEWAY APPROACH	
REV. 12/19/2016 REW. RTG	APPROVED  PUBLIC WORKS DIRECTOR	DWG. NO. 8-180R
	DATE 12/31/16	



# City of Bainbridge Island

## Public Works Engineering

(206) 842-2016 Fax (206) 780-3710

[pwadmin@bainbridgewa.gov](mailto:pwadmin@bainbridgewa.gov)

### ROAD APPROACH APPLICATION – AVOIDING COMMON ERRORS

The following are common errors that have resulted in reconstruction or modifications of newly constructed road approaches:

- Driveway widths not adequate (12-foot minimum for residential driveways).
- Missing radius at driveway intersection with roadway.
- Unauthorized reduction of roadway and roadway shoulder widths. Note that 5-foot minimum width shoulders are required at many locations.
- Shoulders not widened to standard widths at new driveway locations.
- Locating the cross culvert too close to the roadway such that the roadway embankment slope is not maintained for supporting the road edge. Note that the ditch may need to be located further back from the roadway to accommodate the culvert.
- Culverts not long enough to maintain driveway embankment slope.
- Cover on culverts is less than 12-inches. Note that ductile iron or HDPE 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 such as substituting water or sewer pipe for culvert pipe.

Note that the above errors can and have resulted in expensive reconstructions or modifications. Please be familiar with the City's Design and Construction Standards to avoid unnecessary reworking of road approaches. Refer to Section 7 drawings for minimum shoulder widths and embankment slopes to be maintained. Also, refer to Section 8 Drawing Number 8-175R showing driveway approaches.

See link below to view the Design & Construction Standards:

<http://www.bainbridgewa.gov/169/Design-Construction-Standards>

The City recommends that driveway culverts be inspected prior to paving to avoid more costly reconstructions.

KCH

**280 Madison Avenue North**  
**Bainbridge Island, Washington 98110-1812**  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

Revised 9/7/2017

**City of Bainbridge Island  
PUBLIC WORKS DEPARTMENT**



**MEMORANDUM**

TO: Development Engineering  
ROW Permitting Staff

FROM: K. Chris Hammer, PE PMP, Engineering Manager *kcH*  
Michael Michael, PE, Engineering Manager *[Signature]*

THRU: Barry Loveless PE, Public Works Director *[Signature]*

DATE: March 17, 2017 - DRAFT *3/17/17*

RE: Driveways abutting the roadway

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Configuration of abutting driveways at roadways is not well defined in the City's Design and Construction Standards or otherwise. This memo will serve as an interim direction until the design and construction standards are updated.

The surfacing material for driveways abutting a public roadway shall match the material of the roadway (usually asphalt) for a distance of the existing gravel shoulder width or 18 inches, whichever is greater. This is to ensure uniformity and that a joint between different materials is not located along the gutter line.

Exceptions:

- Deviations may be considered.