



# Franchise Utility Right of Way Permit

## *Submittal Requirements*

Any company applying for a Franchise Utility Right of Way Use Permit (Type TJ) must have a current Franchise or Right of Way Use Agreement with the City of Bellevue (per BCC [14.20](#) or [Title 6](#)).

Applications for Type TJ permits must be submitted online at [MyBuildingPermit.com](#) (MBP) by a representative (employee) or authorized agent (contractor/vendor) of the utility company which owns (or will own) the facilities being installed, relocated, modified, repaired, accessed, etc. If the entity submitting the application is an authorized agent of the applicant (i.e., not an employee), the submittal must include a signed Letter of Authorization (as described below).

If a developer or subcontractor is doing the work, the application must still come from the company owning the facilities (or its authorized agent). The same applies when a third party is hired by the utility company to locate its facilities or other underground utilities in the vicinity (i.e., when potholing, measure downs, etc., are required for design of a utility project or associated development). The utility company should be listed as the Applicant regardless of who submits the Application.

The application submittal packet must include ALL the following:

1. **Application:** Applications are completed electronically through [MyBuildingPermit.com](#). The application form must include the following:
  - A Project Name, which needs to include the company name (owner of the facilities) first followed by the address, and then any additional project information or company job number.

Work Description

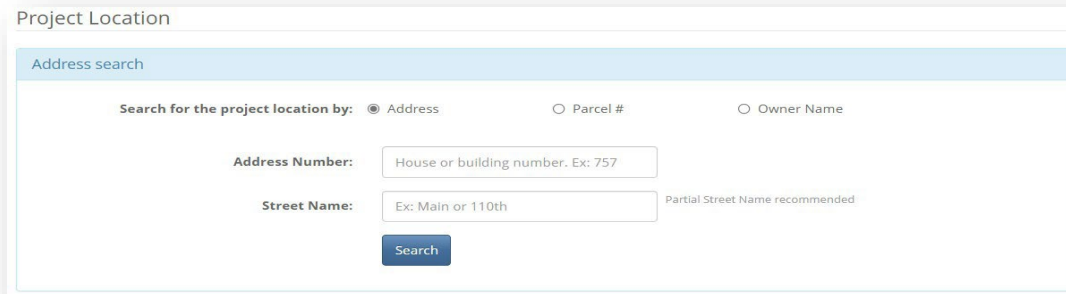
\* Indicates a required field

\*Project Name:

Provide a unique Project Name and Work Description for this permit. The Project Name appears on the dashboard and all email communications.

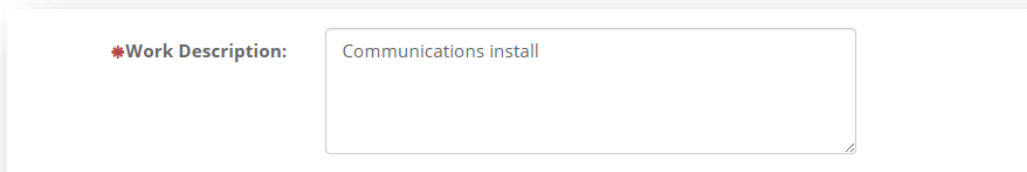
- A Project Location, which needs to be a specific address (for projects not tied to a specific address choose the nearest address, and for a linear project select an address somewhere in the middle – the “location description” field may be used for additional

details, but only after an address has been entered in the Project Location field).



The screenshot shows a web form titled "Project Location". Below the title is a section labeled "Address search" with a light blue header. Inside this section, there are three radio buttons for "Search for the project location by": "Address" (selected), "Parcel #", and "Owner Name". Below these are two input fields: "Address Number:" with a placeholder "House or building number. Ex: 757" and "Street Name:" with a placeholder "Ex: Main or 110th". A small text "Partial Street Name recommended" is next to the Street Name field. A blue "Search" button is at the bottom.

- A Work Description, that provides a detailed description of the work being done shall be provided in the MBP fill out box (image below). The description should identify the work being done, including estimated durations of each phase of the project (this may be omitted if covered fully in a separate timeline document), construction method (trench, directional drill, etc.), requested work/lane closure hours (including a justification if night work), and where applicable, a reference to the larger project to which this work is related. Revisions that modify the scope of work must have a new work description provided. The revised scope of work description may be subitted in the description of changes or within a comment response letter.



The screenshot shows a form field labeled "Work Description:" with a red asterisk icon. The input box contains the text "Communications install".

- Contractor information.
- Accurate cut lengths (for trenching in hard surface), cut/fill quantities (both hard and soft surfaces), etc.

2. Letter of Authorization shall explicitly grant the entity submitting the application the authority to submit on behalf of the applicant (i.e., the owner of the facilities). The letter shall be signed by an employee of the applicant company with authority to do so. It must be dated, and shall include a termination date (otherwise, it will be assumed to be effective in perpetuity). This letter is only required when the entity submitting the application is not the applicant.
3. Bill-to Form. Complete this form online and upload it with the application. Please note the entity being billed MUST be the company owning the facilities (i.e., the “Applicant”), as that is the entity authorized to own and operate facilities in the public right of way.
4. Site Plan shall have a minimum size of 11 inches x 17 inches (with some exceptions granted for smaller projects, such as a service feed to a single-family residence), scaled at 1 inch = 10 feet or 1 inch = 20 feet, and shall include the following:
  - The limits of the public right of way (property lines) and any relevant easements.
  - All existing roadways and appurtenances in the vicinity, including curb/gutter, sidewalk, streetlights, signals/cabinets, edge of asphalt, driveway approaches, walls, etc. (for installations associated with development, the plan shall also include planned improvements – for commercial and multi-family projects, this shall be a **civil plan** showing all existing and proposed conditions).
  - All existing underground utilities (and aerial, where applicable) within ten (10) feet (at a minimum) of the proposed installation, which must be identified by type: water, sewer, storm drain, electricity, gas, phone, cable, fiber, etc. For large developments, this must be on a civil plan, showing existing and proposed conditions. All existing utilities should be a lighter shade (grey) than the proposed (bold black). In some cases, these may be differentiated by color, rather than shading.
  - Site plans for revisions shall clearly show what has been changed from the previous version of the plan (clouding is the industry standard, but other methods may be accepted).
  - All potentially affected landscaping, including trees, hedges, rockeries, etc.
  - Location, materials, size, shape, depth and other relevant details of all facilities being installed, altered, accessed, etc. (this includes all existing and proposed poles, vaults, conduits, wires, pipes, regulators, pedestals, valves, etc., as well as a clear illustration of the dimensions of all surface disturbances).

Plans must demonstrate there is room to maintain standard separation requirements between facilities. A variance may need to be sought from our Utilities Department when the minimum separation cannot be maintained between the proposed installation and City of Bellevue utility infrastructure. These requirements are available online: [Right of Way Procedures Manual - Appendix Q](#).

If the application is only for access to existing vaults, poles, etc., and does not involve any physical construction, the bullet regarding “All existing underground utilities...” may be ignored. Otherwise, all items must be included.

If the application is for work covering a large geographic area, multiple locations, or multiple types of work (aerial, underground, switching, splicing, staging, etc.), the applicant may be required to break the project into smaller pieces and submit multiple applications. This is to provide easier communication and coordination between the applicant and the city, as well as better inspection coverage. If you have a project fitting this description, contact the city ([RightOfWayUse@bellevuewa.gov](mailto:RightOfWayUse@bellevuewa.gov)) with project details for direction on how best to apply.

Proposed aerial installations must be consistent with the City of Bellevue Comprehensive plan, as well as other applicable codes and policies. For aerial installations, include an elevation view (scaled, including color of proposed facilities, and all equipment, attachments, appurtenances, etc.) or a color photo simulation with dimensions of the proposed facilities.

If the installation, or any portion thereof, involves directional drilling or other methods that do not allow visual confirmation of the running line and existing underground conditions, a bore profile showing the depths of all existing utilities being crossed may be required. If a bore profile is required, and potholing is required in advance of its preparation, the applicant shall first apply for a permit to pothole the existing utilities. This application shall show all the items listed above, as well as each specific pothole location, and a Temporary Traffic Control Plan (TCP) for each pothole or group thereof (clearly showing which TCP is for which pothole(s)). After the potholing is complete, the applicant shall submit a plan, including the bore profile, as a revision to the potholing permit, unless otherwise instructed by the Review Engineer to apply for a new permit.

5. A Timeline shall be included with the application, including desired start date, target completion date, and duration for each phase of construction (both number of working days and hours per shift). For some small, short-term projects (i.e., less than a week, including restoration work), this information may be addressed in the project description or on the Site Plan or TCP

6. Temporary Traffic Control Plans (TCPs) are required whenever the proposed work and/or work area is on an arterial street (principal, minor or collector), on a roadway functioning as an arterial (generally, these will be identifiable by centerlines, fog lines, medians, streetscapes and/or other features associated with arterials), or in any location that would require a traffic control setup on (or impacting) one of these streets (e.g., a flagger standing at an intersection between a residential street and an arterial, or a setup involving signs on an arterial). TCPs must meet the required guidelines, which are available online.
7. A Construction Storm Water Pollution Prevention Plan (CSWPPP) is necessary when the total amount of material (soil, rock, asphalt, concrete, etc.) being moved (i.e., cut/fill combined) is greater than 50 cubic yards, or when the project involves more than 1,000 square feet of clearing (i.e. removal of soil cover). For projects under 7,000 square feet and less than 500 cubic yards, the CSWPPP Short Form can be used, and is available on the city's web site. When the material being moved totals 500 cubic yards or more, or the surface disturbance is 7,000 square feet or more, a CSWPP long form is required. Contact Clearing & Grading (ClearAndGradeReview@bellevuewa.gov) for more information.
8. Additional Items may be required, depending on the location of the project. If the applicant is uncertain of which items may apply, contact City of Bellevue Right of Way Use (RightOfWayUse@bellevuewa.gov) for information. Enhanced documentation may also be requested if additional information is needed to identify the location or scope of the work being proposed. These items may include, but are not limited to the following:
  - If the project is within 100 feet of either of the Olympic Pipeline (OPL) underground petroleum pipelines running through Bellevue, applicant must contact the company ([BPpipelinesROW@bp.com](mailto:BPpipelinesROW@bp.com)) with project details. Documentation of that email and the company's response must be uploaded with the other permit materials.
  - If the project crosses (or will be within 10 feet of) the Seattle Public Utilities (SPU) underground 36- inch water transmission main, written approval and conditions must be obtained from SPU ([SPU\\_CIP\\_Review@Seattle.gov](mailto:SPU_CIP_Review@Seattle.gov)).
  - Pictures of structures or work location.
  - Distance to nearby intersections.
  - Property lines between parcels as well as additional parcel numbers near the proposed work if within the limits of that page/site plan.
  - Where work vehicles will be located.