

FRANKLIN COUNTY RESOLUTION NO. 2014 123

BEFORE THE BOARD OF COUNTY COMMISSIONERS,  
FRANKLIN COUNTY, WASHINGTON

**RE: RESCINDING FRANKLIN COUNTY RESOLUTION 2003-284 AND APPROVAL OF THE FRANKLIN COUNTY ROAD APPROACH POLICY**

WHEREAS, the review and execution of road approach requests, by policy, is an administrative function of Franklin County Public Works Department, to be overseen by the County Engineer's office, per Resolution 82-12; and

WHEREAS, Franklin County Resolution 2003-284 amended Resolution 2002-270 and adopted the County Road Approach Policy and Criteria; and

WHEREAS, said policy – being outdated and no longer meeting the needs of the County with respect to permitting and delineation of responsibilities between the developer and Franklin County – should be replaced; and

WHEREAS, the attached County Road Approach Policy remedies the deficiencies of the existing policy; and

WHEREAS, Resolution 2002-152 established the Design Standards for the Construction of Roads and Bridges and was amended by Resolution 2002-270, which enshrined the current design standards of Franklin County; and

WHEREAS, the Board of Franklin County Commissioners, constituting the legislative authority of Franklin County, finds that the replacement of the existing policy with the new County Road Approach Policy is in the best interest of Franklin County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners hereby rescinds Resolution 2003-284; and

BE IT FURTHER RESOLVED that the Board of Franklin County Commissioners hereby approves of and adopts the attached County Road Approach Policy.

APPROVED this 19 day of March, 2014.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Chairman Pro Tem

  
\_\_\_\_\_  
Member

Attest:

  
\_\_\_\_\_  
Clerk of the Board

FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT  
ADMINISTRATIVE POLICY AND PROCEDURE STATEMENT

A.P.P. 7

**SUBJECT:** County Road Approach Policy

**EFFECTIVE:** March 24, 2014

**ISSUED BY:**   
County Engineer

**I. Purpose**

To establish a uniform practice for the issuance of permits to access the County road system from private property.

**II. Policy**

**A. General**

RCW 36.75.130 provides for the following:

1. Any persons desiring to construct an approach to the county road system shall first obtain permission from the Board of County Commissioners.
2. The board may adopt rules for the construction of approaches which may contain provisions for the construction of culverts, fills and other drainage facilities as the board deems necessary.
3. The construction of approaches, culverts, fills and other drainage facilities shall be under the supervision of the County Engineer and all such construction shall be at the expense of the person benefitted by the construction.

Franklin County Resolution 82-12 delegated the office of the County Engineer to execute road approach permits on behalf of the Board.

**B. Right to Access**

Every owner of property that abuts the county road system has a right to reasonable access to said road system. Access may only be restricted if limited access rights have been established or if reasonable access can be established through access roads and lanes (private or public) that adjoin the subject property.

**C. Approach Construction Required**

All property owners shall be required to construct a new road approach any time an access point is added to the county road system or in conjunction with any construction or change in use of the property that will increase the traffic volume entering or exiting the roadway, as determined by the County Engineer.

Additionally, all property owners shall be required to construct a new road approach and bring existing nonconforming road approaches into conformance upon issuance of a permit for:

- i. Construction of a new dwelling
- ii. Construction of a new accessory structure valued at \$25,000 or more
- iii. Construction of any commercial or industrial structure
- iv. Placement or replacement of a manufactured home
- v. Enlarging any dwelling or accessory structure with the value of the addition being 33% or more of the current structures value -OR- Enlarging any dwelling or accessory structure's gross floor area by more than 50%, regardless of value
- vi. Ingress or egress to a County road for commercial, industrial, or agricultural purposes other than temporary approaches

**D. Permit Required, Application**

All property owners constructing a new road approach or making upgrades, modifications, or performing maintenance to an existing approach shall first file an approach permit application with the office of the County Engineer. The application shall be made on forms available from the County Engineer's office. Incomplete applications will not be accepted. Drawings, provided in triplicate, may be required depending on the extent of the development required.

Construction and maintenance on portions of the approach that are outside of the County right of way do not require a road approach permit.

**E. Permit Deposit Required, Application**

A permit deposit will be required for all commercial and industrial road approaches. A road approach is considered to be commercial or industrial if:

- 1. It does not serve a family residence; or
- 2. It exceeds either 100 average weekday vehicle trip ends (sum of arrivals and departures)

- OR -

Ten percent (10%) truck traffic during its peak operating season.

The permit deposit will be estimated by the Public Works Department to cover the costs of labor and equipment for review and inspection. Upon completion of the approach and final approval by the Public Works

Department, the balance, if any, will be returned to the applicant. If the balance is negative, then it will be recouped through a bill to be paid by the applicant.

**F. Permit, Issuance**

Once a complete application and deposit, if applicable, have been received at the office of the County Engineer, the review period for the application will begin. The County will require a maximum of ten (10) business days to complete its review of each application. If the County Engineer determines that the proposed access is appropriate, meets guidelines to ensure public safety, and is in the best interest of the County, a Road Access Permit will be issued to the property owner.

Permits shall be picked up at the office of the County Engineer. The record owner of the property must sign the permit, agreeing to all conditions thereon, prior to the permit being issued. Contractors, consultants, and other agents may not sign on behalf of the record property owner. Lease holders will be permitted to sign only upon presentation of a valid lease agreement.

**G. Unpermitted & Non-Conforming Approaches**

Except those approaches meeting the definition of an "Authorized Road Approach" in Section IV of this policy, all access points to the county road system shall have an access permit. Approaches that were permitted under previous versions of this policy, but are considered to be non-conforming approaches, shall hereinafter be considered unpermitted approaches.

Pursuant to RCW 36.75.130, any person failing to obtain the permission of the Board of County Commissioners prior to constructing an approach is guilty of a misdemeanor and subject to prosecution.

The Public Works Department will issue a warning to any property owner observed to be constructing or have constructed an unpermitted approach. The warning will give the property owner ten (10) business days in which to remove said approach or complete an approach permit application. If the property owner fails to comply with the conditions of the warning letter, the matter will be forwarded to the Franklin County Sheriff Department for further action.

**H. Joint Use Approach – Construction**

Subdivisions of land that result in a private access point serving more than a single lot shall be required to construct the approach to County standards as a condition of plat approval.

For existing private roads and joint use access, the County recognizes that it is inequitable for a single property to be responsible for the entire cost of a joint use approach. Therefore, prior to issuance of a permit to have access to a joint use approach, the permittee shall pay to the County their equitable share of the estimated cost to construct the joint use

approach. The estimated cost for construction will be determined by the County and a 15% surcharge will be added to the estimate to cover overhead and administrative costs and to account for future inflation. Each permittee's share will be calculated by dividing the estimated cost by the number of buildable lots that have access through the joint use approach.

**I. Minimum Design Standards**

All road approaches shall conform at least to the minimum design standards established by the County Engineer. However, the minimum design standards may not be sufficient for all approach types, such as those with large truck volumes. It is the responsibility of the developer to provide a road approach design that is appropriate for the intended use. The County makes no certification that approaches constructed to minimum standards will be sufficient and may direct the permittee to construct an approach more suited, in the opinion of the County Engineer, for the type of use anticipated.

Road approaches that cross a drainage ditch shall require a culvert to be installed for the full width of the approach. The culvert shall be sized appropriately for the anticipated water volume with the minimum size being 12 inch diameter. All culvert pipes shall be corrugated metal pipe (CMP) with a galvanized coating.

Pursuant to Resolution 2002-152 the County Engineer has developed standard drawings for the various road approach types. The current versions of these drawings are available at the office of the County Engineer and are hereby incorporated as part of this policy by reference. The Board of County Commissioners reserves the right to make updates and changes to these drawings, without updating the remainder of this policy, as necessary.

**J. Gravel Roads – Minimum Paved Approach**

All gravel roads, public and private, accessing onto a paved road shall have a paved approach. The minimum distance that the approach shall be paved will be determined by the County Engineer based on traffic volumes, truck volumes, and stopping and starting distances. In no case shall the pavement extend less than one hundred (100) feet from the edge of the paved surface.

**K. Cost for Construction**

Pursuant to RCW 36.75.130, all costs for construction of road approaches, including excavation, compaction, culvert pipe, fills, ditches, drainage facilities, and pavement shall be at the expense of the person benefitting from the approach.

Joint use approaches shall be constructed by the County during normal maintenance for the county road system. Approaches to paved roadways will be constructed during the next chip seal maintenance cycle and approaches to gravel roadways will be constructed with the next

application of gravel to the roadway. The cost for construction of joint use approaches by the County is recovered through the fee collected at the time of permitting in accordance with Section III.G. of this policy. Once constructed, the maintenance of the joint use approach shall be the responsibility of the property owners using said approach for access.

Except for joint use approaches as described above, the County will not provide any equipment, labor, or materials for construction or maintenance of road approaches.

**L. Inspection**

Portions of road approaches within the County right of way are subject to inspection by the County Engineer to ensure compliance with minimum design standards. Construction that does not meet the minimum standards is subject to removal and replacement at the permittee's expense.

The County Engineer further reserves the right to periodically inspect road approaches for public safety concerns. If the County Engineer determines that an approach constitutes a threat to public safety, the permittee will be notified in writing to correct the issue at their own expense.

**M. Application and Permit, Expiration**

If a Road Access Permit is not issued, the approach permit application shall expire 90 days from the date of acceptance by the County Engineer.

Road approaches shall be constructed within one (1) year of the approval of an access permit. Failure to complete construction within one (1) year will automatically void the access permit.

Road approach construction may be extended for an additional six (6) months with written request from the permittee. Construction may not be extended beyond two (2) years from the date of permit issuance. Construction standards at the time of the request to extend will apply to the access permit.

Once construction has been completed and accepted by the County Engineer, the access permit will remain in force until the access is abandoned by the property owner.

The County Engineer reserves the right to revoke any and all access permits when the access creates a danger to the traveling public.

**N. Temporary Road Approaches**

Temporary approaches need not be constructed to the full County standard. A temporary approach shall be constructed so that it does not pose a threat to public safety nor cause damage to a County road. The permittee shall be responsible to construct the approach in such a manner as is appropriate for the use. The permittee shall further ensure that the approach is constructed so as to prevent dirt and debris from being

tracked onto the County road, or the permittee shall be required to clean the County road of all such dirt and debris at the end of each day the approach is in use. Permittees shall further be responsible to repair all damage to the County road caused by use of the approach at the expiration of the Temporary Access Permit.

Temporary Access Permits shall expire when the temporary approach is removed or on the date listed on the permit, whichever is sooner. There will be no extensions for Temporary Access Permits. The permittee shall be responsible to remove all improvements for the approach when the approach is no longer in use or on the date of expiration.

If the permittee fails to clean the roadway as required, repair damage, or remove the improvements, the County may cause this work to be completed at the permittee's expense.

### **III. Procedure**

#### **A. General**

In accordance with the above policy, the County Engineer will review all applications for Road Approach Permits and issue a finding of approval or denial. Only complete applications will be accepted for review.

#### **B. Application Forms**

Copies of the approach permit application will be kept on hand and made available to any person requesting them at the office of the County Engineer. The County Engineer may also make electronic copies of the application available by email or through posting on the Franklin County Public Works website.

#### **C. Payment**

Deposits or fees, if applicable, must be paid at the office of the County Engineer. Payment may be in the form of cash, personal check, money order, cashier's check, credit cards, and debit cards. For payment by personal check, a valid Washington State driver's license is required. The person accepting payment will record the applicant's driver's license number on the face of the check. Payment by credit or debit card may be subject to an additional processing or use fee.

If checks are returned for any reason, the review of the application will cease and permits, if issued, will become invalid until proper payment is made. Additionally, the applicant will be responsible for reimbursing the County for any returned check fees incurred.

#### **D. Application Review**

When a completed application is received, it will be stamped with the date it is accepted by the County Engineer. The County Engineer will then have a maximum of ten (10) business days to review the application and issue a permit or deny the application. The review of the application will include:

- i. Ensuring the information on the application is accurate and appropriate to the subject property. Any incorrect information will be brought to the attention of the applicant for correction.
- ii. Ensuring the site sketch is accurate as to the location and type of approach requested by the applicant. The County Engineer may aid the applicant in preparing the site sketch by providing data from the County Geographic Information System.
- iii. A site visit to determine any conditional requirements that may need to be added to the permit. Pictures of the site may be taken for the file.

Once the review of the application is complete, the County Engineer will notify the applicant, in writing, whether or not the application has been approved. The determination of the County Engineer will be final.

#### **E. Permit**

If the application for road access has been approved by the County Engineer, a permit will be issued to the property owner. The permit will be issued on forms available at the office of the County Engineer and will include all of the following:

- i. Name and mailing address of the property owner
- ii. Parcel Identification Number
- iii. Parcel site address
- iv. Adjoining road name and mile post
- v. Conditional requirements, if any
- vi. Required deposit amount, if any
- vii. Permit expiration date (temporary approaches)
- viii. Signature lines for the property owner and the County Engineer

A copy of the application submitted for review will be attached to the permit for reference along with any additional documentation deemed necessary by the County Engineer.

The County Engineer will arrange for a date and time for the property owner to sign and pick up their permit. Any required bonds must be submitted prior to or at the time of signature. The record owner of the property, or a lease holder with a valid lease agreement, must sign the permit.

Once the permit is executed by the property owner and the County Engineer, one (1) copy will be made and returned to the owner. The County Engineer will maintain the original copy in the appropriate file.

#### **F. Fees, Joint Use Approach**

Fees for the proportionate share of the construction cost of a joint use approach must be paid at the office of the County Engineer prior to issuance of any permit. The cost for construction shall be determined by the County Engineer based on the standard drawings and the current cost for labor, equipment, and materials in accordance with Section III.G. of

this policy. The construction cost estimate will be updated annually and be kept on file at the office of the County Engineer for public inspection.

Fees collected for joint use approaches will be maintained in a separate account and will be used only for construction of joint use approaches in accordance with Section III.I. of this policy.

#### **G. Construction**

Road approaches shall be constructed in accordance with County standards, applicable WSDOT standards (as adopted by the County), and all conditional requirements on the permit. All construction within the County right of way is subject to inspection and approval by the County Engineer. Inspection of the work may include, but is not limited to, the following:

- i. Verification that the geometric layout is consistent with permit requirements
- ii. Testing of compaction for base course and pavement within the County right of way
- iii. Verification of layer thickness for base course and pavement within the County right of way
- iv. Verification that all conditional requirements have been satisfied

The property owner shall notify the County Engineer that work is beginning a minimum of 48 hours in advance of actually beginning the work.

In accordance with RCW 19.122.030, the property owner shall be responsible to obtain utility locates by using the statewide one-number locating service.

#### **H. Records**

Records for each road approach will be kept on file in the office of the County Engineer. Records will consist of all applications, whether approved or not, and all permits with supporting construction records. Records will be maintained in accordance with Franklin County record retention policy and applicable State Law.

### **IV. Definitions**

**Accessory Structure** – Any structure, whether accompanied by a dwelling or not, that is generally not considered as housing for people. This includes, but is not limited to: shops, detached garages, pole buildings, sheds, storage buildings, carports, and covered storage areas.

**Authorized Road Approach** – A road approach that has been properly permitted or was constructed prior to January 1, 1973.

**Conforming Road Approach** – A road approach that meets all requirements, at the time of permitting, for location, size, spacing, site distance, and geometric elements.

**County Engineer** – The person appointed by the Board of County Commissioners to serve as the County Road Engineer in accordance with RCW, or their designee.

**County Road System** – All roadways, whether paved or unpaved, designated for use by the public, and maintained by the Franklin County Public Works Department.

**Design Standards** – Drawings and specifications regarding the construction of a road approach on file at the office of the County Engineer.

**Footprint** – The square foot area of a building actually in contact with the ground.

**Gross Floor Area** – The total square foot area of a building, including all levels below, on, or above the ground.

**Intersection** – The general area where a roadway is met or crossed at a common elevation by another roadway.

**Joint Use Approach** – A single road approach that serves more than one property. Private road connections to the county road system are considered joint use approaches.

**Nonconforming Road Approach** – A road approach that does not meet requirements, at the time of permitting, for location, size, spacing, site distance, and geometric elements.

**Permit** – Written approval issued by the office of the County Engineer authorizing access from private property to the county road system.

**Private Road** – A roadway serving more than one property, constructed within a private easement for ingress and egress for those properties. Private roads are connected to the county road system through a joint use approach.

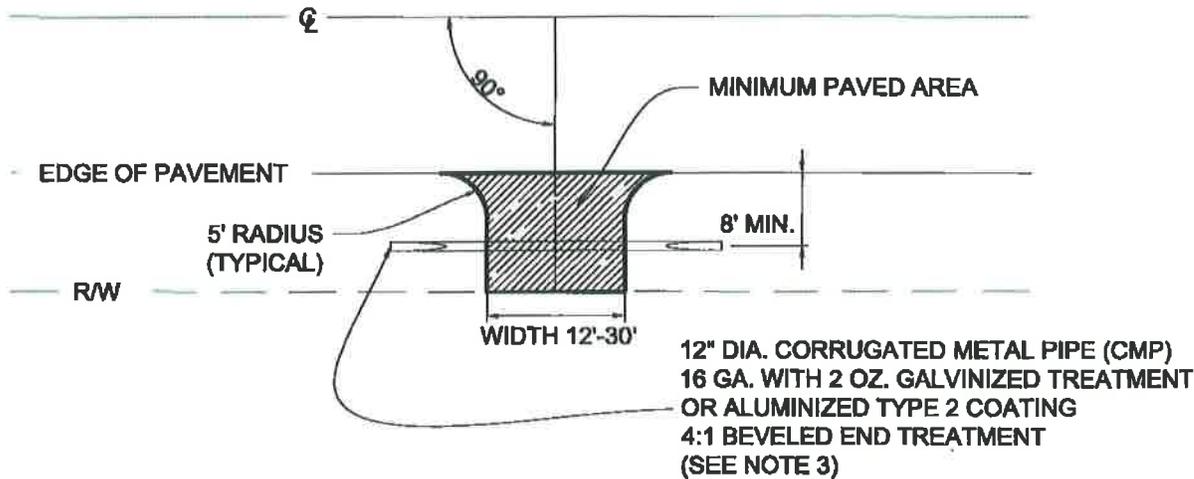
**RCW** – Revised Code of Washington.

**Temporary Road Approach** – A road approach designated for a specific use and conditioned to be open for a specific period of time with the right of way to be restored to its original condition upon closure of the approach. Temporary road approaches generally have less stringent design and construction requirements due to their temporary nature.

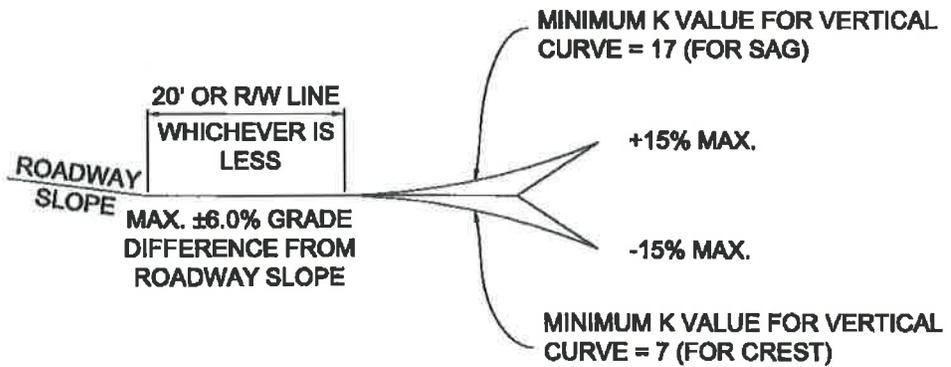
**WSDOT** – Washington State Department of Transportation.



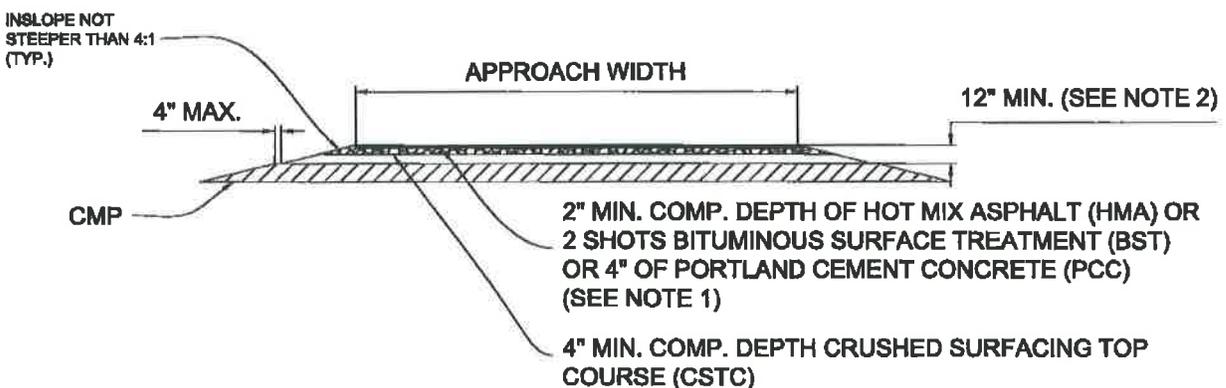
1. The applicant, hereinafter designated as the "permittee," his successors and assigns, shall have the right and authority to enter upon the right-of-way of the County road, street, alley, or other right-of-way, at the location as indicated on this form, as approved of by the County Engineer.
2. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation, and manner of maintenance of project petitioned for, shall be approved by the County Engineer prior to start of work and shall be subject to inspection by the County Engineer so as to assure proper compliance with the terms of this permit.
3. The permittee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of facility, in as good and safe condition in all respects as it was before commencement of the work.
4. In case of any damage to roads, streets, alleys, public places, and structures or private property of any kind on account of said work done by the permittee, he shall at once repair said damage at his sole cost and expense.
5. The County Engineer, his agents or representatives, may so order, or have done any and all work considered necessary to restore to a safe condition any roads, streets, alleys, public places, structures, or private property that is in a condition dangerous to life or property resulting from the permittee's facility or its installation as permitted herein, and upon demand the permittee shall pay to the County all costs of such work and materials.
6. If, at any time, the County deems it advisable to widen, grade, pave, improve, alter, or repair any road, street, alley, public place, or structure, the County will replace or reconstruct, at County expense, the approach or approaches permitted herein in locations approved of by the County Engineer, PROVIDED, maintenance provisions herein shall continue to apply.
7. The permittee shall be responsible for the routine maintenance, including clearing and sweeping the road of dirt and debris tracked into the right-of-way, for the approach or approaches to County road, street, alley, or other right-of-way as herein described. Any damage caused to County road, street, alley, public place, structure, or private property, resulting from the lack of maintenance to the approach or approaches by the permittee may be corrected by the County to the satisfaction of the County Engineer. Any costs incurred from such corrections will be charged to the permittee at his sole expense.
8. Upon failure of the permittee to use, operate, or maintain the approach or approaches in accordance with the provisions herein, or if the approach or approaches are abandoned, the County Engineer may take the following actions:
  - a. Notify the permittee verbally if possible and by first class letter, or if the permittee is unavailable, post a notice of non-compliance at the site.
  - b. If, after thirty (30) days after the written notice or posting, the non-compliance has not been corrected or if abandonment has continued, the County Engineer may remove or bring into compliance all installations upon the right-of-way. All expenses resulting from the abandonment or correction may be charged by the County to the permittee.
9. Upon failure of the permittee to construct the approach or approaches in accordance with the provisions herein within one (1) year, the permit shall be considered void. A six-month extension may be granted by the office of the County Engineer. In any event, the failure of the permittee to construct said approach or approaches within two (2) years of the issuance of this permit shall result in it being deemed null and void.
10. All provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of the permittee and all privileges of the permittee shall ensure to such successors and assigns as if they were specifically mentioned.
11. The failure of the permittee to comply with all of the provisions, conditions, regulations, and requirements of this permit shall be grounds for the revocation, annulment, and termination of said permit by the County Engineer.
12. The Board of County Commissioners may, at any time, change, amend, modify, amplify, or terminate any of the conditions herein enumerated so as to conform to any state statute or County regulation pertaining to the public welfare, safety, health, or highway regulations as are, or may hereafter be, enacted, adopted, or amended, etc. The Board may terminate this permit if the permittee fails to comply with any such changes.
13. The petitioner, by accepting this permit, agrees to notify and check with all utilities regarding their installations before commencing work. Call 811 two (2) days in advance to utilize Washington state's one-number utility locator service. The petitioner further agrees to notify and check with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangement relative to the protection of such property and the aforementioned utilities.
14. In accepting this permit, the petitioner agrees to protect and save harmless the County from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any persons, corporations, or properties by reason of: the performance of any such work; the character of the materials used; or the manner of installation, maintenance, and operation; or by the improper occupancy of rights-of-way or public places or public structures. In the event that such suit or action is brought against the County for damages arising out of or by reason of any of the above clauses, the petitioner will, upon notice to him or the commencement of such action, defend the same at his sole cost and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined if it is adverse to the County.



**APPROACH PLAN**

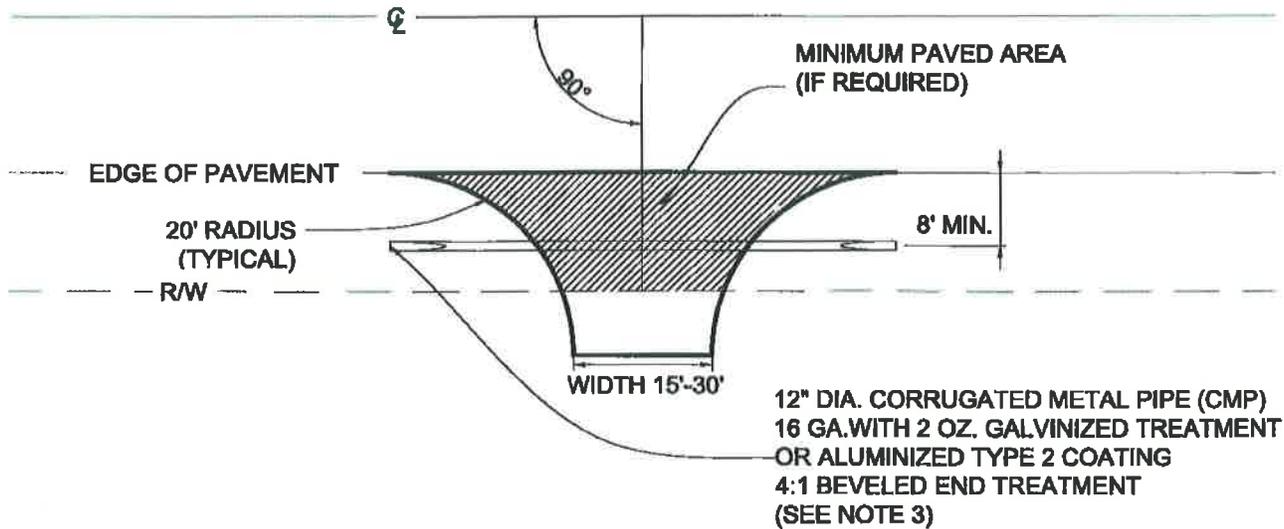


**APPROACH PROFILE**

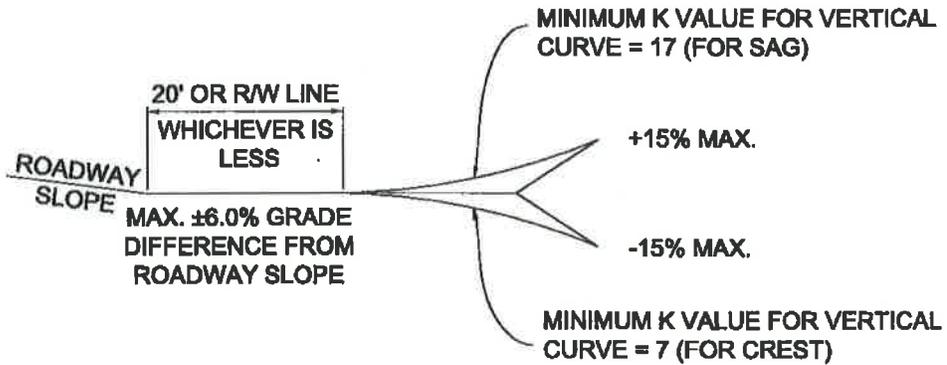


**APPROACH CROSS-SECTION**

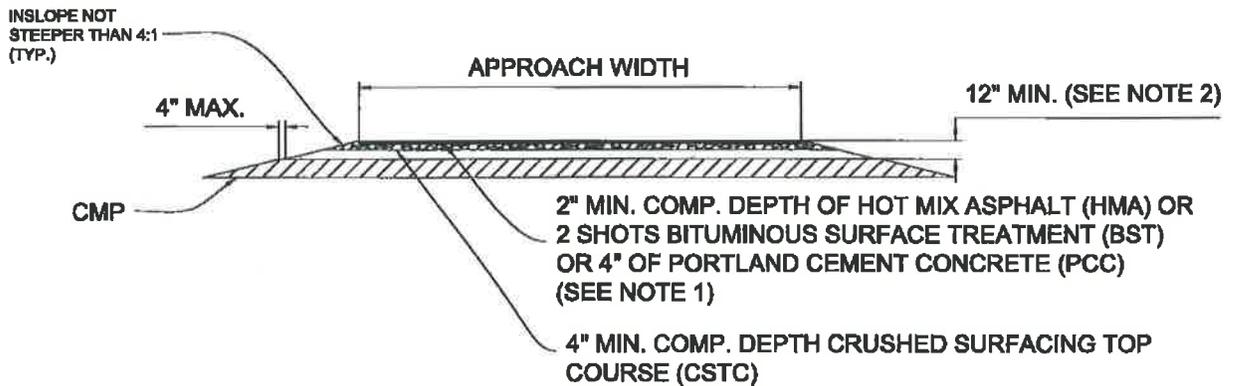
- NOTES:**
1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED
  2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
  3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.



**APPROACH PLAN**



**APPROACH PROFILE**



**APPROACH CROSS-SECTION**

**NOTES:**

1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED.
2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.
4. JOINT USE APPROACHES SHALL HAVE A WIDTH OF 28 FEET.



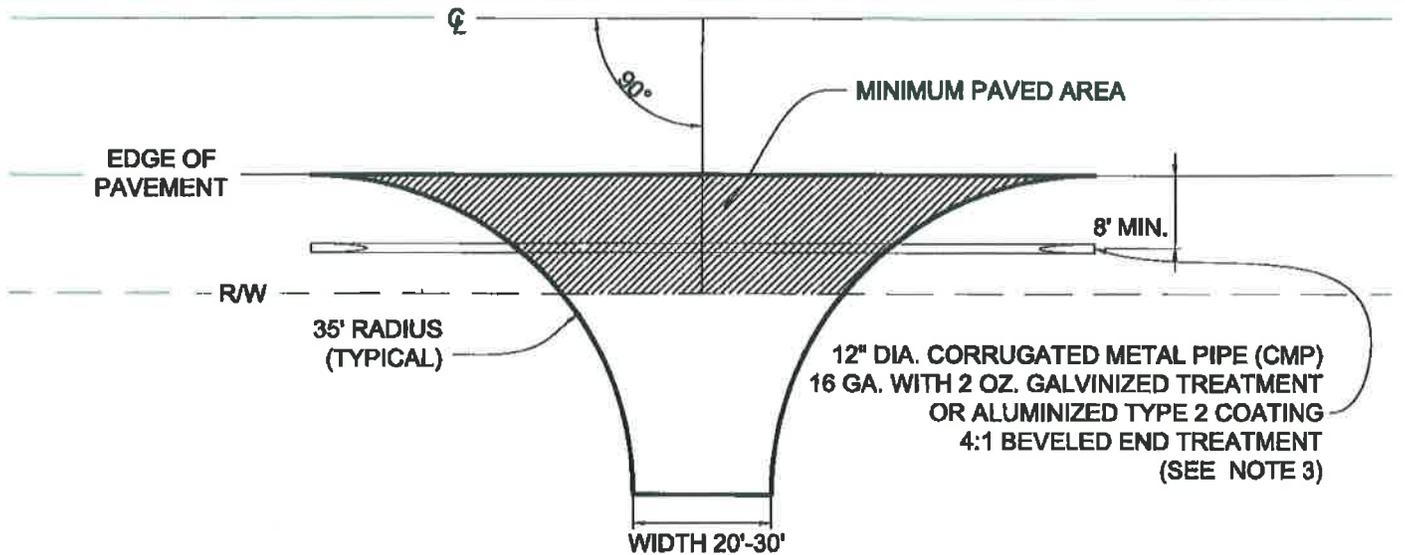
**FRANKLIN COUNTY**  
**PUBLIC WORKS DEPARTMENT**  
 3416 STEARMAN AVE.  
 PASCO, WA 98301  
 (509) 645-3514  
 WEB: WWW.CO.FRANKLIN.WA.US

**TYPE B - RURAL RESIDENTIAL APPROACH**

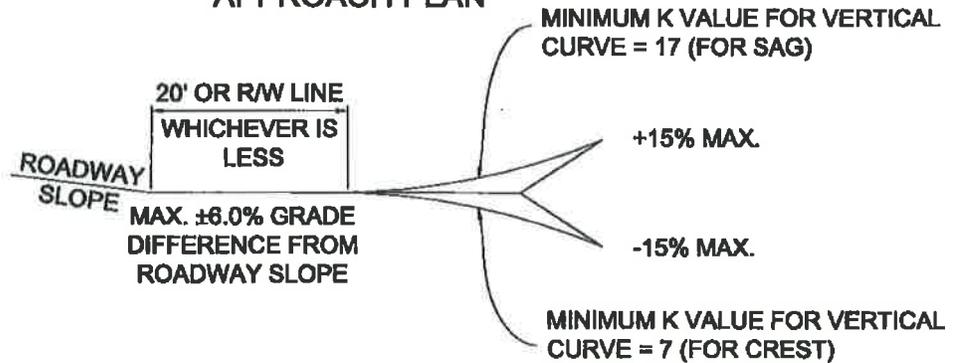
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APPROVED: *Math*  
 DATE: 3/10/14

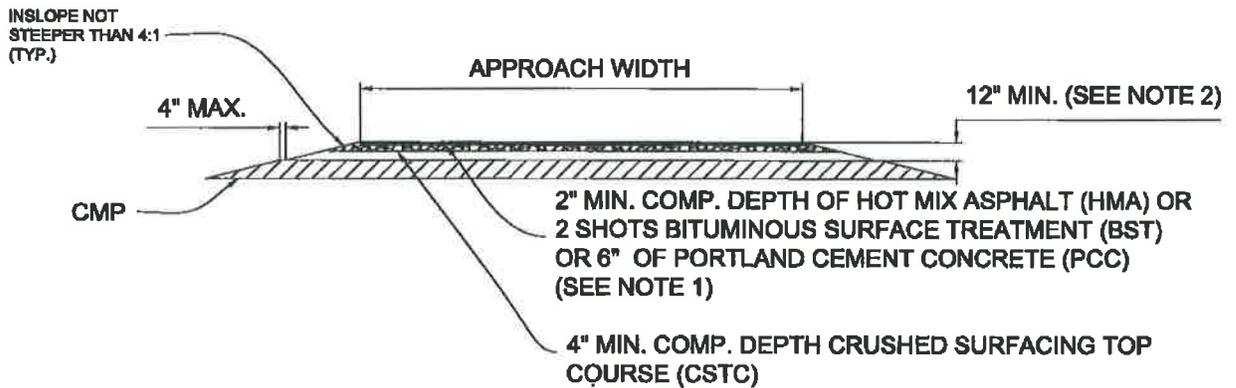
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**APPROACH PLAN**



**APPROACH PROFILE**



**APPROACH CROSS-SECTION**

**NOTES:**

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3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.



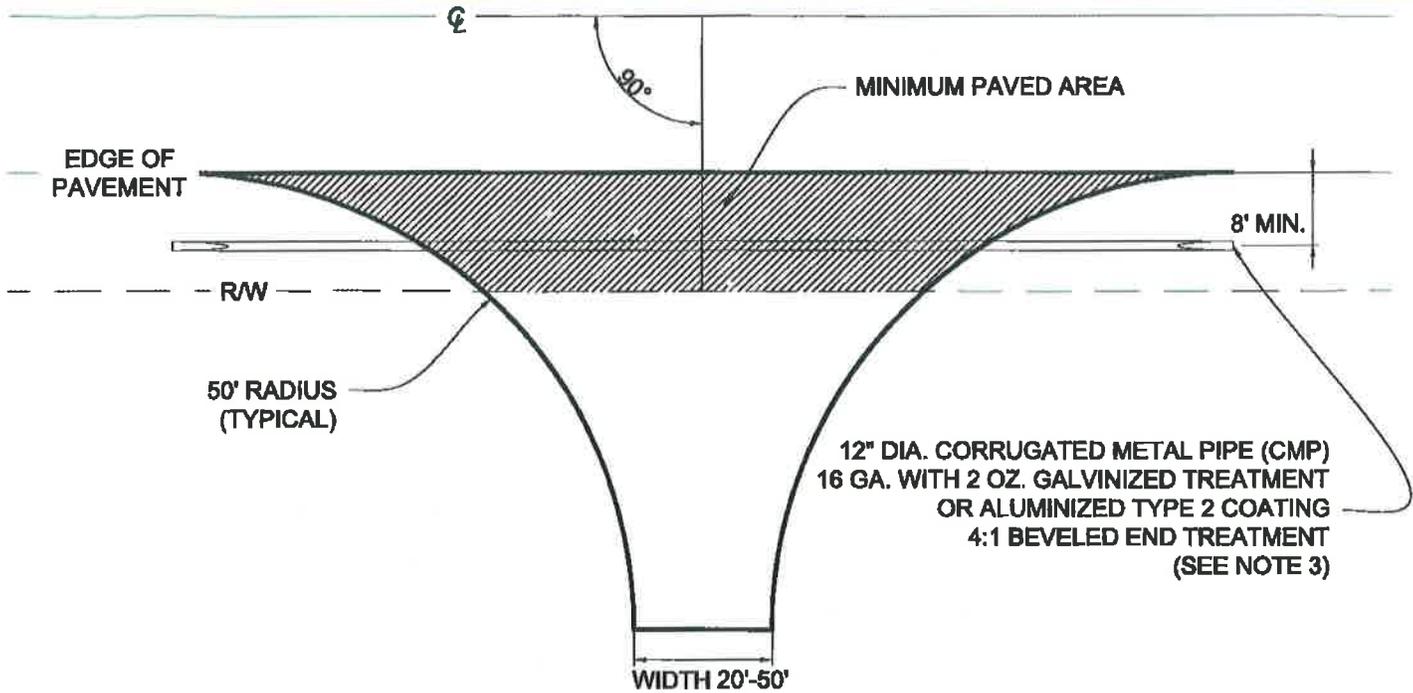
**FRANKLIN COUNTY**  
**PUBLIC WORKS DEPARTMENT**  
 3416 STEARMAN AVE.  
 PASCO, WA 99301  
 (509)645-3514  
 WEB: WWW.CO.FRANKLIN.WA.US

**TYPE C - FARM APPROACH**

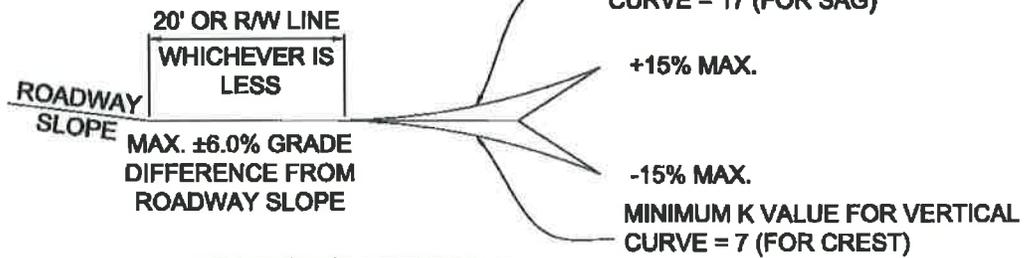
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APPROVED: *[Signature]*  
 DATE: 3/10/14

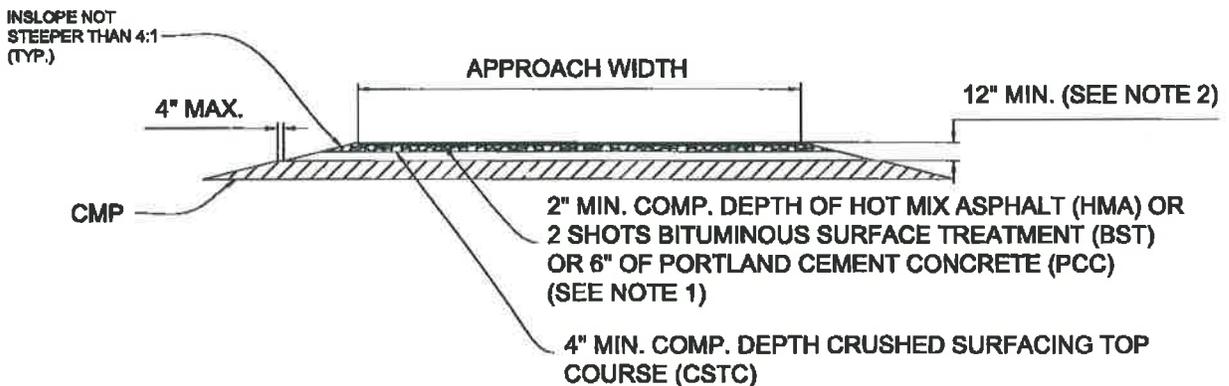
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**3 of 4**



**APPROACH PLAN**



**APPROACH PROFILE**



**APPROACH CROSS-SECTION**

**NOTES:**

1. APPROACHES TO GRAVEL ROADS ARE NOT REQUIRED TO BE PAVED
2. BURY DEPTH OF CMP SHALL BE MEASURED FROM THE TOP OF FINISHED SURFACE.
3. REQUIREMENT FOR CMP SHALL BE DETERMINED BY THE COUNTY ENGINEER.



**FRANKLIN COUNTY**  
**PUBLIC WORKS DEPARTMENT**  
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 PASCO, WA 99301  
 (509)645-3514  
 WEB: WWW.CO.FRANKLIN.WA.US

**TYPE D - UTILITY AND SPECIAL USE APPROACH**

F-80.10-FC

APPROVED: *[Signature]*  
 DATE: 3/10/14

SHEET  
**4-4**