

## **On-Street Parking Dining TE ROW Permit application:**

If Sidewalk Café or Seating Area will be in Public Right of Way

If you do not have a City Right-of-Way Permit you will need to apply for City of Bellevue Right of Way TE Permit for Sidewalk Café or Seating Area through:

[www.mybuildingpermit.com](http://www.mybuildingpermit.com)

If Sidewalk Café or Seating Area will be fully on private property – no permit is required for a Sidewalk Café

If you desire to extend use to On-Street Parking areas as provided during COVID-19 responses during 2020:

You must have applied and/or have Right of Way TE permit for Sidewalk Café – if in ROW

You may submit an application for Right of Way TE Permit for On-Street Parking/Dining (same process and application as for a Sidewalk Café)

- COB will review a Sidewalk Café or Seating Area Permit in parallel with this application
- COB will review Sidewalk Café permit first if requested by applicant

What's the process for applying for the Permits?

- Applicant applies for the Permits through [www.mybuildingpermit.com](http://www.mybuildingpermit.com) – with the City of Bellevue
- Applicant uploads all required documents, and completes all information
- Permit Fee for each TK Permit is \$232.00
- Lease Fees each TK Permit on a Sidewalk Café or On-Street Parking Dining Permit are being waived for 2020 only.

What happens after I enter the application through MyBuildingPermit.com?

- Transferring your application from MBP to City's AMANDA system takes one to two working days.

Let ROW know you have completed an application! E-mail us at

[RightofWayUse@bellevuewa.gov](mailto:RightofWayUse@bellevuewa.gov)

Once in AMANDA:

- ROW will have a dedicated reviewer for consistency and knowledge of the requirements and timelines.
- Reviews of a complete application and all insurance certificates will take one to two business days
- Revisions requested
  - If revisions are required – you will receive an e-mail notification, in addition to MBP notification

- All revisions requested will need to be addressed completely before re-submittal, which will speed up the process for issuance of your permit.
- E-mail us at [RightofWayUse@bellevuewa.gov](mailto:RightofWayUse@bellevuewa.gov) when you have also submitted the revision and include the Permit number.
- When the application, review, and revisions are completed
  - ROW Reviewer will forward a request for “release for issuance” to D/S
  - D/S staff will need one to two working days to process the issuance
  - Applicant receives their Permit and associated Permit Conditions – electronically unless fees have not been paid.

Once the Permit is issued then what?

- The applicant will need to submit a request for Pre-Con then Job-Start through [www.mybuildingpermit.com](http://www.mybuildingpermit.com). You will need your permit number to do so.
- Based on the applications – these two items can occur within the same day / same meeting w/ the same ROW inspector.
- The inspector does this to know who’s working in the ROW and will also inspect the layout/site for compliance with codes and the approved plans.
- This will also allow the inspector to verify that No Parking signing on barricades is placed 72 hours before the closure of the parking, which informs anyone of the scheduled closure and time to move their vehicles.

Once the No-Parking notifications are set out 72 hours in advance of the parking closure, then the closures may begin. It is recommended that the party setting up the barricades, vehicle barriers along the edge of travel lane and buffer that they park in the on-street area to minimize traffic delays and impact.

- When filling water filled barriers, this work may be scheduled after 5:30 PM where additional traffic control and flagging may manage traffic with alternating traffic through a single travel lane.
- Drains for the barriers should be oriented to the curb location so when draining, they will dispense water to the curb and catch basins.

There shall be no sitting, standing or stepping over barriers. The City will monitor conditions to determine if any additional screening may be required, which if required will need to be mounted on top of the vehicle barriers.

Vehicle barriers will need to be pinned together so they maintain redirection capabilities to any errant vehicles and maximum safety for persons standing or sitting on the pedestrian side to the barrier. Pins shall not be driven into the pavement surface. Vehicle barriers shall have scuppers in the bottom or a design that allows for street runoff to reach curbs and catch basins.

Removal of Barriers and Traffic Control:

You will need to request a Pre-Con and Job Start to schedule removal as well.