

City of Sammamish
Public Works Department
Right-of-Way (ROW) Permit Application Checklist

- Depending on the complexity of permit, the approval time is from 2 to 12 weeks.

- Permit Fee:**
 - Type A - Special Use Permit** - activity in the ROW: **No Charge;**
 - Type B - Construction Permit**
 - o value of work in ROW <\$5,000: **\$100.00 Fee (ALL Driveway permits)**
 - o value of work in ROW >\$5,000: **\$488.00 Fee + \$122 per hour inspection fees (up front deposit required);**
 - Type C - Utility Permit** - **\$488.00 Fee + 122/hour inspection fees (all fees billable);**
 - Type D - Long-term Private Benefit or Use** (i.e. construction of fences, landscaping, private irrigation, sheds, private non-franchised utilities, and garage); **\$480.00 Fee + 120/hour inspection fees (up front deposit required plus negotiate lease payment)**

- Sign and date the back of a fully completed application.**

- Note:** Temporary placement of dumpsters or moving pods/containers in the right of way is NOT permitted, except where there is no other placement option.

Submittals:

- Engineering Drawings/Specifications** - depicting construction work to be completed in the right-of-way. The drawing should include information on the type of materials to be used in the project, the depth of cuts into the right-of-way, etc. Applicant must also provide a plan and timeline for the permanent restoration of the right-of-way and infrastructure to its original or improved condition. **The City prefers digital applications and submittals, if at all possible. Otherwise, please provide two (2) copies of your plans/specifications. Half-size copies only (or 11 X 17 or smaller).**

- Traffic Control Plan** - If vehicle traffic is going to be impeded in any way, you must submit a traffic control plan that complies with the MUTCD (*Manual of Uniform Traffic Control Devices*), indicating extent of traffic impact and how you will mitigate it, placement of signage, cones and flaggers, traffic flow and/or diversion, etc. Please note that full road closures of the City's main arterial roadways are not generally approved. **Please provide two (2) copies of your traffic control plan if providing paper copies of submittals.**

- Cash or Surety Bond** - in the amount of the project valuation of work in the ROW or \$5,000 (for a single project application), whichever is greater. If there are multiple permits for multiple projects, the amount of the bond should be for the project valuation for work in the ROW or \$10,000, whichever is greater. **Note: For cash deposits (Bonds) there is a non-refundable \$122.00 processing fee.** For races and parades, please provide a **certificate of insurance** for the event, naming the City of Sammamish as the insured party. **You can provide insurance and bonding information of your contractor in lieu of this requirement in some circumstances.**

- Site Specific Agreement** - (Wireless Carriers only) Include a copy of the signed site specific agreement.
- Letter of Authorization** - for Utility Permits - Wireless Carriers only, co-locating on or in another's existing structure.
- Races and Parades** - In the case of races or parades, **a map of the parade or race route** needs to be submitted with the permit application. **Please provide two (2) copies.** The map should indicate locations of cones, barricades, signage and police placement. The Sammamish Police Department should be consulted for advice on this matter. Their phone number is 425-295-0770. You will also need to provide **a narrative describing your race or parade and its route.** This should be included with the permit application and the map of the route. **Please provide two (2) copies.**
- Block Parties** - Block parties which require the closure of a public residential roadway for the duration of the event require that you submit: a **drawing** of the streets surrounding your neighborhood that will be potentially impacted, where you will place the removable cones or removable barricades (they must be immediately and effortlessly removable for emergency vehicle access), and the type of signage you will use to alert traffic to the closure (including what the sign will say and where it will be placed). **Closure of through-streets is not permitted.**
- Insurance** - The City shall be named as an additional insured under a general liability insurance policy with respect to the work performed or event held under this ROW permit. The insurance shall be for limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Contractors can provide a copy of their insurance coverage and bonding information to fulfill this requirement for work they are performing on behalf of an applicant/resident.
- Right-of-Way Use Waiver Form** - For races, parades, ROW events, block parties and some additional instances of right of way use, you will need to fill out the attached Right-of-Way Use Waiver Form. Please fill out both sides of the form completely. In some cases, failure to return this form by the due date can result in your reservation of the right of way being cancelled.
- Contact Engineering Inspector** - You will need to contact the Engineering Inspector once you've received your permit. He may want to pay a visit to the site of your project **before any construction takes place, during the time that construction takes place, and after the construction has been completed. The inspector must be contacted at least 72 hours before any construction activity takes place in the right-of-way.** You can contact the inspector, Jim Krieg, at 425-495-7962 or you may contact Poullette O'Connell at 425-295-0515.
- Pre-Application Meeting (Parades, Races and Block Parties Only)** - City Staff will hold a pre-application meeting with you and/or your representatives to discuss the coordination of your proposed event in the ROW. If your event has occurred previously in the City's ROW and a City-approved permit was issued for your event, the pre-application meeting should take no more than 30 minutes or may not be necessary at all. If your event is being hosted for the first time, please plan on at least an hour for the pre-application meeting. Please call Poullette O'Connell at 425-295-0515 to arrange this meeting prior to submittal of your application.
- Traffic Control Devices (Parades, Races and Block Parties Only)** - The City has a limited amount of traffic control devices that you are welcome to use, free of charge. These devices are available to applicants on a first-come-first-serve basis. These devices include signage, barricades and traffic cones. If you wish to make use of these devices in your right-of-way event, please contact Michelle Garcia at 425-952-2115.