



Department of Public Works

623 Sheridan St, Port Townsend, WA 98368 | 360-385-9160

Office use only

Permit # _____

Receipt # _____

Check # _____

Date paid _____

Mile post _____

GENERAL PERMIT APPLICATION

\$270.00 Fee

Make check payable to Jefferson County. Additional fees may apply for multiple site visits or inspections.

We do not invoice. Payment due with permit submission.

Applicant Information	
Property Owner _____	
Phone _____	Email _____
Mailing Address _____	
City, State, Zip _____	

Designation of Agent <i>(fill out only if applicable)</i>	
Designated Agent _____	
Phone _____	Email _____
Mailing Address _____	
City, State, Zip _____	

Project Information
Property parcel number: _____ County road name: _____
Description of request: _____

Acknowledgements and Signature	
By signing the application form, the undersigned Applicant attests that the information provided herein is true and correct to the best of his/her knowledge and agrees to all conditions on the permit. The Applicant also certifies that this application is being made with the full knowledge and consent of all owners of the affected property. Any material falsehood or any omission of material fact made by the Applicant/Owner with respect to this application packet may result in this permit being null and void.	
The Applicant further agrees to save, indemnify and hold harmless Jefferson County against all liabilities, judgments, court costs, reasonable attorney's fees and expenses that may in any way accrue against Jefferson County as a result of or in consequence of the granting of this permit.	
The Applicant further agrees to provide access and right of entry to Jefferson County and its employees, representatives, or agents for the sole purpose of application review and any required later inspection. This right of entry shall expire when the County concludes the application has complied with all applicable laws and regulations. Access and right of entry to Applicant's property shall be requested and shall occur only during regular business hours.	
The action or actions Applicant will undertake as a result of this permit may negatively impact one or more threatened or endangered species and could lead to a potential "take" of an endangered species as those terms are defined in the federal law known as the "Endangered Species Act" or "ESA." Jefferson County makes no assurances to the Applicant that the actions that will be undertaken because this permit has been issued will not violate the ESA. Any individual, group or agency can file a lawsuit on behalf of an endangered species regarding Applicant's action(s) even if Applicant is in compliance with the Jefferson County Development Code.	
The Applicant acknowledges that he, she or it holds individual and non-transferable responsibility for adhering to and complying with the ESA. The Applicant has read this disclaimer and signs and dates it below.	

Property Owner or Designated Agent Signature	Date

Site Map

Attach a site plan or plat map OR draw a detailed sketch below identifying the owner's parcels and desired access location. **The map must clearly show the access location and how it will be marked on the property** (e.g. colored flags, stakes).