

POLICY #	PREPARING DEPT	EFFECTIVE DATE	SUPERSEDES	PAGE
707	Permit	02/23/2023	5/27/21	1 OF 1

PROCEDURE FOR SITE PLAN REVIEW AND COMMERCIAL DRIVEWAYS

1. The Mason County Road Commission, (MCRC) has adopted the following policy pertaining to the issuance of permits to construct, operate, use and/or maintain facilities within the right of way or easements under the jurisdiction of the MCRC.
2. Applicant must submit four (4) copies of an engineered site plan *or one copy in PDF format* with a cover letter indicating a contact person to respond to upon completion of the review. The Permit Department shall circulate plans to the necessary departments for review and comments prior to the issuance of a permit. Following plan approval and issuance of a permit, any field changes in the plans which affect location (vertical or horizontal), material, geometrics, method of construction, traffic handling, and/or drainage that may have an impact on the present or future operation, and maintenance or construction by the MCRC shall have prior approval by the departments reviewing the initially approved plans.
3. Plan approval by the MCRC is valid for one year from the date of issuance.
4. Plans shall be submitted to the Permit Department with payment of the fee for the site plan review. The fee for site plan review shall be as outlined in the Permit and Maintenance Departments Fee Schedule located in Permit Appendix A. The MCRC reserves the right to impose additional review fees if extensive review is required.
5. *Performance Bond*
 - 5.1 *Prior to the issuance of a permit, applicant shall provide a performance bond in the amount of \$20,000 or the approximate cost of the work within the MCRC right of way whichever is greater. The Performance Bond must remain in full force and effect for the duration of the permit until final acceptance is issued by the MCRC.*
6. *Final Inspection*
 - 6.1 *Once the site plan has been completed the Owner or Contractor must call for a final inspection within 7 days of completion. The final inspection is required to verify that the site plan is built per MCRC standards and per the driveway permit.*
 - 6.2 *The MCRC will issue a final approval if the site plan was constructed to MCRC standards and per any additional permit requirements.*
 - 6.2a *If the site plan was constructed to MCRC standards and per the site plan permit, the MCRC will issue a final acceptance. A minimum of 1 hour inspection time will be required for the final inspection.*
 - 6.2b *If the site plan was **not** constructed to the MCRC standards and the site plan permit, the MCRC will notify the Owner/Contractor in writing. The Owner & Contractor shall have 30 days to correct the work. Additional inspections the Owner/Contractor will be charged at the hourly rate as listed in Appendix A Fee Schedule.*
 - 6.2c *If the site plan is not corrected in 30 days the MCRC has the right to contact the bonding company and hire another Contractor to correct the work.*

Approved and Adopted by the MCRC Board, 02/23/23