MEMORANDUM | Transportation

DATE: June 2, 2026

FROM: Andrew Singelakis, Transportation Director

SUBJECT: Effective Date of Updated Right-of-Way Manual

In alignment with the City of Bellevue's commitment to continuous improvement and exceptional service delivery, the Transportation Department has adopted and published the updated Right-of-Way Procedures Manual. This manual serves as the central resource for general information, policies, and requirements governing activities within the public Right-of-Way (ROW). Previous versions of ROW procedures are hereby superseded by this manual.

The adoption and enforcement of the Right-of-Way Procedures Manual are authorized under Chapter 14.30 of the Bellevue City Code, which provides the legal framework for regulating right-of-way use. The updated procedures become effective July 1, 2026, and apply to all new projects and activities within the public right-of-way. Projects currently under construction will not be required to implement new procedures unless directed by the ROW Manager or their designee.

The manual is subject to annual review, and interim updates may be issued as needed to reflect changes in policy, technology, or regulatory requirements. Users are encouraged to consult the most current version available online.

For questions, alternate formats, or reasonable modification requests, please contact the Right-of-Way Management team at **rightofwayuse@bellevuewa.gov** or call **425-452-4189**.

City of Bellevue
Right-of-Way Procedure Manual

For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4189 (voice) or email rightofwayuse@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

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TRN-26-81074

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1. General Purpose

Chapter 1: General Purpose

This procedures manual is intended to serve as a reference for anyone needing general information regarding activities conducted under a City of Bellevue (COB or "city" hereafter) issued permit, franchise agreement, special agreement, or any other proposed activities within the public right-of-way (ROW), as it relates to streets, sidewalks, curb, and other surface and subsurface elements. This manual is to be utilized as a tool to minimize conflicts and to promote the health, safety, and welfare of the general public within the ROW as well as to ensure that the ROW is built in conformance with the city's (and all other applicable) standards, policies, and guidelines. It will address typical issues and frequently asked questions but may not address every issue that could arise regarding the public right-of-way.

This document is distinct from the Transportation Design Manual and Standard Drawings as it is intended to provide guidance on how work may be initiated and implemented within the public ROW but refrains from providing comprehensive guidance on design elements.

Any ROW matters not addressed in this manual should be discussed with the Transportation Department by contacting the Right-of-Way Management team by email at rightofwayuse@bellevuewa.gov or via phone at 425-452-4189.

Section 1.1: General Overview

- **Applicable Governmental Requirements and Regulations:** Rules regarding construction, normal movement of pedestrians and bicycles, vehicular traffic, and other mobility options within the public right-of-way are contained in various governmental regulations, including the City of Bellevue's Transportation Design Manual, Bellevue City Code (BCC), Revised Code of Washington (RCW), Washington Administrative Code (WAC), Public Rights Right-of-Way Accessibility Guidelines (PROWAG), and the Washington State Department of Transportation (WSDOT) Standard Specifications, as adopted or hereinafter amended. It is not the intent of this manual to provide a discussion or paraphrase the specifics of each regulation or its varying applicability to roadway design and construction.
- **Right-of-way/ROW: "Right-of-way" or "ROW":** "Right-of-way" means all public streets and property granted or reserved for, or dedicated to, public use for street purposes, together with public property granted or reserved for, or dedicated to, public use for walkways, sidewalks, bikeways and horse trails, whether improved or unimproved, including the air rights, sub surface rights and easements related thereto (Bellevue City Code 14.30.050.R).
- **Americans with Disabilities Act (ADA):** Per the city's ADA Policy, the City of Bellevue does not discriminate against individuals with disabilities in the city's services, programs, or activities. The city's ADA policies are available on its website at: BellevueWA.gov/city-government/departments/city-managers-office/accessibility. Complying with the requirements of the ADA and PROWAG is a priority and a mandate for the city, so any proposed improvements must conform with local, state, and/or federal ADA requirements. Any such right-of-way improvements must be approved by the Transportation Department.

- **City Street Types:** Street classifications are identified in the City of Bellevue's Comprehensive Plan and are designated as major arterial, minor arterial, collector arterial, and local street. The map of the city's arterial roadway classifications is provided at: https://apps.bellevuewa.gov/gisdownload/PDF/Transportation/arterials_11x17.pdf.
- **Geographic Information Systems (GIS):** The city utilizes Geographic Information Systems (GIS) in many aspects, such as to identify property boundaries, map data, and to manage public assets. Information on city-sponsored projects and city-issued permits is available on the city's website in GIS format at BellevueWA.gov/city-government/departments/ITD/maps-gis.
- **Regulation of Transportation System:** Any activity that may interfere with the normal transportation purpose or other public purpose of the public right-of-way is subject to regulation by the city. Such regulation may be provided through a permit, franchise agreement, special agreement or any other mechanism recognized by applicable governmental requirements.
- **Utility Locates:** The public right-of-way houses various utility components, including water, sewer, gas, electric power, telecommunications, and other similar services. Utility locating shall be conducted through Washington 811 services prior to any trenching, digging or boring in the right-of-way. This service is utilized by calling 8-1-1 before you dig.

Section 1.2: Transportation Department Overview

a. **Organizational Overview:** The Transportation Department consists of the following divisions:
    1. Transportation Planning
    2. Mobility Management
        - Mobility Services
        - Mobility Operations
    3. Capital Program Services

b. **Maintenance and Management of the ROW:** The Mobility Management team within the Transportation Department manages and maintains the public right-of-way. This manual will largely focus on authorized activities managed by the Right-of-Way Management and Inspections team within Mobility Management.

c. **Development review:** The Right-of-Way Management team reviews and approves plans for construction projects within the public right-of-way as part of the city's permitting process. Plan review for development projects that require frontage improvements within the public right-of-way is handled by the Transportation Development Review team, and not the Right-of-Way Management team. The Right-of-Way Management team is responsible for approving construction activity within the public right-of-way, and not for setting the requirements for frontage improvements and dedications associated with development projects. The final approval for frontage improvements within the ROW typically occurs under the associated Clearing and Grading Permit as will be discussed further in Section 3.1 of this manual.

d. **Transportation System Operation:** The Transportation Department is also responsible for monitoring, operating and maintaining the city's traffic control devices and systems, to promote the safe and efficient movement of all roadway users, and maintaining the public right-of-way, such as:

1. **Bridges:** The Transportation Department maintains and manages several city owned bridges within the City of Bellevue, including some pedestrian bridges. There are other city owned bridges maintained by the Utilities and Parks Departments.

2. **Pothole Repairs:** The Operation and Maintenance (O&M) division of the Transportation Department conducts point repairs upon request or as determined necessary. The city encourages citizens to report needed pothole repairs via the MyBellevue App (more information about the MyBellevue App is available on the city's website at BellevueWA.gov/city-government/departments/finance/mybellevue) or via telephone at 425-452-7840.

3. **Roadway Resurfacing:** The City of Bellevue is responsible for routine pavement maintenance of the public streets. Generally, street resurfacing occurs between April 1 and September 30 but is also weather dependent. The city determines street resurfacing projects based on pavement age and condition and other priority rating criteria established by the city. Any resurfacing of a city street, whether performed by contractors working for franchise utilities or private developers as a requirement of their permitted work or as part of a publicly funded project, will require upgrading and/or installation of curb ramps, as required by ADA, PROWAG, or city policies.

4. **Sidewalks/Curb Ramps and Curbs/Gutters:** The City of Bellevue generally performs routine maintenance of the city's curb, gutter, and sidewalk. The city determines the sidewalk reconstruction based on the condition and other priority rating criteria established by the Transportation Department. Issues with sidewalks may be reported to the city using the MyBellevue App or by calling O&M at 425-452-7840. Reconstruction of city sidewalk, whether performed with private funding or public funding, will require upgrading and/or installation of curb ramps, as required by ADA, PROWAG, or city policies.

5. **Signals:** There are approximately 220 traffic signals in the City of Bellevue which the Transportation Department maintains and manages, including 24 traffic signals that are owned by WSDOT. The Transportation Department also maintains and manages pedestrian signals along

city streets. Any issues with signals, such as outages or flashing, may be reported using the MyBellevue App or by phone at 425-452-6856. Any proposed improvements that impact traffic signals within the public right-of-way must be reviewed and approved by the Transportation Department prior to any issuance of permits or initiating construction activity. Additionally, the Transportation Department manages the Traffic Management Center, which operates cameras, signal communication, and signal control.

6. **Signs and Markings:** The Transportation Department maintains roadway signs and markings/striping within the public ROW. The general public should use the MyBellevue App or call O&M at 425-452-7840 to report any damage, fading or other general needs related to roadway signs and markings.

7. **Street Lighting:** The Transportation Department has a dedicated team that manages and inspects street lighting within the City of Bellevue. Streetlights that are located on metal or concrete poles typically belong to the city, and those located on wooden poles typically belong to Puget Sound Energy. Small Wireless Facilities (SWF) placed on city owned streetlights must be approved through the city's permitting process. More information on SWF's can be found on the city's website at BellevueWA.gov/city-government/departments/development/permits/right-way-permits/small-wireless-facility-permit. For city-owned streetlight repair and maintenance, residents may report concerns using the MyBellevue App or by calling 425-452-6856.

8. **Traffic Studies and Traffic Calming:** Bellevue residents can request traffic calming or report a traffic safety concern on their street by filling out the Request for Action form on the city's website at BellevueWA.gov/city-government/departments/transportation/safety-and-maintenance/traffic-safety/traffic-safety-request-forms/request-for-action-form or by contacting the city at 425-452-6457. The Neighborhood Traffic Safety Services group in the Transportation Department conducts studies at the request of residents for traffic calming, which may include bump-outs/bulb outs, speed bumps/humps, traffic circles, slow points, and other physical speed reduction counter measures. The Transportation Department utilizes engineering principles, street context, and community interest to determine appropriate applicability of traffic calming treatments, such as vehicle volumes and speeds, pedestrian and bicycle use, transit operations, and other factors.

Section 1.3: Legal Authority

Pursuant to Bellevue City Code Section 14.30.230, the Transportation Department Director is authorized to adopt procedures and requirements regarding the management of the ROW. This manual in its entirety, including appendices, has been developed consistent with Bellevue City Code and comprises the authoritative procedures and requirements for private use of the city's ROW.

Section 1.4: Revisions to the ROW Procedures Manual

Revisions to this Right-of-Way Procedures Manual and associated Appendices may be produced from time to time. The current ROW Procedures Manual shall be published to the city's website. Approval of changes to the Right-of-WayProcedures Manual shall be by the Transportation Department Director or right-of-way designee.

2. Right-of-Way Permit Types

Chapter 2: Right-of-Way Permit Types

Section 2.1: General ROW Permit Information

Pursuant to BCC 14.30.070, the city requires a permit for any disturbance or other private use of the public right-of-way including temporary traffic control set up.

Applications for a Right-of-Way Use Permit (ROW Permit) should be submitted and managed using **MyBuildingPermit.com**. The portal allows users to:

- Apply for permits online
- Check permit status
- Requesting pre-construction conferences and other inspections
- Pay fees
- Access training and seminars

for those new to the city's permitting process, basic information on how to apply for permits can be found on the city's website at **BellevueWA.gov/city-government/departments/development/permits**. Additional information can be found in Appendix S: MyBuildingPermit.com ROW Permit Guide.

Right-of-Way Management will review construction proposals for adherence to all applicable code, standards, and policies. The city may request changes or deny applications, as necessary, for the protection of public health, safety, and welfare.

A permit issued by the city is required for construction, repair, or maintenance of any facility within the public right-of-way. To receive a permit to conduct construction activity within the public right-of- way, the applicant must submit drawings for review and approval by the city's Transportation Department.

Activities requiring a ROW Permit:

a. Any private use of the public right-of-way.
b. Any type of construction that involves digging, blocking, excavating, or placing material and/or containers within the public right-of-way.
c. Any type of construction that involves the use of mechanized construction equipment within the public right-of-way.
d. Any type of construction that involves cutting or removing pavement or placing poles, transformers, or control cabinets.
e. Hauling if five or more round trips are anticipated, whether there is construction in the right-of-way or not.

Section 2.2: ROW Permit Designations

Permits for construction within the public right-of-way are issued by the city's Development Services Department. The Development Services Department has harmonized the permit types found in Chapter 14.30 BCC. There are five ROW Permit types within the city's current permit application system (TG, TN, TJ, TK, and TE), the following table provides a crosswalk aligning the designations:

Permit Types	
Historic Designations	**Development Services Application Designations**
Type A	Type TE
Type B	Type TE
Type C	Type TN, TJ, TK & TG
Type D	Type TE

Section 2.3: Commercial Development ROW Permit (Type: TN)

This permit type may be issued for use of the right-of-way associated with commercial construction or maintenance projects, multifamily development, or plat infrastructure. In most cases, Commercial Development ROW Permits are linked with the associated Clear and Grade Permit and Building Permit for the underlying development project. Approved Clear and Grade Permit plan sheets are required to be submitted under the ROW Permit to ensure that there are not discrepancies in the field.

Typical activities that may require a Type TN permit are:

- Haul Routes – use of public right-of-way to move materials that can cause debris, spills, noise, road damage and/or unusual traffic congestion.
- Frontage Improvement – curb, gutter, sidewalk, lighting, landscaping, irrigation systems, signing, roadway work, walls, railings and other public appurtenances.
- Illumination and traffic signal systems as part of a development improvement.
- Underground structures, particularly parking garages, that encroach into the public right-of-way.
- Building signing, awnings, or other marquees as part of a development. No awning, canopy or marquee shall be constructed at a location or in a manner which will obstruct, obscure or interfere with any streetlight or with any utility pole.

These activities require inspections, traffic control plans, warranties, indemnity agreements, and may require short- or long-term ground lease agreements.

TN permits may be issued for extended periods of time for those activities identified on the Clearing and Grading permit.

Infrastructure improvements shall be approved under a Clearing and Grading permit prior to authorization to work in the right-of-way under a TN permit. The TN permit serves as the construction authorization to complete the project elements within the public right-of-way

identified and approved on the Clearing and Grading permit. TN permit approval is typically for issued for distinct elements of work within the ROW and occurs in phases requiring multiple post issuance revisions.

The applicant for a TN permit should be the general contractor or owner's representative. When applicable, applications should be submitted for a TN permit once the Clear and Grading plans have been finalized.

Submittal Requirements

- Bill-To Form
- Civil Plan
- Project Timeline
- Traffic Control Plan
- Site Logistics Plan

Additional Submittal Documents

The following items may be required during plan review, as determined by the scope of your project:

- Document Waiver Form
- Clearing and Grading Permit
- Olympic Pipeline Notification
- Seattle City Light Notification
- Seattle Public Utilities Notification
- Right-of-way Lease Plan
- Parking Plan
- Shoring Plan

Timelines

- Target Review Processing Timeline from date of application is 28 Calendar Days
- Actual Processing Timeline may vary based on complexity

Section 2.4: Franchise Utility ROW Permit (Type: TJ)

This permit may be issued for use of the right-of-way for Franchise and non-city Utilities operating under a Franchise Agreement or Telecommunications Right-of-Way Use Agreement (RUA)

Typical activities that may require Type TJ permit are:

- Overhead and underground utility work.
- Potholing, trenching, bore-pits; directional boring; pipe bursting; jack and bore.
- Pulling fiber or coaxial systems for data/telecommunications or cable television services, installing electrical or gas

- Removal and replacement of sidewalk, curb/gutter, driveway approaches, curb ramps, pavement grinding, and trench or overlay restoration
- Annual utility maintenance by non-city Utilities, including cable/fiber splicing
- Small Wireless Facilities (SWFs) as provided by Chapter 6.02 BCC and Chapter 6.08 BCC. More information on SWFs can be found at **BellevueWA.gov/city-government/departments/development/permits/right-way-permits/small-wireless-facility-permit**
- Construction or maintenance of Wireless Communication Facilities (WCFs) as described in Bellevue Land Use Code (LUC) section 20.20.195
- Any activity that disturbs the surface, super-surface, or sub-surface of the right-of-way

These activities require inspections, temporary traffic control plans, and at times warranties, and indemnity agreements.

TJ permits are typically issued for up to one year.

Submittal Requirements

- Bill-To Form
- Site Plan
- Traffic Control Plan

Additional Submittal Documents

The following items may be required during plan review, as determined by the scope of your project:

- Clearing and Grading Permit
- Construction Stormwater Pollution Prevention Plan Form
- Document Waiver Form
- Olympic Pipeline Notification
- Seattle City Light Notification
- Seattle Public Utilities Notification

Timelines

- Target review processing timeline from date of application is 14 calendar days
- Actual processing timeline may vary based on complexity

Small Wireless Facilities have the following FCC Order Timelines:

- New or Replacement Pole/Facility – 90 calendar days from time of application
- Existing Pole/Facility – 60 calendar days from time of application

Section 2.5: Government ROW Permit (Type: TK)

This permit may be issued to any government agency, quasi-governmental agency (such as a water district or transit authority), city department or to a contractor working under a city contract for a capital or maintenance project and annual maintenance of the city infrastructure. Infrastructure design elements should be reviewed prior to an agency submitting a TK permit application. A predevelopment services permit (DC) should be submitted for review for infrastructure elements that are not vetted through other review processes. Once a project reaches 90% design and includes temporary traffic control plans (where applicable), a TK permit application is appropriate. ROW review staff will not review the design of a project under a TK permit. The TK permit review is only for the final review of construction logistics and/or temporary traffic control plans.

Typical activities that may require Type TK permit are:

Activity that disturbs the surface/sub-surface of the right-of-way such as construction and maintenance type activities that impacts the right-of-way.

- Roadway Improvement – street widening, curb, gutter, sidewalk, lighting, landscaping & irrigation, signing, grind and overlay, traffic signals, crosswalk improvements
- Public utility improvements – street trenching and trenchless solutions for storm, wastewater, and water projects

TK permits may be issued for extended periods of time as requested by the Project Manager.

Submittal Requirements

- Bill-To Form
- Civil Plan
- Project Timeline
- Submittal Checklist
- Traffic Control Plan

Additional Submittal Documents

The following items may be required during plan review, as determined by the scope of your project:

- Clearing and Grading Permit
- CSWPPP Form
- Document Waiver Form
- Olympic Pipeline Notification
- Seattle City Light Notification
- Seattle Public Utilities Notification

Timelines

Target review processing timeline 14 calendar days

Section 2.6: Street Use Permit (Type: TE)

This permit may be issued for uses of the right-of-way such as sidewalk cafes, street runs, non-motorized races, parades and processions, assemblies, block parties, parking, loading zones, annual trucking permits, and oversized loads. A TE permit may also be issued for work in the roadway, adjacent land, sidewalk, or lane or roadway closures that will not involve the physical disturbance of the right-of-way and are closures of short duration (less than two weeks). Franchise utility work that matches the above description shall be submitted under a TJ permit, not a TE.

Typical activities that require a Type TE permit are:

Activity that will not disturb the surface/sub-surface of the right-of-way.

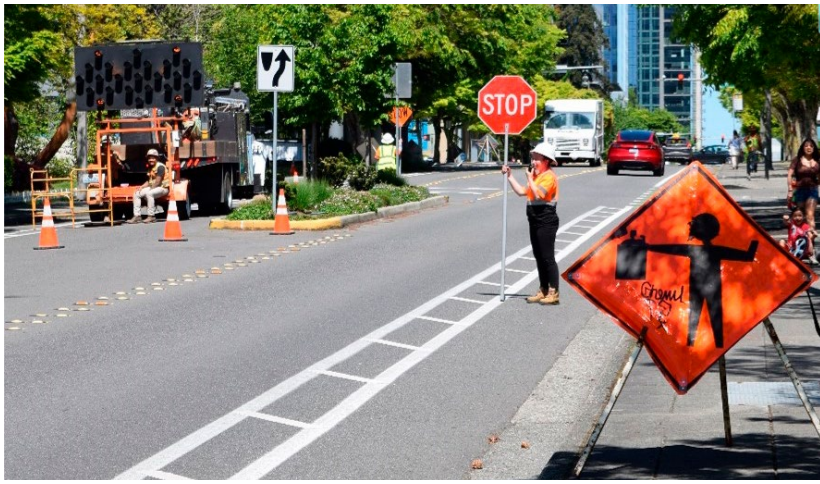
TE Permits may be issued for up to one year.

Submittal Requirements

- Bill-To Form
- Site Plan
- Traffic Control Plan
- Trucking Insurance (for Annual Trucking permit)

Timelines

- Target review processing timeline 14 calendar days



Section 2.7: Residential ROW Permit (Type: TG)

This permit may be issued for work in the right-of-way associated with residential projects that do not meet the threshold of requiring a New House or Large Addition building permit (Type: BS). Projects that require a BS permit will have ROW review occur under that permit and will not need an additional residential ROW use (TG) permit.

Typical activities that may require Type TG permit are:

Driveway re-construction or relocation, landscaping, fences, walls, city water/sewer/storm connections, and other activities that may impact the ROW. TG permits may be issued for up to one year.

Submittal Requirements

- Bil-To Form
- Site Plan
  - Site location, address, and names of adjacent or nearby streets
  - North arrow
  - Scale – 1 inch = 20 feet to 1 inch = 50 feet
  - Driveway entrances
  - Proposed scope of work being done in the right-of-way
  - Plan and Profile reflecting the restoration of the roadway surface after trenching

- Driveways:
    - Show proposed width, slope, and edge radius at the street tie in
    - Proposed material (6" of Concrete or HMA within the ROW over 4" of CSBC)
- Show curb and gutter removal and replacement limits (if applicable)
- Separation from neighboring driveways or intersections (if applicable)
- Trees in the right-of-way
- Locations of existing utilities
- Streetlights and power poles
- Mailboxes and/or fixed objects within the ROW
- Show proposed utility connections (if applicable)

- Traffic Control Plan (for work on arterial roads)

Additional Submittal Documents

The following items may be required during plan review, as determined by the scope of your project:

- Olympic Pipeline Notification
- Seattle City Light Notification
- Seattle Public Utilities Notification

Timelines

- Target review processing timeline 14 calendar days

Section 2.8: Review Process & Revision Cycles

The city's permitting process is completely paperless. Customers can submit applications, upload plans, pay standard permit fees and schedule inspections online at MyBuildingPermit.com. Requesting modifications to permit applications must also be completed online.

If the information provided on a permit application is deemed inadequate during the permit review process a notice of permit denial or revision request will be submitted to the applicant. Applicants are required to submit revised plans or additional information within a specified period of time based upon the nature of the revision request. Failure to submit a revision request within the specified timeline may result in the denial or cancellation of the permit application.

The following are timelines that may be imposed on revision requests for ROW Permits:

- Revised Site Plan – 2 weeks to resubmit
- Revised Civil Plan – 30 days to resubmit
- Revised Traffic Control Plan (TCP) – 2 weeks to resubmit

- Submit missing document – 1 week to resubmit
- Upload approval from outside agencies – 2 weeks to resubmit

Depending on the scope of work, additional time to resubmit may be allowed at the discretion of the reviewer.

If a ROW Permit application fails to receive approval after three revision cycles, it is subject to denial or cancellation at the discretion of the Right-of-Way Manager. Additionally, if an issued permit fails to adhere to the approved timeline, the permit may be cancelled at the discretion of the Right-of-Way Manager.

Section 2.9: Right-of-Way Permit Durations

The following list outlines the expiration dates for each ROW Permit type:

- ROW Permits tied to a Building Permit, Clearing and Grading Permit, etc., shall match the expiration date of the accompanying permit. **TN** permit durations will typically match the underlying Clearing and Grading permit duration. Permits issued for permanent structures in the ROW may have extended permit durations or conditions that last for the life of the structure or underlying project.
- Unless tied to a development project, **TJ** permits shall have durations ranging from 3 to 12 months, depending on the nature of the work. Generally, 3 months for non-disturbance and 12 months for disturbance of the ROW. If a franchise utility project requires more than 3 or 12 months respectively, multiple TJ permits may be required in order to allow the project scope to be divided into more manageable phases.
- Unless tied to a development project, **TG** permits are valid for 6 to 12 months, depending on the nature of the work. Permits will be valid for 6 months if there is no roadway cutting, and 12 months for projects requiring pavement restoration.
- **TE** permits shall be for specific, planned date(s), and the permit expires after that date has passed (with the exception of annual permits). If a range of dates is necessary, a TE permit may be issued with a permit duration of 30 days, however, the activity within the ROW is limited to 14 days. Trucking permits are issued for longer durations.
- **TK** permit durations are tied to the project schedule submitted with the original application. In no circumstances shall a TK permit duration be more than 36 months.

After a permit duration has lapsed on a project, if the project is still active a new ROW Permit will be required.

3. Other COB Permits

Chapter 3: Other COB Permits

Right-of-way permit reviews are not exclusive to the permit types listed in Chapter 2 and are conducted for other permits issued by the Development Services Department. The following are permit types that may initiate or impact ROW review.

Section 3.1: Clearing and Grading Permits (Type: GA, GB, GD, GE, GJ)

Improvements in the ROW shall meet the current requirements and standards set forth in the City of Bellevue's Transportation Design Manual. Any private development with proposed frontage improvements impacting the public right-of-way, must be reviewed, and approved by the Transportation Development Review team. Generally, this approval is done as a part of the Clearing and Grading Permit. However, an approved Clearing and Grading Permit does not exempt the Applicant from applying for the necessary ROW Permit(s).

A ROW Permit must be obtained for any planned construction activity within the public right-of-way. Multiple permits will be required if franchise utility work is planned. Dry utilities are typically shown on the Clear and Grade Permit plans, but final alignment is approved under the appropriate TJ permit applied for by each company.

The project owner must apply for and receive approval of the necessary ROW Permits (see Chapter 2 for types of ROW Permits) prior to initiating any construction or mobilization activities identified under a Clear and Grade Permit.

On commercial projects, a Clear and Grade Permit may not be issued until preliminary approval occurs on the associated TN permit for hauling and mobilization activities.

Section 3.2: Utility Permits (Type: UA, UB, UC, UE)

Proposed improvements impacting water, sewer, and stormwater utilities infrastructure must be reviewed and approved by the City of Bellevue Utilities Department. The project owner must apply and receive approval for all necessary ROW Permits (see Chapter 2 for types of ROW Permits) prior to initiating any construction activities in the right-of-way identified under a Utility Permit.

Section 3.3: Residential Building Permit (Type: BS)

This permit may be issued for construction of a new single-family residence or an addition greater than 3,000 square feet of new and/or replaced floor area. Authorization to work in the right-of-way is granted under this building permit. Right-of-Way Management reviews the building permit for impacts in the right-of-way, which may include but is not limited to the following:

- Driveways
- Tree removals and replacements
- Ground disturbances caused by undergrounding utilities
- Pavement and sidewalk restoration

Right-of-Way approval under a BS permit does not authorize any trenching or installation associated with any of the following utilities: power, gas, telephone, or cable/data. All work in ROW associated with these shall be performed under a separate permit issued to each utility company.

Additional information concerning BS permits can be found on the city's website.

Section 3.4: ROW Reviews Under Other Permits (Types: DC, LR, CA, BE, BR)

Right-of-way permit reviews are not exclusive to the permit types listed above and are performed under other permits issued by the Development Services Department. The following are additional ROW Permit reviews that may occur during projects.

Predevelopment review (Type: DC) is a way to get ongoing, detailed feedback and help from the city on your development concept prior to submitting an application for the project. Although typically not required, this permit type can help applicants early in the permitting process to develop a complete formal application and quality project design or to help investigate issues that require in-depth analysis from city staff. This permit can include multiple review groups and is not exclusive to ROW. More information about Predevelopment services permits can be found on the city's website.

Temporary Use permits (Type: LR) are screened for impacts to the public right-of-way. Temporary Use permits are for seasonal or transient uses that are not otherwise permitted but may be allowed on an interim basis without full compliance with development standards. More information regarding Temporary Use permits can be found on the city's website.

Wireless Communication Facilities in the right-of-way require multiple permits. In addition to the required ROW Franchise permit, a Land Use permit for the Wireless Communication Facility in the ROW (Type: CA) is required. This permit for the installation of a new or modification of an existing wireless communication facility (includes associated equipment) in the public right-of-way is reviewed by Right-of-Way Management among others. Additional permits may also be required by Land Use.

Building demolition permit is required to remove any permanent structure or part thereof, including a single-family house, multifamily or commercial structure, garage or storage shed. The permit (Type: BE) includes clearing and grading if the foundation is being removed. ROW review may be added if the demolition has work that is required to occur in the public right-of-way such as cutting and capping utilities. More information regarding demolition permits can be found on the city's website.

Residential building additions that are less than 3,000 square feet of attached floor space to an existing dwelling or the addition of a deck, as well as all buildings and structures not attached to the house typically do not require ROW review. However, if the addition permit (Type: BR) requires any work in the right-of-way way (including driveway replacement or relocation – please note driveway modifications are NOT reviewed as part of a BR permit; therefore, approval of a new or additional garage does not authorize a new or relocated driveway) a TG permit will be required. Additional information on residential additions can be found on the city's website.

4. ROW Inspections

Chapter 4: ROW Inspections

Section 4.1: Scheduling Inspections

After approval of a ROW Permit, the applicant (owner, developer or contractor) shall schedule a preconstruction meeting (Pre-Con) with ROW inspection, at a minimum, 24 hours before any work shall take place in the public right-of-way. A ROW Pre-Con is also required on a single-family building permit (BS).

The applicant (owner, developer, or contractor) shall provide the following documents at the Pre-Con Meeting:

a. A copy of the approved permit.

b. A copy of the approved permit plans and conditions.

c. For franchise permits (TJ Permits) requiring surface disturbance additional requirements are listed in Appendix A.

For long term projects, applicants shall schedule a preconstruction meeting with the Transportation Inspector for each stage of the work.

Inspection requests may be made online through **MyBuildingPermit.com**. If the applicant has no access to the internet, inspections can be scheduled by calling the IVR system at 425-452-6875 and using the three-digit numerical code shown on the permit with each inspection type.

A Job Start inspection is required for each day work is occurring. A Final inspection is required once all of the work has been completed.

Work on Capital Improvement Projects (CIP) managed by the City of Bellevue may utilize alternative inspection processes with CIP inspectors performing most of the inspection tasks within the public right-of-way.

Section 4.2: Assurance Device

An Assurance Device provides the city with monetary recourse should work in the ROW required under an issued permit not be satisfactorily completed in accordance with the conditions of the issued permit. The typical type of assurance device accepted by Right-of-Way Management is an Assignment of Savings. An Assignment of Savings gives the city permission to access an account set up at the applicant's (owner, developer, or contractor) bank in their name containing the required dollar amount of the right-of-way improvements Assurance Device.

An Assurance Device will be required by Right-of-Way Management when the applicant (owner, developer, or contractor) requests a temporary certificate of occupancy (or final inspection for a single-family home) and the work in the ROW is not completed. The amount of the Assurance Device is determined by getting a written quote of all uncompleted work in the ROW including, paving, concrete, and striping as well as associated temporary traffic control. The amount required for Assurance Device is 150 percent of the quote. Please note that a separate process for Assurance Devices may be established by the Transportation Development Review team for frontage improvements associated with commercial development projects.

When all work in the right-of-way is complete, the ROW inspector for the City of Bellevue shall be notified for a final ROW inspection. The Inspector shall schedule an onsite visit to assess the approved work that was performed in the ROW per the approved permit.

The Assignment of Savings release will be issued after a review of the inspector's report. All deficiencies must be addressed within a specified schedule before an Assignment of Savings release order is issued.

An example Assignment of Savings document is provided in Appendix B of this document.

Section 4.3: Right-of-Way Hold Harmless and Indemnity Agreement

A Right-of-Way Hold Harmless and Indemnity Agreement shall be required for any private improvements constructed within the ROW.

The permit owner is responsible for all costs incurred by the city to prepare and record the Right-of-Way Hold Harmless and Indemnity Agreement. An example Hold Harmless and Indemnity Agreement is provided in Appendix C.

Section 4.4: Permit Conditions

Applicants and their representatives are required to adhere to both the General Conditions and Site-Specific Conditions issued with their permit. Failure to follow the requirements listed in the permit conditions will result in corrective action as described in Section 5 of this manual. If there are any conflicts between the Site-Specific Conditions and the General Conditions, the Site-Specific Conditions shall govern. The General Conditions for all ROW Permits can be found in Appendix D.

Section 4.5: Temporary Traffic Control

Work on arterial roads requires a site-specific temporary traffic control plan (TCP) that is reviewed and accepted as part of the permit review process. The TCP may have redline markups provided by the Transportation Department and must be adhered to in the field. If applicable, a copy of the TCP is required to be available on the job site at all times during the implementation of work within the right-of-way. Further guidance on Traffic Control Plan requirements can be found in Appendix E.

For work on or impacting arterial roads, and when determined by the city due to traffic conditions, a Traffic Control Supervisor (TCS) must be assigned to the project. Multiple TCS may be required depending on the size and scope of the work. The roles and responsibilities of the TCS are found in the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and in the WSDOT Standard Specifications, and are further explained in Appendix F.

Depending on field conditions (traffic, construction in the area, etc.), as well as the actual workspace required, the Transportation Inspector may at any time require modifications to the temporary traffic control. This may include the addition of police officers, submission of a new temporary traffic control plan, or both.

Temporary traffic control shall be administered in accordance with MUTCD Part VI, the MUTCD-Washington State Modifications (M 24-01) and as adapted by the City of Bellevue Transportation and Police Departments.

At any time, at the discretion of either the Transportation Inspector or Bellevue Police, it may be necessary to stop work and restore normal traffic conditions until the appropriate traffic control materials, personnel, or layouts are obtained.

Any traffic control sign lacking an owner's name and contact number is subject to immediate removal. No Parking signs not displaying a permit number are also subject to immediate removal. Additionally, any sign found abandoned will be promptly collected by

the owner upon notification or may be disposed of, with the associated costs billed to the permit holder.

Section 4.6: Locates

Utility locates involve identifying and marking underground utility lines, such as gas, water, and electricity, before digging or excavation begins. This process prevents damage to essential services, property, and personal injury while ensuring projects proceed safely and efficiently. The applicant or their representatives shall contact the One Call Locator Service at 1-800-424-5555 (or 811) a minimum of two (2) business days but not more than ten (10) days before beginning of any excavation/disturbance of surface authorized by City of Bellevue permit. RCW 19.122, BCC 14.30.070. All locates must be marked prior to scheduling the preconstruction meeting. Information concerning the color code associated with painted locates can be found in Appendix G.

Section 4.7: Voluntary Correction

The Transportation Inspector shall pursue a reasonable attempt to secure voluntary correction by the applicant (owner, developer, or contractor) who is responsible for the violation. Where voluntary correction is not appropriate the city may instead elect to pursue corrective actions outlined in Chapter 5 below.

5. Violations

Chapter 5: Violations

Section 5.1: Penalties for Violation of ROW Regulations

Violators of the procedures, rules, and regulations described in this manual or city code may be subject to the penalties set forth in Chapter 14.30 BCC and Chapter 1.18 BCC. In addition to the monetary penalties set forth in the BCC, the violator may be subject to corrective and abatement action, including but not limited to one or more of the following corrective actions and:

a. Written directive requesting immediate correction or discontinuance of the specified condition (Request for Voluntary Compliance – see Chapter 1.18 BCC).

b. Service of a written notice of violation, ordering correction, discontinuance, or abatement of a specific condition or activity within 10 days of notice, or such other reasonable period as the director may determine. Such notice of violation may carry a penalty of up to $500.00 per day for each day a violation continues to exist.

c. The revocation or suspension of a permit or approval for access to the public right-of-way.

d. The issuance of a stop work order until the conditions and requirements outlined in the stop work order are met.

e. A work stoppage for a portion of, or all, construction activities underway for a responsible party within the City of Bellevue that has a violation. Work stoppages shall be for a length and scope determined by the Right-of-Way Manager and may be extended until the matter is resolved to the satisfaction of the Right-of-Way Manager.

f. A pause on all permit issuances for the project subject to the enforcement action for a specified period of time.

g. Direct or indirect costs incurred by the city to correct any violations and unsafe conditions created by the responsible party. Indirect costs may include time spent by city staff on the issue, billed at the current hourly rate for permit review.

h. A double fee charge on any new permits or revisions associated with violations caused by unpermitted work.

Section 5.2: Additional Legal Actions Against Violators

The imposition of any of the foregoing penalties does not prevent the city from taking any other administrative or legal actions allowed under applicable regulations or seeking any other relief that may be granted under applicable law.

The city retains the right pursuant to BCC 14.30.260:

a. The violation of or failure to comply with any provision of this chapter is declared to be unlawful.

b. Any violation of any provision of this chapter is a civil violation as provided for in Chapter 1.18 BCC, for which a monetary penalty may be assessed and abatement may be required as provided therein.

c. In addition to or as an alternative to any other penalty provided by this chapter or by law, any person who violates any provision of this chapter shall be guilty of a misdemeanor.

Section 5.3: Notice of Violation

If the city believes that a person or entity has not complied with the conditions of a permit, the procedures found within this manual, or a term in the Bellevue City Code, the city shall notify the appropriate party of the nature of non-compliance per Bellevue City Code 14.30.190.

6. Commercial Activity within the ROW

Chapter 6: Commercial Activity within the ROW

Section 6.1: Vending Permits

Buying and selling goods within the public right-of-way is prohibited except by permit. Blocking a sidewalk when conducting an authorized, city permitted sale of goods is prohibited. A minimum passageway width of at least 5 feet must be maintained within the sidewalk at all times. The Transportation Department may restrict vending activities to specific areas within the ROW and reserves the right to deny requests.

A Right-of-Way Street Use Permit (**BellevueWA.gov/city-government/departments/development/permits/right-way-permits/street-use-permit**) (TE type permit) will need to be obtained to take use of the city right-of-way for vending purposes. Fees for a Street Use permit can be found within the 2025 Fee Schedule for ROW Use Permits.

Please refer to the Street Use Permit link (above), for required submittal documents. Additional documents and information required prior to ROW permit issuance are below:

1. Provide a City of Bellevue business license, refer to **BellevueWA.gov/city-government/departments/finance/business-taxes/business-licenseses** for information.
2. Provide a Certificate of Liability Insurance in the amount of $1,000,000 naming the City of Bellevue as an additional insured. Provide with the insurance a CG 20 12 or CG 20 26 endorsement.
3. Provide information about your vendor cart.
    a. Please submit a photo of each side of your vendor cart and provide dimensions - length, width, and height.
    b. The photos should capture the complete cart, as we want to know if your cart has wheels to allow ease of mobility to the permitted area.
4. Please provide information about the products you will be selling. Provide photos of the products or similar products to be sold.

Section 6.2: Vending Machines

Unattended vending machines or similar devices, including boxes containing newspapers or other written materials, shall not be located within the public right-of-way. Any unattended vending machines or similar devices may be removed at the discretion of the Transportation Department.

Section 6.3: Private Shuttle Services

For shuttle curbside/shoulder uses in the public right-of-way that affect the movement of vehicles, pedestrians, or both, but generally do not involve a physical disturbance a ROW Permit (Type: Street Use – TE) is required which may include a lease fee.

Shuttle service locations are designated within four areas (Downtown/Factoria/Bel-Red/Eastgate) of Bellevue and each area requires a separate permit, which have

different lease rates. Shuttles operating in more than one area and moving to other areas may be required to pay proportional lease rates for each operational area. Not all locations will be functional for shuttle services and the areas are determined by Traffic Engineering within the Transportation Department.

The shuttle curbside/shoulder permit is only for drop off/pick up and does not include layover parking. All permittees shall work to manage arrival and departure times to mitigate the need for layover within public right-of-way. If layover space is required, it is the permittee's responsibility to research and secure space that is not within the ROW.

Section 6.4: Outdoor Dining within the Public ROW

For outdoor dining spaces on public right-of-way (streets and sidewalks), applicants must obtain a ROW Permit (Type: Street Use – TE) to ensure plans comply with the Americans with Disabilities Act, fire code, stormwater, and other requirements. Bellevue allows three types of outdoor dining in the right-of-way:

- **Sidewalk café:** An outdoor dining area on the sidewalk with table service; seating is available to restaurant patrons. Additional information on sidewalk café standards can be found in Appendix H.
- **Sidewalk seating area:** An outdoor dining area on the sidewalk with no table service; seating is available to everyone. Additional information on sidewalk seating areas can also be found in Appendix H.
- **On-street dining area:** An outdoor dining area in an on-street parking lane, with or without table service.

Approval for use of the city sidewalk or established parking lane is reviewed site by site. Not all locations will be functional for Sidewalk Cafes, Sidewalk Seating Areas, and/or On-Street Dining. A Sidewalk Café permit must first be obtained if there is proposed use of the parking lane for On-Street Dining.

To apply for a permit for outdoor dining in the right-of-way, review the **Application Guide**, on the city's website at **BellevueWA.gov/city-government/departments/community-development/economic-development/grand-connection/outdoor-dining**, follow the listed steps, and submit the permit application on **MyBuildingPermit.com.**

Section 6.5: Commercial Filming Activities

Temporary intermittent traffic control for filming on the streets of Bellevue may be permitted under a ROW Permit (Type: Street Use – TE). No commercial filming in the ROW is allowed without an approved permit. If extensive advanced planning and coordination with the Right-of-Way Management team is needed, a predevelopment services permit may also be required (DC).

These types of activities will require extensive Police and Transportation Department support. Hourly rates for both departments' personnel are required to be paid in addition to the standard permit fee. Cancellation of filming less than 24 hours in advance will result in a 4-hour minimum charge per officer signed up to work.

Intermittent road closures for filming are typically limited to 4 minutes at a time. All final decisions related to filming on streets are made by Police Officers and the Transportation Inspector(s) on site.

Section 6.6: Shipping/Storage Containers or Dumpsters

Moving containers and dumpsters are typically not permitted within the right-of-way. There are, however, limited circumstances where they may be allowed. They are generally not allowed downtown or on arterial streets. Containers or dumpsters will not be permitted where, in the opinion of the Engineer, a safety concern would be created. Within residential areas, these items must always be placed in driveways (or elsewhere on private property), with the exception that a ROW Permit may be issued for owners with very steep driveways (greater than 15% grade).

When these items are permitted in the ROW with a valid permit, they shall have a footprint not exceeding 20 feet long by 8 feet wide, shall remain for no longer than 48 hours, be placed on ¾" plywood or other equivalent risers to protect the roadway, and be safely delineated with 28" cones with retroreflective tape to increase visibility to drivers. Additionally, the corners of the moving container or dumpster must have retroreflective tape.

Section 6.7: Annual Trucking Permit and Oversized Loads

The transport of oversized loads in the city limits of Bellevue requires an Annual Trucking Permit. A Pre-Con inspection request must be scheduled at least 48 hours in advance of the move using **MyBuildingPermit.com** or 425-452-6875. An additional Oversize Load inspection request is required.

As applicable, hourly inspections will be billed to the underlying development project for any escort activities. If there is no associated development project, the Annual Trucking Permit will be billed for the inspection time.

Oversize loads that will be loaded, unloaded, and/or staged in the public right-of-way, must do so within temporary traffic control approved prior to delivery.

The city's rules governing Over-Legal Vehicles and Superloads can be found in Appendix I.

Section 6.8: Holiday Lights in the ROW

Holiday lights in the right-of-way require a permit for installation or removal. Holiday lighting and decoration attached to city owned trees and infrastructure is allowed with an approved permit between Nov 1 and Jan 31. The city has developed a brochure that will help provide insights into how to plan for a successful holiday lighting project. The brochure can be found in Appendix J.

Section 6.9: Containers in the ROW

Since Bellevue has few alleys, there is going to be an inherent conflict with containers and pedestrian facilities on collection day. It is important to be a good neighbor and consider others when placing your cans out. Try to maintain the greatest amount of room possible on the sidewalk by placing the container in front of the sidewalk curb and not on the sidewalk itself.

Remove your containers as soon as possible following collection. Containers must be removed from the right-of-way by the end of the collection day. It is allowable to place containers the night before collection is scheduled to occur, but in no circumstances should containers be left in the right-of-way indefinitely.

7. On-Street Parking Management

Chapter 7: On-Street Parking Management

Section 7.1: Parking Management

The city's Transportation Department is committed to effectively managing the utilization of parking spaces for the public, residents, business owners and their employees, as well as visitors. The Transportation Department provides oversight of on-street parking.

Section 7.2: Residential Parking Zones (RPZ)

A residential parking zone (RPZ) is established by city ordinance to restrict non-residential parking on local streets. As of January 2024, there are 14 active RPZs. These zones generally cover areas where spillover parking occurs: downtown, near schools, parks and other business centers that may have parking spill over into neighborhoods. RPZs are created at the request of residents as a result of spillover parking concerns. For an RPZ to be implemented, there must be a documented spillover parking issue that is quantitatively measured—via a parking study—and a percentage of households must support the RPZs before signs are posted and permits issued. Zone size can range from a single block to multiple blocks within a neighborhood. Once established, RPZs can expand in size assuming minimum parking thresholds are met, and the neighborhood supports the expansion. RPZs are not implemented in downtown or BelRed.

Residents living in an established zone (and their guests) are eligible to park on the street once they apply for and display RPZ decals or visitor permits. All vehicles parked on the street during restricted hours must display a valid permit to avoid receiving a citation. Residents displaying a valid RPZ decal or visitor permit are not exempt from any parking laws or parking restrictions that may occur due to Special Events or construction activity.

Applications for a residential parking permit can be submitted on the city's website at **rpz.bellevuewa.gov/Start** or by contacting Neighborhood Traffic Safety Services in the Transportation Department by emailing **BellevueNTSS@bellevuewa.gov** or calling 425-452-6457.

More information about RPZ's can be found on the city's website: **BellevueWA.gov/city-government/departments/transportation/safety-and-maintenance/traffic-safety/residential-parking-management**.

Section 7.3: Commercial Vehicle Parking

A permit is not be required to utilize Commercial Loading and Unloading zones within the city limits. No parking on sidewalks or two-way left turn lanes is allowed for loading and unloading activities.

If designated zones are not sufficient, commercial vehicle owners may request a ROW Permit to perform loading/unloading operations. The Transportation Department will review whether there is adequate on-street parking before issuing the permit.

The permit will be valid for the duration requested by the applicant on the permit application unless otherwise changed during permit issuance by the city.

Section 7.4: On-Street Parking

The City of Bellevue Transportation Department oversees on-street parking. All parking within the right-of-way must adhere to posted restrictions and other appliable laws.

Requests to temporarily reserve parking spaces shall be made through the appropriate ROW Permit, and applications must be submitted thirty (30) days in advance. These requests will typically not be approved without compelling justification for the necessity of use of the space(s) in question. Permits will not be approved to allow passenger vehicle parking reservations for ongoing construction projects.

Section 7.5: Removal of On-Street Parking Spaces

The City of Bellevue Transportation Department must initiate or approve the removal of any on-street parking spaces. The department recognizes that parking spaces may need to be removed due to changing roadway conditions, configuration, or both.

The removal of on-street parking is typically accompanied by the relocation of space to a nearby location. Plans for removal of on-street parking spaces must be submitted and shown on construction plans at the time of submittal for review by the city.

Section 7.6: Rideshare Services

Rideshare vehicles are required to follow rules of the road. Stopping and standing in the traveled lanes is not permitted. Rideshare vehicles shall pickup/drop off within designated parking lanes or load in/out zones only.

8. Other Uses of the ROW

Chapter 8: Other Uses of the ROW

Section 8.1: Furniture and other Elements in the ROW

A minimum width of 6 feet must be maintained on any walkway or sidewalk when an object is installed in the ROW, such as street furniture, art installations, signs, utilities, and other approved materials. At the discretion of the Engineer, at pinch points, or other unique circumstances, the minimum clear width of sidewalk may be reduced.

Street furniture consists of bicycle racks, benches, planters, and other affixed furniture elements. Proposals for furniture in the public right-of-way must receive approval from the city through a permit application. If approved, a recorded Indemnity Agreement will typically be required.

Section 8.2: Bus Shelters

A ROW permit is required to erect a bus shelter within the public right-of-way. Prior to submission of a TK permit, the applicant shall coordinate design efforts with the Transportation Department. Coordination efforts requires the submission of a predevelopment services permit (DC) which will be reviewed by the Transportation Development Review team.

Section 8.3: Signs in the ROW

Right-of-Way Management will only approve permit applications for temporary signs associated with construction projects. All permanent signs that are requested to be in the public right-of-way must conform to the regulations provided within Chapter 22B.10 BCC.

Signs if they are creating hazardous conditions within the public right-of-way are subject to removal by the Transportation Department.

Section 8.4: Utility Infrastructure

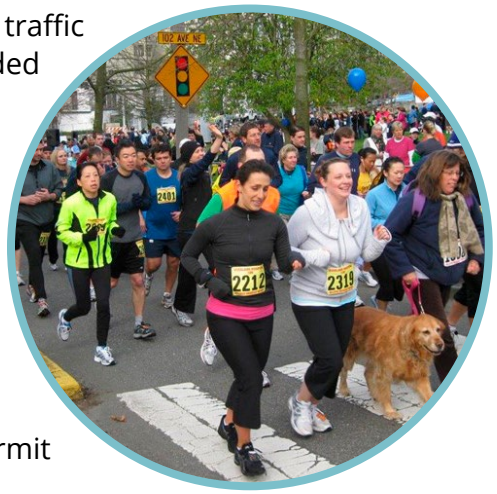
Utility boxes, cabinets, or other assets that meet the city's requirements may be constructed within the public right-of-way after obtaining the necessary permits. Infrastructure shall be placed in a way that provides access for maintenance and minimizes impact to private property.

Vaults in the public right-of-way where utility company's assets exist must be owned by a Franchise Utility. Alternatively, utility vaults installed by private developers (such as meet-me vaults) and not owned by a Franchise Utility, are allowed only on private property.

In the event utility infrastructure will be placed in front of a private residence within the ROW, then the infrastructure must be installed to minimize visual impacts on the surrounding area and shall not impede or obstruct pedestrian movement or vehicle sightlines. The infrastructure installed shall be as small as possible to accomplish the needs of the utility, and if applicable, shall not exceed stated size limitations prescribed in a Franchise Agreement

or elsewhere. Utility companies found in violation of this section may be required, at the discretion of the Right-of-Way Manger to remove such infrastructure.

Section 8.5: Special Events



Special Events that may impact public streets whether by blocking traffic or infringing on the public's right to use that roadway for its intended purposes require a Special Events Permit. Special Events Permits are issued by the Special Events Committee. In order to obtain such a Special Events Permit, the event would need to meet a set of criteria and follow the established process and timeline. Information regarding the criteria, process, and timeline can be found **BellevueWA.gov/city-government/departments/city-clerks-office/boards-and-commissions/special-events-committee**. This process is managed through the Special Events Committee, which is overseen by the city's Parks Department.

If a Special Event would normally require both a Special Events Permit and a ROW Permit, only a Special Events Permit will be required.

Section 8.6: Block Parties

Small neighborhood "block parties" on local streets are reviewed and approved by the Transportation Department under a ROW Street Use permit (TE). Prior to approval, verification of support from adjacent homeowners/residents is required. Not all locations will be functional for block parties. For more information contact Right-of-Way Management by email at **rightofwayuse@bellevuewa.gov**.

Section 8.7: Construction ROW Leases

ROW Permit applicants shall pay ground rental (lease) for any exclusive use of public right-of-way, including lane and sidewalk closures lasting more than fourteen (14) days. The lease fees will be based on adjacent land value (assessed value or fair market value depending on circumstances) per square foot, multiplied by square footage of leased area, billed at a rate of 1% per month, and paid monthly. City of Bellevue's Treasury Office will send the permit applicant monthly invoices for the lease payment. All checks shall be made payable to City of Bellevue, referencing permit and invoice numbers, and sent to P.O. Box 90012, Bellevue, WA 98009-9012.

It is the responsibility of the applicant to notify both the assigned Inspector and Right-of-Way Management, by email at **rightofwayuse@bellevuewa.gov**, of the date and time the leased area is closed off to the public or the lease is otherwise initiated. Lease area will be field-verified by the assigned Inspector. It is also the applicant's responsibility to notify both the Inspector and Right-of-Way Management at the time of any modifications to the leased area, including reopening to the public. Modification/termination will be field-verified by the Inspector.

A construction right-of-way lease fee shall not apply to newly dedicated right-of-way or newly granted easement areas provided as part of a development project, except where existing public infrastructure within the dedicated or easement area is closed, restricted, or otherwise made unavailable for public use.

9. Encroachments, Abandonments, Dedications, and Indemnity Agreements

Chapter 9: Encroachments, Street Vacations, and Dedications

Section 9.1: Encroachments

Structures or objects that occupy space (encroach) in the public right-of-way may be required to be removed at the owner's expense or may be permitted to remain, provided the owner obtains the necessary permits and approvals which may include but is not limited to: ROW Permit, Indemnity Agreement, or lease.

Section 9.2: Vacation of ROW

A street vacation is a decision by the Bellevue City Council to abandon a public street (also referred to as "right-of-way") which then reverts to private ownership and is returned to the property tax rolls. This process is governed under Chapter 14.35 BCC. Inquiries concerning the process may be directed to the Right-of-Way Management team by email at rightofwayuse@bellevuewa.gov.

Section 9.3: Dedications

Dedication is the transfer of land or interest in land by the owner of such land to the city for public uses, reserving no other rights than such as are compatible with the full exercise and enjoyment of the uses to which the property has been dedicated.

Dedications are managed by the Transportation Development Review team and not Right-of-Way Management.

Section 9.4: Indemnity Agreements

Constructing, erecting, and maintaining any non-standard structure or facility within the public right-of-way will require an agreement. The following are examples of project elements that will require special agreements:

Below grade right-of-way hold harmless and indemnity agreement: A right-of-way hold harmless and indemnity agreement for soil nails or other shoring objects permanently placed in the right-of-way or sidewalk and utility easement must be submitted and recorded prior to shoring permit issuance.

Above grade right-of-way hold harmless and indemnity agreement: A right-of-way hold harmless and indemnity agreement for awnings/weather protection, pet relief areas, street furniture, specialized paving materials, and other landscape amenities permanently placed in the right-of-way or sidewalk and utility easement must be submitted and recorded prior to any certificate of occupancy. A ROW Permit may be required for these elements.

Section 9.5: ROW Easements

The city will obtain easements when there is a public need. Additionally, the city may enter into construction and maintenance agreements with private entities, where a private entity may build, develop, or make improvements for the public benefit.

All permanent easement (Sidewalk and Utility Easements to the back of sidewalk, Signal easements, public access easements, etc.) requirements are set in conditions in the Land Use approval during development projects. Exhibits, Legal descriptions, and recording are

required prior to issuance of the Clearing and Grading (GD) permit. Easements are typically handled by Transportation Development Review, not the ROW Management group.

The applicant shall provide sidewalk and utility easements, and/or multipurpose and utility easements to the city such that sidewalks and bicycle facilities outside of the public right-of-way along the property frontage are located within a public easement area.

Section 9.6: Performance Deposits, Insurance Certificates and Work Guarantees

When Required:

If the director determines that there is a potential for injury, damage or expense to the city as a result of damage to persons or property arising from an applicant's proposed use of any right-of-way, the applicant may be required to make a cash deposit with the finance department or to provide an assurance device or insurance in a form acceptable to the director for the activities described in the subject permit. The amount of the cash deposit, assurance device or insurance shall be determined by the director. (BCC 14.30.150)

Certificate of Insurance, General and Auto Liability:

When the work to be performed in the right-of-way involves disturbance to any city infrastructure (including but not limited to street, sidewalk, curb and gutter) a licensed and bonded contractor must be retained to perform the work. Such contractor shall be required to have on file with the City a Certificate of Insurance that names the City of Bellevue as additionally insured and carries the following minimums:

- Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.

Reduction of Insurance Requirements:

The Director of Transportation may decrease the per occurrence limits required for general liability coverage in the Certificate of Insurance, General Liability above, if the Director is satisfied that a lesser amount will provide adequate protection for the city.

10. Other ROW Requirements and Issues

Chapter 10: Other ROW Requirements and Issues

Section 10.1: Pedestrian Access Around/Through Work Zones

Wherever there is construction activity that impacts the public right-of-way and the pedestrian access route (PAR), a temporary ADA compliant PAR must be provided to ensure uninterrupted movement of pedestrians along that same route. Additional information regarding this requirement can be found in Appendix K.

Section 10.2: Tree Management

Preserving and increasing tree canopy coverage in the city is important to maintain Bellevue's park-like character and enhance livability. Tree canopy also supports environmental initiatives that sustain fish and wildlife habitats.

A ROW Permit is required for any proposed tree management work within the right-of-way. Pruning or removal of a tree within the right-of-way requires a permit. Tree pruning efforts shall be aligned with current International Society of Arboriculture practices, unless otherwise directed by the city. Tree topping in the right-of-way is not allowed. It is unlawful to remove or damage a tree within the right-of-way without permission from the city.

If permitted to remove a tree, a replacement tree will be required to be placed within the ROW where possible. If it is not feasible to replace a tree within the right-of-way, placement within private property will be evaluated as an alternative. More information regarding tree replacements can be found in Appendix L.

Hazardous tree abatement in the right-of-way is the responsibility of the abutting property owner. There are some exceptions to this maintenance responsibility when trees are city owned and maintained. Additional information regarding tree management within the ROW can be found in Appendix M.

Section 10.3: Non-Standard Finishes of Driveway Approaches

The following guidance in this subsection is only applicable to single-family residential projects. Driveway modifications or installations can occur under either a Building Permit (BS) or a ROW Permit (TG) depending on the nature of the construction. Standard concrete finish driveways shall be brushed with a fiber or wire brush of a type approved by the ROW inspector or Engineer. The brush finish shall be perpendicular to the walking direction.

Any changes from this standard brush finish shall be identified during the submittal of the applicable permit application. ROW staff shall evaluate these requested changes to ensure that the following general requirements are met:

a. The type of finish must meet ADA standards for slip resistance.
b. Non-Standard finish of driveway approach will not be permitted when sidewalks are present.

c. Non-Standard materials or finishes, when approved, shall not be placed within 5 feet of the edge of roadway where no curb exists.

d. 3/8" Expansion Joint shall be installed along the ROW line.

e. All other conditions identified on the applicable Standard Drawing are met.

No field modifications to the approved plans for driveway finishes are allowed without written approval. The city reserves the right to deny requests for non-standard driveway finishes and may also require a Hold Harmless and Indemnity Agreement be completed prior to installation. In all cases, if future utility or roadway work requires the removal of non-standard driveway finishes or materials, the city or responsible utility company shall be under no obligation to replace the non-standard driveways to their original material or configuration.

Section 10.4: Work Near Link Light Rail

It is the applicant's responsibility to ensure that all individuals engaged in activities within 10 feet horizontally of the Link Light Rail System rails have completed King County's Link Right-of-Way Worker Safety Training. This requirement applies unless there is a permanent physical barrier, such as a wall, fence, or concrete barrier, separating the work area from the rails. Additionally, any individuals working above the overhead catenary system (OCS) must also complete this safety training before any permitted work can begin.

A Track Access Permit from King County must also be obtained prior to beginning any work within city ROW if the project is within proximity to the Link Light Rail System.

Applicant/contractor may be asked to produce evidence of these items at the pre-construction meeting. More information regarding work near the Link Light Rail System can be found in Appendix N.

Section 10.5: Sound Transit Tunnel Notification

Any project that includes surface disturbance, large cranes (or other exceptionally heavy equipment), or vibratory work over the Downtown Link Light Rail tunnel will require notification be provided to Sound Transit during the design phase. This vetting shall happen prior to submittal of a ROW Use Permit application, as Sound Transit comments may result in the need for design changes prior to the city's acceptance of an application for a ROW Permit. Applicants may notify Sound Transit via **online form** and contact Sound Transit at **propertymanagment@soundtransit.org** with questions.

In addition to any large cranes or vibratory work over the tunnel, the following locations and scopes of work within the City of Bellevue will require Sound Transit coordination:

1. Surface disturbance work of a depth greater than 4 feet within these areas:

- City ROW on Main Street between 112th Avenue NE and 110th Avenue NE
- City ROW on 110th Avenue NE between Main Street and NE 4th Street

2. Any surface disturbance work of any depth within this area:

- City ROW on 110th Avenue NE between NE 4th Street and NE 6th Street

Section 10.6: Road Closure Process

Temporary traffic control plans (TCPs) involving the full closure of a public roadway, trail, or multi-use path in one or both directions require proper notifications prior to scheduling a specific date. Therefore, following approval of any TCP/detour plan and a pre-construction meeting with the Inspector, contractors are required to email the requested closure date(s) to the Transportation Inspector a minimum of fourteen (14) calendar days in advance, attaching the approved TCP and associated detour plan sheets from the issued permit. Signs, portable changeable message signs (PCMSs), or both shall be posted per the approved TCP a minimum of five (5) days in advance (unless otherwise directed by the city). Note the location of closure signs and/or PCMSs will be different prior to the closure versus during the closure. Refer to Appendix R for more information.

Section 10.7: No Cut Roads

A five-year moratorium on pavement excavation and trenching will be enforced following the completion of a new street or street overlay by the city or outside organization. This requirement restricts all street trenching except in the event of an emergency or as authorized by the city Transportation Director or their designee (the Right-of-Way Manager).

In order to receive authorization to cut into a “No Cut” moratorium roadway, a ROW Permit applicant must provide a justification for why the street cut cannot be avoided by utilizing some other method of construction. If approved to perform a street cut, the overlay requirements on “No Cut” roads are extensive in order to incentivize project planning. Restoration shall be via grind and overlay according to the city’s Transportation Department’s Design Manual Standard Drawing RC-201-1 (or as field-modified by the Inspector).

Section 10.8: Holiday Season Restrictions

The Holiday Season is defined as the time period from noon on the day before Thanksgiving to the first weekday after the New Years Day designated holiday the following year. Time specific restrictions occur each year for work in the public right-of-way performed within downtown Bellevue and major urban development areas including, but not limited to Factoria, Crossroads, Overlake, and BelRed. See Appendix U for more information.

Additionally, non-working holidays are as follows: New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving (and day after), and Christmas. Work on any non-working holiday must be pre-approved with the Transportation Inspector assigned to that area.

Events permitted under a Special Events Permit may be exempted from these restrictions as outlined in the approval documentation.

Section 10.9: Rolled Curb Transitions

New construction projects may be within or adjacent to neighborhoods that have existing rolled curbs. Driveway or sidewalk replacements may require a transition from standard curb and gutter into rolled curbs. Appendix O provides information on how to perform the transition.

Section 10.10: Sidewalk Drains through Existing Curbs

On new single-family home projects any proposed sidewalk drains must be placed within a curb that is at least 6 inches high. No drains are allowed within curbs that are less than 6 inches. The Utilities Department Surface Water Engineering Standards Detail D-37 must be followed. If permitted by ROW and Utilities, due to the shallow depth of the adjoining drainpipe, the portion of the conduit in the ROW shall be ductile iron.

Section 10.11: Mailboxes

Design Standards: All mailbox stand materials must comply with the current Transportation Design Manual requirements for fixed and breakaway objects.

Requirements:

- **Mailbox Unit**
  - USPS Cluster Box Units (CBUs) or Commercial Box Units must contain a minimum of 8 mailboxes.
  - A minimum of 4 individual mailboxes may be grouped in a cluster.
- **Parking Conflicts**
  Mailbox locations must not be obstructed by, or interfere with, adjacent public or private parking.
- **Safety and Accessibility Compliance**
  Proposed locations must meet all applicable safety and accessibility standards, including but not limited to:
  - Sight distance requirements.
  - Avoidance of conflicts with fixed or breakaway objects.
  - ADA compliance for non-motorized access.
  - No obstruction of sidewalks, ramps, or pedestrian paths.
- **Design and Construction Standards**
  All improvements must comply with the Transportation Design Manual (section 3.6.5), which specify:
  - Mailboxes shall be clustered together where practical and where reasonably convenient to the houses being served. For groupings of three or more boxes within a new residential development, a neighborhood delivery and collection box unit consisting of locked boxes on a single pedestal shall be provided.
  - When mailboxes are located within the sidewalk, the sidewalk shall be widened to provide the full design width around the mailboxes, which varies according to street type (section 3.4.1.1).

- In the case of new street construction, or street reconstruction that requires mailboxes to be installed or moved, the designer and builder shall coordinate with the Station Master or Postmaster at the post office that serves the location. Mailbox locations approved by the U.S. Postal Service and approved by the City of Bellevue Transportation Department to facilitate vehicle, bicycle and pedestrian safety shall be shown on approved street construction plans and installed at the approved locations.
- Mailboxes shall be installed as follows:
    - The base of the box shall be 41 to 45 inches above the street, or per U.S. Postal Service requirements.
    - The front of the mailbox shall be 1 foot behind the back of the sidewalk on walking delivery routes, or 1 foot behind the curb face on vehicular delivery routes.
    - Clustered mailboxes mounted on new concrete pads require a ROW Permit.

- **Utility Conflicts**
  Mailbox locations must not conflict with existing or proposed underground utilities. If applicable, the applicant must provide written approvals from potentially affected utility providers at the time of application.
- **Landscaping and Urban Design**
  The application must include a plan to preserve and restore any affected:
    - Landscaping or irrigation systems.
    - Urban design features or other right-of-way amenities.
- **Material Standards**
  All mailbox stand materials must meet the current Transportation Design Manual (section 3.6.5) criteria for fixed and breakaway objects.
    - The mailbox shall be placed on posts strong enough to give firm support, but not to exceed the breakaway characteristics of a 4-inch by 4-inch wood post or Transportation Design Manual February 2025 Page 3-70 2-inch standard steel or aluminum diameter pipe. See Design Manual Standard Drawings RC-270-1 and RC-280-1.
    - Additional non-breakaway fixtures shall not be installed adjacent to mailbox locations. See Transportation Design Manual Sections 3.6.3 and 3.6.4.

Additional Information:

- **Indemnification Agreement**
  Depending on the scope of work and any relocation of private improvements within the right-of-way, a new indemnification agreement may be required.
- **Permit Fees and Costs**
    - All applicable Right-of-Way Use Permit fees apply.
    - The applicant/owner is responsible for all associated costs.

Section 10.12: Private Cameras in City Right-of-Way

The City of Bellevue does not permit the installation of privately owned cameras within the public right-of-way, and all requests for their installation will be denied.

11. Franchise Utilities

Chapter 11: Franchise Utilities

In general, Franchise Utilities with facilities located in the public right-of-way are subject to the same requirements, conditions, and obligations as any other person or entity working within the public right-of-way. However, additional requirements may apply to Franchise Utilities based on their individual Franchise Agreements.

Franchise Utilities means utilities that have city approval to use city rights-of-way for the purpose of providing their services within the city, whether by written franchise granted by the city or otherwise. A "Franchise" typically means the non-exclusive right and authority to construct, maintain, and operate a utility system through the use of the public streets, dedications, public utility easements, or other public ways pursuant to a contractual agreement executed by the city and the franchisee.

Franchise Utilities must have a Franchise or ROW Use Agreement in order to install facilities and operate within the city's ROW. Entities who operate in a similar fashion to Franchise Utilities are required to adhere to the requirements found within this Chapter at the discretion of the Right-of-Way Manager.

Section 11.1: Permits Issued to Franchise Utilities

Permits for construction, maintenance or repair of facilities owned by Franchise Utilities in the public right-of-way are issued by the city's Development Services Department. A Franchise Utility is responsible for all work performed in the public right-of- way and correction of any and all damage caused by or resulting from any person performing work on their behalf.

Section 11.2: Submittal of Permit Applications

Permit Applications for franchise utility work in the public right-of-way shall be submitted online using **MyBuildingPermit.com**.

The Transportation Department reserves the right to review the selection of locations and routes of utilities proposed by Franchise Utilities for adherence to all applicable code, standards, and policies. The city may request changes as necessary to ensure the availability of right-of-way for future uses, as well as for the protection of public health, safety, and welfare.

Support equipment and facilities (switching boxes, amplifiers, connection panels, poles, etc.) must be located such that they do not interfere with the movement of vehicles or pedestrians, access to city infrastructure, or block sightlines at intersections. Installation of manholes or junction boxes should avoid the pedestrian access route where possible. All lids within the pedestrian circulation path (PCP) shall be slip-resistant.

Section 11.3: Underground Utilities

The following procedures apply for underground utilities in the public right-of-way:

c. Where multiple utilities are planned or required in the same right-of-way corridor, joint trenches shall be used whenever possible as described in Section 11.5.

d. All new electrical and communication facilities shall be underground. Undergrounding requirements for new electrical facilities or rebuild, replacements and additions are described in the Electrical Undergrounding Requirements and Variance Request Procedure located in Appendix P.

e. New underground facilities must also ensure that they meet minimum separation requirements of the Utilities Department ROW Permit Conditions as provided in Appendix Q.

f. Underground utilities must be placed perpendicular to the property line where they cross from private property into the public right-of-way unless otherwise approved by the Engineer.

g. Where underground utilities are planned under an existing permeable pavement or an existing bioretention facility, the utility shall take measures to protect the utility trench from infiltration of stormwater, without compromising the function of the permeable pavement or the bioretention facility. If removed, permeable pavement shall be replaced in kind.

h. Where a permeable pavement or a bioretention facility is planned over an existing underground utility, the developer shall protect the utility trench from infiltration of stormwater.

i. Underground utilities in the right-of-way shall be buried no less than 36" beneath finished grade unless otherwise approved in writing by the ROW Manager or designee.

j. When contractors need to switch between directional boring and open trenching the following applies:

    - Arterial Roads: If a contractor needs to switch from boring to trenching (or vice versa), revised site plans and traffic control plans must be submitted and approved before any work can commence.
    - Non-Arterial Roads: Inspectors will have the discretion to allow work to proceed once they confirm that a post-issuance revision has been submitted. This revision will document the field change that was identified.

Section 11.4: Utility Maintenance

Franchise Utilities engaged in routine and repetitive repair and maintenance activities within the public right-of-way may be eligible for special Annual Maintenance permits. These permits are available for limited, short-term, and minimal-impact activities. Annual Maintenance permits may be revoked at any time for failure to adhere to requirements. The blanket permit may be issued on an annual basis after a review of previous work history to ensure the continuation of a good work history.

The following provisions apply to Annual Maintenance Permits:

- Qualifying Maintenance/Access Activities will be specified on the permit, but may include:
    - Accessing existing facilities for splicing.
    - Adjustments to service connections.
    - Various miscellaneous activities, such as checking and maintaining equipment.
    - Inspection and maintenance of existing utilities.
    - Utility locates.
    - Pole transfers (excluding pole removals).

    - Repair of storm damag.
- The following conditions apply to scheduled maintenance activities:
    - Work only on non-arterial streets.
    - No work in the Downtown.
    - No nighttime activities are permitted unless circumstances exist where there is a need to conduct maintenance to restore service to customers.
    - No pavement cuts of any type are permitted.

Emergency Repairs: A right-of-way use permit shall not be required of utilities or franchised utilities prior to responding to emergencies that require work in the right-of-way pursuant to Bellevue City Cody 14.30.120. In order for activities to be considered emergency repair work one or more of the following criteria must be met:

- Immediate danger to life, health, or property.
- Immediate threat of environmental damage.
- Necessity to repair damage to essential facilities resulting from extreme weather events or traffic accidents.
- Immediate response to the problem will result in significantly reduced inconvenience to the public in the long term.
- Delay of repair will result in further damage to facilities.
- Other extraordinary conditions that can be documented as an emergency.

Within 48 hours of the occurrence of the emergency or at the beginning of the next business day, whichever later occurs, the Franchise Utility owner must submit a Right-of-Way Use Permit application.

The Franchise Utility is also required to notify the city of the emergency work by email at rightofwayuse@bellevuewa.gov or via phone at 425-452-4189 no later than the beginning of the next business day. The notification must include the scope and location of the emergency work that occurred.

Maintenance of Equipment in the Public Right-of-Way: The owner of any equipment or facility in the public right-or-way must maintain the equipment or facility in good appearance. Upon written notice from the city, owners are required to repair equipment and facilities. Repairs may include adjusting vault lids to eliminate hazards, as well as removing or covering graffiti. Repairs must be made by the deadline prescribed by the city or corrective action as outlined in Section 5 of this manual may be initiated.

Section 11.5: Joint Utility Trenches

For trenching or installation related to any of the following utilities: power, gas, telephone, or cable/data, a permit must be obtained by each respective company installing facilities within the ROW, regardless of who is digging the trench or installing the facilities. All work in the ROW associated with these utilities shall be performed under a separate permit issued to each utility providing service.

Joint utility trenches (JUT) are generally required for all new development projects. All utilities must be underground to the property, and the owner or contractor will need to contact all utility companies prior to needing any of these services (each company will need to design their connection and apply to the city for a permit). Refer to Appendix T for more information. The site plans submitted should be the same between the companies with the correct trench location shown on each.

No permits for a joint utility trench will be issued until all power and communication companies have applied for permits. If a project is being held up by one or more companies not submitting their permits in a timely manner the developer shall contact the city and inform them of the issue. All participating parties must have approved permits before a joint utility trench (or boring) can be performed by a private or government contractor, unless otherwise approved by the city in writing.

If a developer wishes to decline one or more franchise utilities, the owner of the property needs to submit a signed and notarized letter explicitly denying/rejecting certain conduits. This should be submitted on **MyBuildingPermit.com**. After this has been clearly acknowledged, then the process to release the remaining JUT permits can move forward.

Section 11.6: Olympic Pipeline

For work within 100 feet of Olympic Pipeline, a permit applicant must obtain written confirmation from BP explicitly granting permission to proceed. This confirmation should come in the form of a letter addressed to the applicant. A city map with interactive features, including the Olympic Pipeline location, can be found at **BellevueWA.gov/city-government/departments/ITD/maps-gis**. BP can be contacted via **BPpipelinesROW@bp.com**. In addition, the applicant is responsible for demonstrating that there are no conflicts, maintaining proper utility separations wherever possible, performing utility locates, and accepting full responsibility should any issues arise. Potholing around Olympic Pipeline may be required depending on the scope of work. This process applies for any project, not just Franchise Utility projects. More information can be found on the Right-of-Way Franchise Utility Submittal Requirements Document.

Section 11.7: Seattle Public Utilities (SPU)

For work within 10 feet of the Seattle Public Utilities (SPU) 36-inch water transmission main, a permit applicant must obtain written confirmation from SPU explicitly granting permission to proceed. SPU can be contacted via **SPU_CIP_Review@Seattle.gov**. This confirmation should come in the form of a letter addressed to the applicant. A city map with interactive features, including the SPU water transmission main location, can be found at **BellevueWA.gov/city-government/departments/ITD/maps-gis**. In addition, the applicant is responsible for demonstrating that there are no conflicts, maintaining proper utility separations wherever possible, performing utility locates, and accepting full responsibility should any issues arise. This process applies for any project, not just Franchise Utility projects. More information can be found on the Right-of-Way Franchise Utility Submittal Requirements Document.

Appendices A-Q

Fore any inquiries regarding information within appendices, please contact:

Right-of-Way Management

Phone: 425-452-4189

Email: rightofwayuse@bellevuewa.gov

Appendix A

Pre-Con Checklist Disturbance of Surface (Franchise Permits)

Precon Checklist

Surface Disturbance Permits

When setting up the site precon, the requestor should be aware of what is required from them at the precon.

Be Prepared for Your Precon Inspection

- All utilities must be marked prior to scheduling the preconstruction meeting. A site meeting is required for all surface disturbance permits.
- Permit owner representative must be present at preconstruction meeting. The applicant is solely responsible for all construction and installation activity associated within the public Right-of-Way. Responsibility for this approved installation is not transferable.
- A printed copy of the valid Right-of-Way Use Permit, the general conditions, the site-specific conditions shall be available on site at a minimum of 8.5-inch x 11 inch in size. A color printed copy of the approved traffic control plans a minimum of 11-inch x 17 inch in size.
- Must be prepared to provide a detailed timeline for the entire project, including all restorations. Your permit has a life; review your permit to determine what the expiration date is. If your permit expires before you obtain signoff on your final inspection, you will be required to obtain a new permit to complete the work.
- Provide proof of funding and for all restorations, landscaping, asphalt and/or concrete repairs, patches and/or grind and overlay, pavement markings, and traffic control for implementation. Provide the restoration company information and schedule.
- If the project impacts city landscaping or irrigation systems, the Applicant must contact the City of Bellevue Parks Department at 425-452-6855 to arrange an on-site meeting with Parks Department Staff and City Inspector prior to the beginning of work, preferably at the precon meeting.

THE APPLICANT IS RESPONSIBLE FOR READING AND UNDERSTANDING THE APPROVED DRAWINGS/PLANS FOR THIS PERMIT (WHICH MAY INCLUDE TRAFFIC CONTROL PLANS), AS WELL AS ALL OTHER APPLICABLE CITY OF BELLEVUE CODES, STANDARDS, AND POLICIES AVAILABLE ON THE CITY'S WEBSITE.

Appendix B

Sample Assignment of Savings Form

Assignment of Savings

Project Name: _____

Project Address: _____

Right-of-Way Use Permit Number: _____

FOR VALUE RECEIVED, _____ assigns, transfers, and sets over to the City
(Depositor Name)

of Bellevue, State of Washington, Transportation Department, all right, title, and interest in and to

_____ Savings Account Number _____ in
(Assigned Account)

_____. Said funds to be separate from any other account
(Bank Name)

required by the City of Bellevue.

The City of Bellevue Transportation Department shall have sole power and authority to demand, call, and receive said deposit and to give receipt and acquittance therefore upon presentation of a signed

statement that _____ has failed to perform in accordance with the provisions of
(Property Owner)

the Permit or the codes, ordinances, or regulations of the City of Bellevue.

If after an inspection by the Transportation Department the site is in compliance with the requirements of the Right-of-Way Use Permit and a written release of this assignment from the City of Bellevue is received, this Assignment shall terminate, and the City of Bellevue shall have no further rights or interest in said account.

SIGNED AND DATED at _____, Washington,

this _____ day of _____, 20 _____

By: _____ Title: _____

Address: _____

Phone: _____

APPROVED AND ACCEPTED: The undersigned financial institution accepts the foregoing assignment and to hold said account pursuant to the terms thereof until a written release of this assignment from the City of Bellevue is received or until the City of Bellevue exercises its sole power and authority to demand or call the deposit:

Account Number: _____

Bank: _____ Phone: _____

Address: _____

Authorized Signer: _____ Title: _____

Signature: _____ Date: _____

APPROVED AND ACCEPTED by the City of Bellevue Transportation Department:

By: _____

Date: _____

Appendix C

Sample Hold Harmless and Indemnity Agreement

WHEN RECORDED, RETURN TO:
City of Bellevue
Attn.: Right-of-Way Management
Transportation Department
P.O. Box 90012
Bellevue, WA 98009

CR# _____ Date_____ Loc _____

RIGHT-OF-WAY HOLD HARMLESS AND INDEMNITY AGREEMENT

Grantor: 1) CITY OF BELLEVUE_____

Grantee: 1)_____

2) _____

Abbrev. Legal: _____

Add. Legal: Exhibit "A"_____

Assessor's No.: _____

IN THE MATTER OF: _____

This Right-of-Way Hold Harmless and Indemnity Agreement ("Agreement") is made and entered into this

day of _____, 20_____, by the City of Bellevue ("City") and

_____

("Grantee"), the owner(s) of the following-described property situate in King County, Washington: See Exhibit "A", attached hereto and by this reference made a part hereof.

Grantee has submitted an application to use and occupy the surface, sub-surface, and/or super-surface of the City's right-of-way or public easement in order to erect, install and maintain therein:

_____

(the "Improvements") as generally depicted in City of Bellevue ROW Use Permit No. (ROW Use Permit").

For and in consideration of the permission to occupy such right-of-way as granted pursuant to the ROW Use Permit issued by the City, Grantee, for and on behalf of Grantee and Grantee's heirs, executors, administrators, successors, assigns, lessees, sub-lessees, tenants, and sub-tenants, does hereby covenant and agree to forever indemnify, defend, hold and save the City, its officers, officials, employees, contractors, agents, and invitees, free and harmless from any and all claims, actions, damages and costs, including attorneys' fees, of every kind and description, which may accrue to or be suffered by any person by reason of the Improvements and/or Grantee's use or occupation of the right-of-way or public easement. To the extent permitted by RCW 4.24.115 Grantee's obligations under this indemnity shall not

apply to the extent that any such claims, costs, liabilities and/or damages arise from the negligence of the City, or the City's employees, agents or contractors. For this purpose, Grantee waives with respect to the City any immunity that would otherwise be available under the industrial insurance provisions of Title 51 RCW against the claims to which this immunity extends.

Grantee, at its sole cost and expense, shall be responsible for the maintenance, inspection and repair of the Improvements. Grantee will maintain the Improvements in a state of good repair and efficiency so as to avoid damage to the City's right-of-way. Grantee shall be responsible for and promptly repair any damage to the right-of-way as a result of Grantee's use.

It is understood and agreed by Grantee that permission to occupy the City's right-of-way or public easement herein contemplated is wholly of a temporary nature and vests no permanent rights whatsoever. This Agreement may be terminated by the City by providing Grantee, or the then current property owner of record, with _____ days written notice. If City terminates Grantee's use of the right-of-way or public easement, the Improvements may be ordered removed or otherwise mitigated in a manner determined solely by the City, and Grantee shall bear all costs associated with such removal or mitigation, and shall hold the City harmless from any cost, expense or liability arising from such required removal or mitigation.

It is further understood and agreed by Grantee that any Improvements allowed in the City's right-of-way or public easement, including but not limited to temporary shoring facilities, may be damaged during other use or occupancy of the right-of-way, either by the City or the City's contractors, grantees or invitees or other authorized users of the right-of-way. The Grantee bears all risks associated with such potential damage or removal of the Improvements, and repair and or replacement of such Improvements is not required or allowed under the terms of this Agreement. Any such replacement or repair shall require a new agreement and all other applicable permits and approvals, and shall be at the sole cost and expense of Grantee.

Should the feature be a sidewalk or other necessary feature of the transportation or other City system, the timeline of restoration will be directed by the City. Should Grantee fail to meet such timeline, the City will cause restoration of the feature to then current City standard and bill Grantee for any charges incurred.

This Agreement shall be recorded with the Department of Records and Elections of King County, shall be a covenant running with the land, and shall bind all subsequent owners thereof.

The persons who have executed this Agreement represent and warrant that they are duly authorized to execute this Agreement in their individual or representative capacity as indicated.

GRANTOR: City of Bellevue

By: _____

Vanessa Humphreys, Assistant Director of Transportation

Approved as to Form:

By: _____

Monica Buck, Deputy City Attorney

GRANTEE:

By: _____

Printed Name: _____

By: _____

Printed Name: _____

Individual Acknowledgment

STATE OF WASHINGTON

COUNTY OF KING

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged that (he/she) signed this instrument, and acknowledged it to be (his/her/their) free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 20_____

(SEAL)

Notary Public_____

Residing at_____

My appointment expires _____

Corporate Acknowledgement

STATE OF WASHINGTON

COUNTY OF KING

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and on oath stated that (he/she) was authorized to execute the instrument and acknowledged

it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 20_____

(SEAL)

Notary Public_____

Residing at_____

My appointment expires _____

Exhibit “A”

Legal Description

[Insert Legal Description of the Property Here]

Appendix D

ROW Use General Conditions

City of Bellevue Right-of-Way Use

GENERAL
Conditions

1. The term “Applicant” means both the Applicant and Applicant’s employees, agents, contractors and subcontractors.
2. The term “City Inspector” means the designated employee(s) of the department responsible for inspecting the installation of warning and safety devices in the public right-of-way (ROW) and restoration of public rights-of-way disturbed by work. (BCC 14.30.050)
3. Applicant shall abide by all terms and conditions of this permit including associated costs/fees.
4. Applicant, for and on behalf of Applicant and Applicant’s heirs, executors, administrators, successors, assigns, lessees, sub-lessees, tenants, and subtenants, does hereby covenant and agree to forever indemnify, defend, hold and save the city, its officers, officials, employees agents, and invitees, free and harmless from any and all claims, actions, or damages and costs, including attorneys’ fees, of every kind and description, which may accrue to, or be suffered by, any person by reason of the use or occupation of the above-described right-of-way or public easement. To the extent permitted by RCW 4.24.115, Applicant’s obligations under this indemnity shall not apply to the extent that any such claims, costs, liabilities and/or damages arise from the negligence of the city, or the city’s employees, agents or contractors. For this purpose, Applicant waives with respect to the city any immunity that would otherwise be available under the industrial insurance provisions of Title 51 RCW against the claims to which this immunity extends.
5. It is Applicant’s responsibility to ensure that any and all other permits required for the proposed construction are obtained prior to beginning construction. Right-of-Way permits are issued for public right-of-way use purposes only and do not constitute approval required for issuance of any other permits which may be required for construction.
6. A printed hard copy of the valid Right-of-Way Permit, the general conditions, the site-specific conditions shall be available on site and a minimum of 8.5-inch x 11-inch in size. Approved traffic control plans and all approved plans a minimum of 11-inch x 17-inch in size, shall be available on site at all times.
7. Permit conditions may need to be modified in order to mitigate/resolve unforeseen impacts to the public right-of-way due to activities authorized in the public right-of-way. Applicant shall comply with all modifications.
8. Applicant shall comply with all terms and conditions of any Stop Work Order posted by the City of Bellevue. A Stop Work Order may be issued whenever the City of Bellevue has reasonable cause to believe that violation of the Right-of-Way Permit’s general and site-specific conditions has occurred, is about to occur, or that conditions exist that may constitute a hazard to persons or property. A Stop Work Order will necessitate an immediate shut down for a minimum of 24-hours and meeting with, and at the convenience of, appropriate city staff to review the corrective actions and resolve the issues leading to the issuance of the Stop Work Order. The City of Bellevue will allow work to

continue only at successful resolution of the issues. A shut down of the project initiated by the Police Department will be treated as a Stop Work Order.

9. Applicant shall contact the One Call Locator Service at 1-800-424-5555 (or 811) a minimum of two (2) business days but not more than ten (10) days before beginning of any excavation/disturbance of surface authorized by City of Bellevue permit. RCW 19.122, BCC 14.30.070. All locates must be marked prior to scheduling the preconstruction meeting.
10. All work, processes, and materials must meet the current requirements under the Standard Specifications for Road, Bridge, and Municipal Construction issued by the Washington State Department of Transportation, and City of Bellevue Special Provisions in effect at the time of permit issuance unless otherwise directed in the Transportation Department's Design Manual or otherwise approved by the City Inspector assigned to the project.
11. Applicant must be familiar with the APWA's Uniform Color Code for utility marking prior to disturbing any surface in the public right-of-way. The color code handout is available on the city's website under the title Utilities Department ROW Permit Conditions.
12. The permittee for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the permittee will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance. That in the event of breach of any of the above Non-discrimination covenants, City of Bellevue will have the right to terminate the permit and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said permit had never been made or issued.

For purpose of this permit, Acts and Regulations refers to the following:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964)

INSPECTION REQUIREMENTS:

13. Use of the public right-of-way authorized by a Right-of-Way Permit is subject to on-site inspection by a City Inspector. Right-of-Way Permits require a minimum of three inspections: 1. Pre-construction, 2. Job Start, and 3. Final. Additional Job Start inspection requests are typically required for on-going work in the public right-of-way. Applicant is required to schedule all required inspections through www.inspection.mybuildingpermit.com. The required pre-construction inspection shall take place prior to beginning any activity in the public right-of-way. Pre-construction meetings shall be arranged to meet the schedule of the assigned City Inspector to this permit. At the discretion of the City Inspector, some preconstruction meetings may be accomplished over the phone. The frequency and reporting requirements for additional inspections shall be determined by the City Inspector.
14. City Inspectors have the authority to ask contractors to secure and leave the site.

15. If the project impacts city trees, landscaping, or irrigation systems, the Applicant must contact the City of Bellevue Parks Department at 425-452-6855 to arrange an on-site meeting with Parks Department Staff and City Inspector prior to the beginning of work.

VEHICULAR / PEDESTRIAN TRAFFIC CONTROL:

16. Vehicular / Bicycle / Pedestrian traffic control for all phases of this project shall be administered in accordance with the "Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), Part VI.", the MUTCD- Washington State Modifications (M 24-01), and as adapted by the City of Bellevue Transportation and Police Departments. All warnings signs within the City of Bellevue controlled ROW shall be 36"x36" consistent with the "Conventional Road" sizing, specified in the MUTCD Table 6F-1.
17. Applicant shall provide appropriate flaggers, signing, coning, and barricades for any temporary lane closures, sidewalk closures, or construction activities. Access to businesses and residents (both local and through traffic) must remain available at all times unless a temporary traffic control plan allowing access to be closed is approved by City of Bellevue. All approved temporary traffic control must assure public safety and traffic flow as the first priority. Construction activity will be secondary. Undue traffic impacts will result in a shut-down of Applicant's use of the public right-of-way until plans to mitigate the situation are submitted and subsequently approved by the City of Bellevue.
18. Sidewalks, trails and pathways shall remain open at all times and shall meet current ADA and PROWAG requirements. Applicant shall request and obtain approval from the city for a temporary traffic control plan that includes temporary pedestrian facilities and/or pedestrian detours, if Applicant expects or anticipates short duration sidewalk closures. Pedestrian access on both sides of the street within the same block, will not be closed at the same time, unless other legal crossings are available. Construction activities shall not affect access to pedestrian traffic signal equipment (pedestrian push buttons) or crosswalks without prior authorization through an approved temporary traffic control plan.
19. All requests for street closures and corresponding detours shall be submitted to the city for review and approval 14 days prior to closure.
20. Two-way traffic must always be maintained unless specifically authorized through a city approved temporary traffic control plan.
21. The work zone is defined as the work area closed off to all public access through the use of cones, barricades, etc. Operators of unlicensed vehicles operating outside of the work zone will be subject to ticketing. Repeated offenses may cause the vehicle to be impounded and a Stop Work Order to be issued on the project. A legally licensed vehicle/equipment is defined by law in RCW 46.16A.030.
22. Applicant shall barricade off (and immediately notify the City Inspector) if any portion of the Applicant's work or excavation: (a) affects or undermines the public right-of-way; or (b) creates an unsafe condition or hazard to people, property or vehicles.

CONSTRUCTION IMPACTS:

23. Applicant is solely responsible for all construction and installation activity within the public right-of-way. Responsibility for this approved installation is not transferable.
24. As determined by the City Inspector, damage to any infrastructure in the public right-of-way resulting from any work performed or associated with this permit will be repaired to as good as or better condition in a manner and with materials as approved by the City of Bellevue. Such repair may require a revision to the existing permit or may require obtaining a new Right-of-Way Permit with appropriate cost.

25. The landscaped or shoulder area shall be replaced or repaired to its original or better condition to the satisfaction of the City Inspector. Where appropriate, native soil or compost-amended soils shall be placed and vegetation re-planted.
26. Any damage to the existing signal equipment, detector loops, interconnect system and street lighting equipment, etc. shall be replaced per City of Bellevue Standards and to the satisfaction of the Signal Shop within seven calendar days. Applicant shall notify the Signal Shop at 425-452-6950 immediately if any loop detectors are cut or damaged. Applicant is responsible for permanent loops and shall grind and overlay the damaged loop area and replace the loops and appurtenances per City of Bellevue Standards. This work shall be performed by an electrical company certified by the State of Washington in accordance with RCW 19.28. Proof of certification shall be required upon request by the City. For more information on loops, contact the city's Signal Technician at 425-452-5233 or 425-452-6950.
27. Applicant shall not damage, trim, remove, top, prune or kill any trees or landscaping within the public right-of-way without the express prior written approval of the City of Bellevue; and, any actions taken by Applicant without such express prior written approval may result in Applicant's liability for civil penalties/fines of up to 3 times the assessed value of the trees and, depending on the circumstances, may result in criminal charges against the Applicant. Any damaged trees, landscaping or irrigation shall be replaced by the Applicant within 14 days.
28. Applicant shall comply with the requirements from the City of Bellevue Utilities Department. In the event of any damage, though not limited to an existing water structure, sewer structure, or storm drainage structure, Applicant shall immediately notify the Utilities Department at 425-452-7840 so that they can assess the damage and determine what repairs are needed. Applicant shall comply with all applicable codes and permits as required by other departments and/or agencies.
29. Vehicles are not allowed to park on sidewalks, multi-purpose pathways, bike facilities, or medians at any time except as allowed by a temporary traffic control plan. If vehicles are found parked in any of these areas, the company and/or individual may be subject to ticketing, sidewalk reconstruction and/or repair.
30. If authorized by an approved temporary traffic control plan, Applicant shall provide temporary no parking signs for the reservation of on-street parking stalls. Such signs must be mounted on Type II barricades and shall be placed immediately adjacent to the stalls to be reserved a minimum of 72 hours in advance of the authorized restriction period. The signs must display the dates and hours of the restriction and the permit number authorizing the restriction. The signs shall be completely removed from the public right-of-way when the restriction is no longer applicable. The signs shall include the Company's name, the company's employee contact, and a phone number for the company.
31. A minimum of 48 hours prior to the start of activity in the public right-of-way, Applicant shall inform all adjacent property/business owners of the scope and schedule of their project. The City Inspector or Engineer may prescribe additional or more restrictive advanced notification requirements as necessary due to the scope of the work. Applicant is required to provide evidence of advanced notification upon request. Applicant's work shall be performed in a manner which interferes or limits driveway access, pedestrian and vehicular ingress/egress, as little as is reasonably possible in consideration of the work being performed. Driveway access, pedestrian and vehicular ingress/egress shall be available and maintained at all driveway entrances except where prior arrangements (which are acceptable to the city) between Applicant and the property owner have been made. All driveways, pedestrian and vehicular ingress/egress points shall be open during non-construction hours unless agreements have been made with the property/business owner and accepted by the City Inspector.

32. Any removal or damage to existing pavement markings, traffic control signs, and/or parking signs shall be replaced with temporary marking or signs prior to site access being re-opened to the public. Temporary signs or pavement markings shall remain until the restoration is complete, at which point permanent signs, and/or markings shall be installed per City of Bellevue Standards.
33. On-street construction parking is not allowed at any time. Upon request, the contractor shall provide the Transportation Department written proof of the parking plan for construction employees for the duration of the project.
34. All walking surfaces must remain free of dirt and debris at all times. It is the responsibility of the contractor to maintain all sidewalks and pedestrian walking surfaces adjacent to the construction site. All pedestrian walking surfaces must be inspected by the contractor regularly and repaired immediately upon discovery of any defect
35. Any use of steel plates by Applicant shall be for overnight purposes only and shall not be used over weekends unless otherwise approved by the Engineer or City Inspector. The steel plates may only be used for distances of less than 200 feet and must have asphalt ramps/wedges around the plates and a non-skid surface at all times. They may not be used on steep grades of 8 percent or greater. All plates must be pinned down and the City of Bellevue may require combinations of plates to be welded together. Warning signs must be appropriately placed to caution motorists of upcoming steel plates. Steel plates are not allowed if snow is expected or if there is a potential for snow. The City Inspector must review and approve all steel plate placements prior to the contractor leaving the job site. Movement of plates or changes in site conditions for any plates that necessitates the call-out of city staff may cause a Stop Work Order to be issued to the project.
36. Utility pole installation requires use of a vacuum truck to excavate the hole. Augering may be done only when field locates of existing utilities show at least 5’ of horizontal clearance, measured from the outside edge of the auger, to any existing utility.
37. Prior to commencing any construction or excavation within 100 feet of a right-of-way or utility easement containing a transmission pipeline, the Applicant must consult with the Olympic Pipe Line Company. The City Inspector or Engineer may request verification of the Applicant’s coordination efforts with the pipeline company before or during the project.

OTHER DEPARTMENTS:

38. Unlocatable Underground Facilities - if a water main has been field marked as unlocatable and cannot be located by hand-digging, the City Inspector and the Utility Department Personnel must be contacted at 425-452-7840 to arrange for an onsite meeting prior to commencement or continuation of work.
39. A Hydrant Use Permit is required for use of any City of Bellevue hydrant. More information on Hydrant Use Permits can be found at **BellevueWA.gov/city-government/departments/utilities/utilities-projects-plans-standards/utilities-codes-and-standards/temporary-fire-hydrant-permits**.
40. The work area shall comply with all applicable provisions of the Bellevue City Code, Chapter 23.76 Clearing and Grading ordinances to prevent hazards to public safety, health, and welfare. Streets shall be kept free of dirt and debris on a continuous basis per Bellevue City Code 23.76.095. Vacuum sweepers with dust suppression shall be used as frequently as deemed necessary by the Engineer or City Inspector. The Contractor shall install catch basin filters in all catch basins (existing and new) per Bellevue City Code 23.76.090.

41. The Washington State Department of Ecology may identify sites within Bellevue as potentially being contaminated and/or hazardous. Applicant must verify the location of their underground work against the Department of Ecology Site List and take any necessary steps to protect the safety of their staff, the public, and the environment from disturbance of any contaminated materials. More about the sites can be found here (**https://fortress.wa.gov/ecy/publications/documents/1709042a.pdf**).

WORK FOR / BY UTILITY COMPANIES:

42. Permitted work or activity by a utility company, its contractors or subcontractors in the public right-of-way may require temporary construction notification signs at the direction of the City Inspector. The signs shall include the Company's name and logo, the company's employee contact, name of the project and a phone number for the company. Construction signing shall not obstruct travel lanes or the pedestrian system.
43. When directed to by the city, Applicant shall provide as-built drawings to the city showing the location and depth of the conduit, the size and location of all junction boxes and vaults.

HOLIDAY RESTRICTIONS:

44. Work in the public right-of-way will not be allowed from noon the day prior to a holiday or holiday weekend through 7:00am the day following a holiday or holiday weekend, except with prior exemption from the Right-of-Way Manager. Holidays that occur on Friday, Saturday, Sunday, or Monday are considered holiday weekends.
45. State identified holiday work restrictions: Holidays are defined in RCW 1.16.050 "Legal holidays and legislatively recognized days." The legal holidays are as follows: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving (and day after), and Christmas.

Appendix E

Traffic Control Guidelines

September 5, 2018

TRAFFIC CONTROL PLAN GUIDELINES

TCP's submitted with applications for any Right-of-Way Use Permit shall be prepared by a certified Traffic Control Supervisor (TCS), certified Traffic Control Design Specialist or licensed Professional Traffic Operations Engineer, using traffic control software (or other software modified to clearly show all aspects of the traffic control zone – see below). The certified party shall stamp or affix their name, current certification number, expiration date and contact information on the plans.

TCP's shall be in 11x17 format (whether printed or electronic), consistent with all applicable MUTCD/ WSDOT guidelines and TCP examples, and include all of the following:

1. All streets (including names) and public Right-of-Way limits
2. Posted speed limits
3. All traffic signals, midblock crossings and regulatory signing within work area and affected traffic control zone;
4. Existing curbs, gutters, sidewalks, driveways and intersections in the traffic control zone, including all driveways, streets, alleys (public and private) impacted by the traffic control;
5. All existing and proposed channelization, including lane widths, within work area and affected traffic control zone;
6. All existing pavement markings, painted crosswalks, and bike lanes or shared lanes within work area and affected traffic control zone;
7. All existing parking areas, restrictions and proposed temporary parking restriction zones and signs, as needed, within the traffic control zone;
8. Location and dimensions of the construction work area;
9. Staging area and materials storage area (when applicable);
10. Location of construction signs, barricades, and channelizing devices;
11. All taper lengths, lane widths, and sign and channelizing device spacing;
12. Pedestrian/bicycle accommodations or detours where sidewalks or other pedestrian or bike facilities are impacted (include appropriate signs, barricades, flaggers, spotters, etc.);
13. A legend to define all signs and symbols, using MUTCD nomenclature;
14. Legible lettering and clear, contrasting symbols for viewing or printing;
15. North arrow and scale;
16. Contractor's name, address, and phone number; and
17. Name and mobile telephone number of the 24-hour contact person representing the contractor and responsible for the temporary traffic control.

Appendix F

Traffic Control Supervisor Roles and Responsibilities

City of Bellevue
Traffic Control Supervisor (TCS) Responsibilities

Updated: October 17, 2023

The dues and responsibilities outlined below are essential functions of the TCS. Any additional tasks assigned to the TCS by his/her employer and/or performed by the TCS shall NOT conflict with (nor take precedent over) the duties and responsibilities below:

- Possess on his/her person a current WA State TCS card and a WA State Flagger card.
- Act as an authorized representative of the permit holder and have due authority over all on-site employees, contractors, and sub-contractors performing or affecting temporary traffic control (TTC) activities in (or affecting) the public Right-of-Way associated with the permitted project.
- Ensure the requirements of WSDOT Standard Specification 1-10.2(1)B "Traffic Control Supervisor" are met for the permitted project.
- Be on-site when flagging or other TTC is being utilized and when work is performed, including deliveries and set-up/takedown of TTC devices.
    - If crews are working multiple shifts during each workday, multiple TCS's may be required.
    - Upon inspector's approval, "on-site" may be modified to mean within a five-minute walkable distance of the physical construction site or work zone.
- At any given time, serve as the TCS for the permitted project only, not multiple projects.
    - If the permitted project includes multiple sites or encompasses a large geographic area, depending on the nature of the work, multiple TCS's may be required.
- Be the point of contact (relative to TTC in or affecting the public Right-of-Way) for all City inspection staff, engineers, and TTC personnel, including uniformed police officers (UPO's).
- Provide 24-hour contact information (cell and email) to ROW office, inspector, and Police Traffic Division, and be available to take/return calls within 20 minutes.
- Possess means of direct communication with each site supervisor during all work hours.
- Have access to a properly equipped vehicle for driving the TTC set up to assure clear direction to motorists and to perform monitoring and maintenance of the traffic control devices.
- Develop and implement temporary traffic control plans (TCP's) addressing all travel modes and ADA.
    - All TCP's shall be reviewed and approved via the permitting process prior to implementation (unless other arrangements have been made in writing with the inspector).
- Coordinate TTC with other construction sites in the area to reduce congestion, ensure contiguous pedestrian paths, and promote coordination and safety.
- Communicate approved TCP to all site workers responsible for TTC, including emergency vehicle response procedures and ANY changes to traffic control.
- Control site access points and all ingress and egress, including vehicle and equipment staging.
- Monitor and ensure appropriate utilization of all approved off-site staging areas.
- Implement and communicate changes to TTC setup to mitigate changing roadway/traffic conditions.

- Provide written documentation of any changes to the TTC to assigned inspector within 24 hours of implementation.
- Ensure adherence to permitted work schedule.
- Ensure all contractor or sub-contractor staff involved in the direction of traffic movement are certified under State requirements.
- Ensure the removal of all temporary traffic control signs and/or devices when TTC is not in effect.
- Ensure adherence to all conditions of the Right-of-Way Use permit related to TTC.

Appendix G

APWA Uniform Color Code Handout

City of Bellevue

APWA Uniform Color Codes Handout

Call before you dig. It's the law!

The Utility Notification Center is the one-call agency dedicated to safeguarding residents and construction personnel who work around utilities, as well as safeguarding the underground infrastructure of pipes, mains and lines which bring utilities to your community.

Calling before beginning any excavation prevents damage to underground facilities, service interruptions & bodily injury.

Calling before you dig ensures that any publicly owned underground facilities will be marked according to the APWA color code so that you can dig safely.

APWA Uniform Color Code for Marking Underground Facilities

Underground facilities shall be marked in accordance with the following Designated color code:

WHITE	**White:** Pre-marking of the outer limits of the proposed excavation or marking the centerline and width of proposed linear installations of buried facilities.
PINK	**Pink:** Temporary Survey Markings.
RED	**Red:** Electric power lines, cables or conduit and lighting cables.
YELLOW	**Yellow:** Gas, oil, steam, petroleum or gaseous materials.
ORANGE	**Orange:** Communication, alarm or signal lines, cables or conduits and fiber.
BLUE	**Blue:** Potable water.
PURPLE	**Purple:** Slurry, irrigation and reclaimed water.
GREEN	**Green:** Sewers, drainage facilities or other drain lines..

Permanently Marking Underground Facilities

The following recommendations shall be followed when permanently marking underground afacilities:

1. Markers must be clearly visible
2. Marker materials shall be durable in nature. (Treated Wood, Metalli, UV Resistant Plastics, etc.)
3. Mark culverts if not readily visible. Mark both ends of all non-visible underground facilities.
4. Identify type of underground facility if not recognizable from the surface.
5. It is also recommended that your state's Call Center number appears on the marker if the marker is of sufficient size.

PRIVATELY-OWNED LINES CAN BE LOCATED FOR A FEE

Water, natural gas, and residential electric lines* are usually owned by the utility up to the meter. Some sewer districts own only the mains; others extend their ownership to laterals up to the property lines. The customer typically owns everything beyond these points.

Customer-owned lines usually include any that serve outbuildings, hot tubs, security lighting, pools, and natural gas grills.

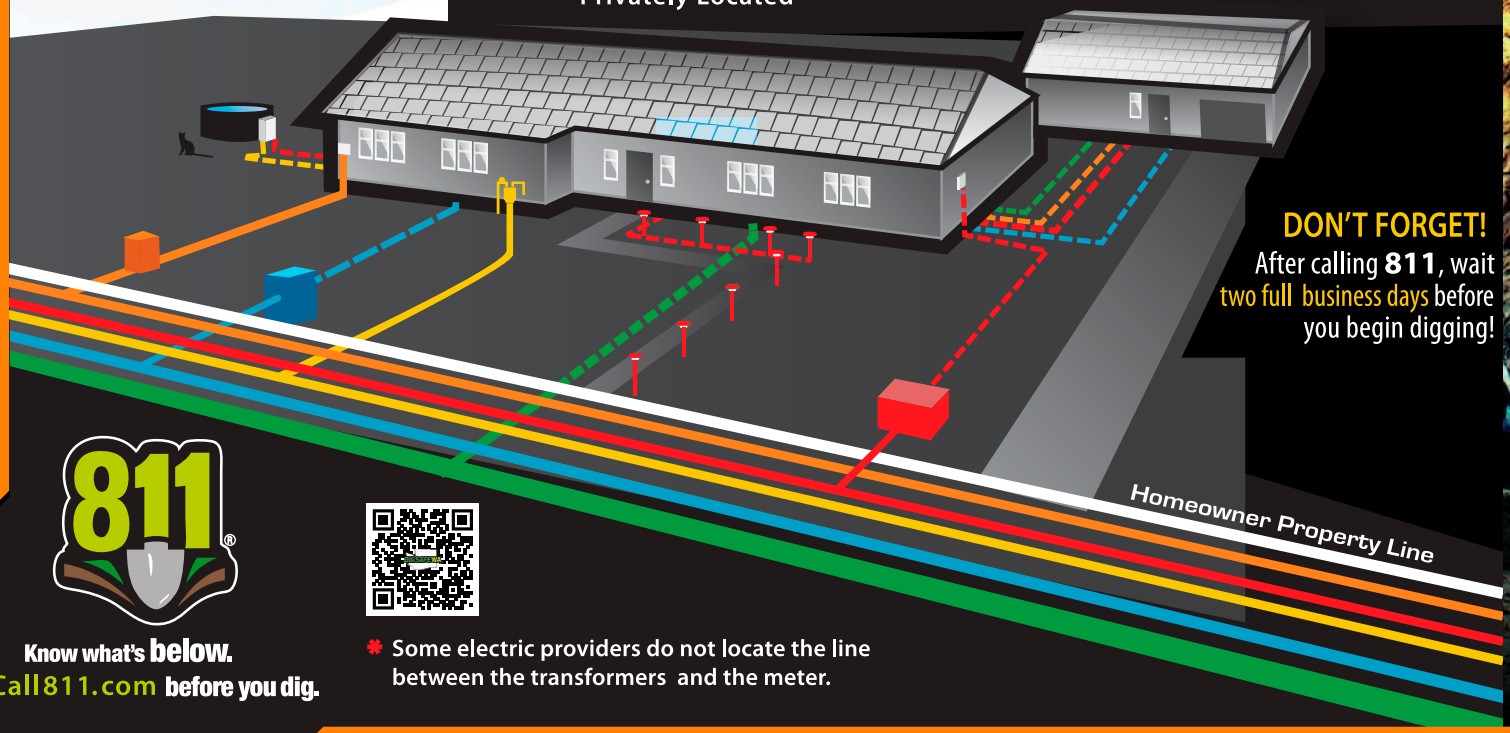
The free locating service available through 811 applies **ONLY** to facilities owned by utilities. The diagram below shows a variety of utilities, some owned by the utility and some by the homeowner.

Utility Located

Privately Located

Those utilities marked by dotted lines, including propane gas lines, are typically owned by the homeowner. Private locating services will mark these for a fee.

Blue	WATER	Red	ELECTRIC
Green	SEWER	Orange	INTERNET and PHONE
Yellow	GAS, OIL, and STEAM	Purple	NON-DRINKING WATER



DON'T FORGET!
After calling **811**, wait two full business days before you begin digging!

PLANNING SOME PROJECTS THAT INVOLVE MOVING DIRT?
Call811.com BEFORE YOU DIG!

www.DigSafeWA.com

811®
Know what's **below.**
Call811.com **before you dig.**

* Some electric providers do not locate the line between the transformers and the meter.

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Appendix H

Sidewalk Cafe Standards

Sidewalk Café and Seating Area Standards

Sidewalk cafs and seating areas are an excellent way to enrich the character of neighborhoods and enhance economic development. The City of Bellevue has developed these sidewalk seating standards to encourage a vibrant sidewalk experience while providing safety and accessibility for all sidewalk users.

Sidewalk seating in the right-of-way for an adjacent business requires a Street Use Permit from the Transportation Department. There are two categories of sidewalk seating permits – a Seating Area permit and a Sidewalk Caf permit.

For the purpose of this document and associated permits, the term sidewalk café refers to an area in the public place where tables and chairs are placed for the use of patrons consuming food or beverages that is operated by a food service establishment located on abutting property.

I. Definition of Types of Sidewalk Seating

A. Seating Area:
A Seating Area permit allows for tables and chairs to be set out on the sidewalk directly adjacent to the business. Table service is not allowed, and alcohol cannot be consumed.

The tables and chairs must be removed daily and no railings are allowed. If approved, umbrellas may be used.

These can be used by both customers and the general public.

One-time annual application and review fee, plus annual Use Fee.

B. Sidewalk Café:

A Sidewalk Café permit is required where table service will be provided. If the permitted business holds a liquor license, alcohol may be served.

Demarcation of the sidewalk café area is required and may consist of railings, planters, or City-installed pavement markings (with approval from the WSLCB for establishments serving alcohol). If approved, umbrellas may be used.

The seating is for the exclusive use of the business patrons.

One-time annual application and review fee, plus annual Use Fee.

II. Sidewalk Accessibility Standards

A. The pedestrian access route (PAR) along and adjacent to Sidewalk Cafés and Seating Areas shall provide a clear path of pedestrian travel in compliance with the Americans with Disabilities Act (ADA) and the accessibility provisions of the current adopted City of Bellevue Building Code.

B. The pedestrian access route measured from the outside edge of the permitted sidewalk café area to the nearest obstruction, or if no obstruction to the back face of curb, shall be a minimum of 5 feet on non-arterial roads and 7 feet on arterial roads. In special circumstances, a minimum of 4 feet may be used for limited lengths, subject to approval.

C. The pedestrian access route shall be generally straight with no abrupt turns that impair pedestrian circulation.

D. The pedestrian access route shall not include tree grates or planter areas.

E. The Director of Transportation may require greater than the minimum width for the pedestrian access route in areas with large volumes of pedestrians.

III. Sidewalk Café and Seating Area Standards

A. Location and setbacks:

1. Permitted area shall be along business frontage, adjacent to the building or curbside, but not both.
2. Minimum setback from restaurant doors or adjacent business doors shall be a minimum of 3' clear, and shall meet the requirements of 2009 ICC A117.1, Section 404 for doors and doorways.
3. If permitted area is curbside, the setback to the front face of curb shall be 3' and shall have physical delineation that is difficult to move (such as planters) between the seating area and the curb.
4. Adjacent to street corners, the clear area shall be the greater of:
    a. The area of intersection of the walkways
    b. 5 foot setback from curb ramps
    c. 5 foot setback from the beginning of the curb radius

B. Delineation is required for a Sidewalk Café permit and may be either sidewalk markings or a vertical barricade.

1. Sidewalk markings maximize walking and dining space that would otherwise be occupied by a barricade, and their use shall meet all of the following requirements:
    a. The permitted area must be contiguous to restaurant.
    b. The sidewalk markings must be at all boundaries of the permitted sidewalk café area.
    c. The sidewalk markings will be provided and installed by the City. As per WSLCB requirements, approval will need to be obtained from WSLCB when serving alcohol and proposing to use markers instead of the required 42" barrier, the markings will be 6 inches minimum in diameter and spaced no more than 10 feet apart. It is the food service establishments responsibility to comply with the WSLCB requirements.
    d. Cane navigational delineation (vertical barricades) shall be provided at the leading and trailing edges of the seating area, perpendicular to the building face. Where alcohol is served and 6" markers are used along the length of the sidewalk café, cane navigational delineation at the leading and trailing ends must be 42" in height per WSLCB.
2. Vertical barricades may be fencing, railing, stanchions, planters, or other approved elements. The entire barricade, including bases, must be within the permitted area, and shall meet the following requirements:
    a. Vertical barricades shall be between 30 and 42 inches in height. If alcohol is served, they shall be 42 inches in height unless City 6" markers noted above are used (cane detection is still required at leading and trailing ends of the sidewalk café).
    b. Vertical barricades must be detectable by cane having a toe rail or horizontal rail, chain or rope (chain, rope, etc. pulled tight allowing substance for cane detection) less than 27 inches above the sidewalk or other vertical cane-detectable elements spaced no more than 24 inches apart horizontally.

c. Where alcohol is served, opening of vertical barricades into and out of the sidewalk café footprint shall not exceed 10 foot total combined opening along each side of the sidewalk cafe, per WAC 31403-200. Must maintain ADA required cane detection.

d. Fencing style barricades must be generally transparent, not solid.

e. Vertical barricades must be constructed of finish quality materials such as steel, safety glass or finished wood. Plastic, unfinished wood, or pressure-treated wood is not allowed.

f. Vertical barricades must be free-standing and sturdy. Bolting to the sidewalk is not allowed.

g. If a vertical barricade is used and there is no entrance/exit directly to the public space but only into the restaurant, an additional review and permit will be required by the Building Department.

C. Seating

1. All seating and tables must be moveable for ADA access. It is the food service establishment's responsibility to comply with Title III of the ADA.
2. Required area per occupant/chair is 15 square feet or as determined in accordance with Chapter 10 of the IBC, as adopted by the City.
3. Seating and tables cannot obstruct restaurant doors or exits.
4. Material shall be heavy molded plastic, resin wicker, decorative metal or finish grade wood.
5. Seating and tables shall not be placed on tree grates or planter areas.

D. Hours of Operation

1. Opening time: 8:00 a.m. or establishment's opening time, whichever is later.
2. Closing time: 10:00 p.m. or establishment's closing time, whichever is earlier.

E. Decorative planters may be located in the seating area but must be fully within the footprint of the permitted sidewalk café area.

F. Umbrellas are allowed within the footprint of the permitted sidewalk café or seating area, but the lowest part of the umbrella must not be less than 6'-8" above the sidewalk surface when fully opened. Umbrellas may encroach on the pedestrian circulation path outside of the permitted area provided the lowest part of the umbrella is a minimum of 8 feet above sidewalk.

G. Heating elements of a type approved by the Fire Marshall are allowed and must be fully within the footprint of the permitted sidewalk café area.

IV. Permit Conditions

A. Allowed hours of operation and periods of use during the year.

B. All furnishings and fixtures must be non-permanent and removable within 24 hours.

C. Sidewalk café must be in compliance with all WSLCB laws, if alcohol is served.

D. For Sidewalk Cafés, the business must have an attendant, wait staff or server dedicated to outside service area when patrons are present.

E. Sidewalk café area may only be used for food and beverage service by the permitted business – storage or other uses are strictly prohibited.

F. Amplified sound including the use of speakers and microphones is not allowed.

G. No floor coverings or carpets are allowed in the sidewalk café area.

H. In an emergency, the City can clear the Seating Area or Sidewalk Café immediately. The City will not be responsible for any damage.

I. Sidewalk Café and Seating Area permits may be temporarily suspended if city maintenance, repair or improvement work needs to be performed.

V. Responsibilities of the Permittee

A. The permittee shall have a copy of the permitted layout of the sidewalk café on site and readily available for review if necessary.

B. The permittee is responsible for ensuring the sidewalk café activity remains within the permitted area.

C. The permittee shall maintain the sidewalk seating area and adjacent public space to keep it clean and free of debris of any kind generated by the sidewalk café.

D. The permittee shall address any pest (rodent, bird, etc.) concerns or issues associated with the sidewalk café or seating area and will comply with all Health Department requirements.

E. No storage of materials or supplies other than those used for the daily operation of the sidewalk café will be allowed in the permitted area.

F. The permittee shall ensure that the activities of the sidewalk café will not create a nuisance or hazard to public health, safety, or welfare and will not interfere with access to abutting or adjacent property and must not encroach into the ADA required sidewalk pedestrian access route.

G. The permittee shall immediately remove the sidewalk café elements when ordered by the Director of Transportation, the Chief of Police, the Fire Chief, or other City official.

VI. Permit Application

The following documentation is required to apply for a Seating Area or Sidewalk Café permit.

A. Building owner Letter of Authorization (LOA), if different from restaurant owner, verifying that the Seating Area or Sidewalk Café will be operated by a food service establishment that is permitted by the King County Department of Public Health.

B. Proof of Insurance naming the City of Bellevue as an additional insured with a CG 20 12 or CG 20 26 endorsement in the following amount:

   1. Seating Area Permit - $1,000,000
   2. Sidewalk Café Permit - $2,000,000
   3. Endorsements must be submitted along with the Certificate of Liability Insurance.

C. Hold Harmless agreement (form provided by the city after initial application).

D. Copy of WSLCB license and Added Activities Acknowledgement, if applicable.

E. Description of proposed use including:

   1. Proposed hours of use
   2. Anticipated periods of use during the year
   3. If any liquor will be sold or consumed in the Sidewalk Café area
   4. Proposed furniture type and material

5. Total seating (number of tables and chairs)
6. Total square footage of proposed Sidewalk Café.

F. A site plan drawing – drawn to scale – showing the following:
1. Property address and business name
2. Street names and north arrow
3. Location of property lines and dimensions of the sidewalk area proposed for the Seating Area or Sidewalk Café
4. Location of all Seating Area or Sidewalk Café elements, including tables, chairs, umbrellas, demarcation (pavement markings, railings, planters, etc.), decorative planters, or other fixtures and their dimensions
5. Location of any Fire Department connections or standpipes
6. Location of all existing improvements on the adjacent sidewalk including tree grates/tree wells, fire hydrants, street lights, utility poles, street furniture, bike racks, utility covers in sidewalk, etc. and their distance from the proposed Seating Area or Sidewalk Café
7. Dimension from back of adjacent roadway curb to proposed Seating Area or Sidewalk Café
8. Layout and dimensions of the pedestrian access route (see Section II A-D)
9. Restaurant entrance and setback dimension
10. Entrance(s) to Sidewalk Café, if a railing or barrier is used
11. Details of railing or barrier, if used, including style, material, support and dimensions.

G. Fee/deposit
1. Application/review fee is due with application for both Seating Area and Sidewalk Café permits.
2. Annual permit fees for Sidewalk Cafés are due upon approval of application. The annual fee covers a period of one year (January 1 to December 31) and is not pro-rated.
3. Fees are non-refundable.

VII. Permit Administration, Expiration and Renewal

A. Seating Area and Sidewalk Café permits are annual permits.

B. Annual permit fees for Sidewalk Cafés will consist of the standard Street Use Permit submittal fee and a Use Fee based on the square footage of the permitted area.

C. Seating Area and Sidewalk Café permitted limits can be re-applied for annually provided:
1. An annual permit is obtained
2. The annual permit and Use fees are paid
3. The permittee is in compliance with all permit conditions
4. The space is not needed for transportation, utility or any other public use purpose.

D. Permit modification is required if site conditions change or if the business changes ownership. An additional review fee will be charged for permit modification.

E. Permits are of a temporary nature, vest no permanent rights, and are revocable.

F. The Director of Transportation may suspend the permit for transportation mobility or public safety purposes, for permitted Special Events, or any other permitted activity.

G. The Director of Transportation may modify the conditions of a sidewalk café or seating area permit after providing the permittee with written notice ten (10) days prior to modifying the permit.

H. For unique circumstances with pre-established use (prior to August 2017), exceptions to these standards may be allowed at the discretion of the Transportation Director using the established procedure for Deviations and Exceptions.

VIII. Penalties – Suspension or Loss of Permit

A. The sidewalk café or seating area must be in compliance with all permit conditions and sidewalk seating standards. Noncompliance may result in suspension or revocation of the permit.

B. Written notices will be issued for non-compliance of any standards and conditions, including but not limited to:

1. Encroachment beyond the permitted area, especially into the walkway for pedestrian travel (the PAR).
2. Tables and chairs in excess of the permitted number
3. Violation of noise code requirements
4. Occupancy beyond the permitted hours of operation.

C. Three written notices within the annual permit timeframe will result in the permit being suspended for thirty (30) days. After the first violation the City may require additional fees to cover the cost of inspection.

D. Repeated suspensions may result in revocation of the permit at the discretion of the Director of Transportation.

IX. Prohibited Uses

A. The permitted area shall not be used for any other purpose than as a sidewalk seating area or café as described in the permit.

B. Outdoor storage is not allowed.

C. No trash cans or refuse storage containers are allowed at any time.

* * * End of document * * *

Appendix I

Over-Legal Vehicles and Loads Policy

Over-Legal Vehicles and Loads Policy

Over-Legal Vehicles and Loads

This policy identifies the requirements for over-legal vehicle loads traveling on City of Bellevue streets. Over-legal loads are those loads exceeding the maximum width, height, and or length as identified under State law or City of Bellevue policy.

Over-Legal Vehicles and Loads Registration

Scheduling of over-legal loads must be done a minimum of **48** hours in advance of any move. Any load requiring Bellevue Police escort as identified below shall be arranged a minimum of 3 days in advance of the planned move date. Permit for house/building moves must be applied for at least 21 days in advance of the proposed move date.

Requirements (in addition to the Annual Trucking Permit) *Note: The city reserves the right to require Police escort for any load it deems to have the potential for significant traffic or infrastructure impact at any location.*

Over-Width Loads (see Washington State Commercial Vehicle Guide for legal dimensions)

Width	Street Description	Front Pilot Car Required	Rear Pilot Car Required	Inspector Escort Required	Police Escort Required
8′ 6″ to 11′	All Roadways	No escort required. Register load as identified above.			
>11′	Two-Lane Roadways	x	x	x	**Typically not required. See note above.**
>11′ to <14′	Multiple Lane Roadways		x	x	
>14′ to <15′ 6″	All Roadways	x	x	x	
>15′ 6″	All Roadways	x	x	x	x

Over-Height Loads (see Washington State Commercial Vehicle Guide for legal dimensions)

Height	Street Description	Front Pilot Car Required	Rear Pilot Car Required	Inspector Escort Required	Police Escort Required
<14′	All Roadways	No escort required. Register load as identified above.			
>14′ to <15′ 6″	All Roadways	x		x	**Typically not required. See note above.**
>15′ 6″	All Roadways	x	x	x	x

Over-Length Loads (see Washington State Commercial Vehicle Guide for legal dimensions)

Length	Street Description	Front Pilot Car Required	Rear Pilot Car Required	Inspector Escort Required	Police Escort Required
>75′ to <89′	All Roadways		x	x	**Typically not required. See note above.**
>89′ to <100′	All Roadways	x	x	x	
>100′	All Roadways	x	x	x	x

Overhanging Loads (see Washington State Commercial Vehicle Guide for legal dimensions)

Length	Street Description	Front Pilot Car Required	Rear Pilot Car Required	Inspector Escort Required	Police Escort Required
>15′ from rear axle	All Roadways	x	x	x	x

Building Moves

Building moves will always require both an inspector and Police escort. In addition, Traffic Signals crews may be required for loads taller than 15'-6". Police (and possibly Signals crews) are assigned and billed at a minimum call-out of 3 hours. At least 21 days is required for processing of this permit.

Damage and Liability

By accepting the Annual Trucking Permit, the permit holder shall repair any damage to city infrastructure resulting out of the use of the permit including any costs incurred by city crews in the repair of damage. The permit holder is liable for injury or death of any person or damage to property that may occur through any act or omission of either the permittee or the city arising for the issuance of the permit.
In the event that any claim, suit or action is brought against the city, its officers, employees or agents, permit holders shall defend, indemnify and hold harmless the city, its officers, employees, or agents from such claims, suit or action.

Failure to Obtain Necessary Permits

Failure to obtain necessary permits is a violation of City Code and may result in a Stop Work Order issued to the entire job site. In addition, all permit fees for that work performed without a permit will be doubled. More than one infraction by a carrier or job site may lead to further action which may include the requirement of bonding or other assurance device for the use of the public right-of-way.

Appendix J
Holiday Lighting Brochure

Holiday Lighting Permit: Permitting Process and Checklist

Please use the following steps to guide your application for the Holiday Lighting Permit. Applications must be submitted **at least one month** prior to your planned installation date.

1. **Develop an idea for your holiday lights in public right-of-way.** Where do you want lights? How should the lights be decorated? Where will electricity come from? Can I partner with other businesses/residents?

2. **Find a contractor.** A licensed lighting contractor with an electrician on staff is required when installing lighting in the public rights-of-way.

3. **Collect the following required DOCUMENTS, submit your application,** and **pay permitting fees.** Please see City of Bellevue Holiday Lighting Application Guide for design requirements and forms. **Permit fees**: Fee Schedule for Right-of-Way Use (BellevueWA.gov/sites/default/files/media/pdf_document/permitfees_row.pdf).

   A. **Site Plan.** Plans need to clearly show where all lighting/decorations will be installed.

   B. **Electrical Plan.** With details and descriptions of all lighting elements. The plan must show where power will be obtained, and it must comply with NEC and Bellevue City Code.

   C. **Proposed Timeline.** Includes desired installation dates, power turn-on date, power turn-off date, and removal schedule.

   D. **Installation Logistics Plan**, showing how the contractor will install lighting, with **Temporary Traffic Control Plan** if installation impacts city ROW.

4. Right-of-way team reviews permit application materials and approves permit. Revisions to application materials might be required prior to approval.

5. Schedule your Pre-Construction Meeting and Inspections Date.

6. Congratulations! You may now begin installing your Holiday Lighting.

To Submit a Permit Application

1. Go to mybuildingpermit.com. Click “apply for a permit” and log in or create an account.
2. Select your jurisdiction (Bellevue), and on the “Application Information” step, make the following selections:
   - **Application Type:** Right-of-Way
   - **Project Type:** Other Project Type
   - **Activity Type:** Street Use
   - **Scope of Work:** Temporary Traffic Control Only
3. Enter your project start and end date.
4. Start your application by following the prompted instructions.

1. Holiday Lighting: How Do I Start?

The holidays are a fun and festive time, especially in a vibrant community like Bellevue. Holiday lighting and decorations along public streets and sidewalks, particularly in retail areas (like downtown), can enhance everyone's enjoyment of this joyous season. This guide explains and provides a detailed process for ensuring your installation is safe for all to enjoy.

1. **Develop an idea**
   Where do I want lights? Will I want to incorporate other decorations? Where will the electricity come from? How much electrical load is involved? What safety issues should I be aware of? Can I partner with other businesses/residents?

2. **Find a contractor**
   For installations in the public Right-of-Way, you'll need a licensed lighting contractor with an electrician on staff.

3. **Apply for a permit**
   Per Bellevue City Code (14.30) any use of the public Right-of-Way requires a Right-of-Way Use Permit. You may apply online at MyBuildingPermit.com. See instructions, requirements and current fees at Permit Fees and Payments (BellevueWA.gov/city-government/departments/development/permits/permit-fees-payment) Batching multiple sites (street addresses) under a single permit is allowed.

4. **Install the lighting**
   Assuming your application submittal is complete, you'll have your permit within 3-4 weeks (timelines may vary based on all permit volumes). Once the permit is issued, be sure to follow the permit instructions and **remember to schedule the required pre-con and inspections prior to beginning the installation**.

(Installation without a permit will require full removal and paying double of Permit fees prior to reinstalling.)

2. Permit Overview

2.A What Permit Do I Need?

Holiday lighting are permitted through a Right-of-Way (ROW) Street Use (TE Type) Permit and are valid between November 1 through January 31 on city owned infrastructure. Longer type lightings will require an additional agreement between the city and the applicant. Please contact our Right-of-Way Team for more information.

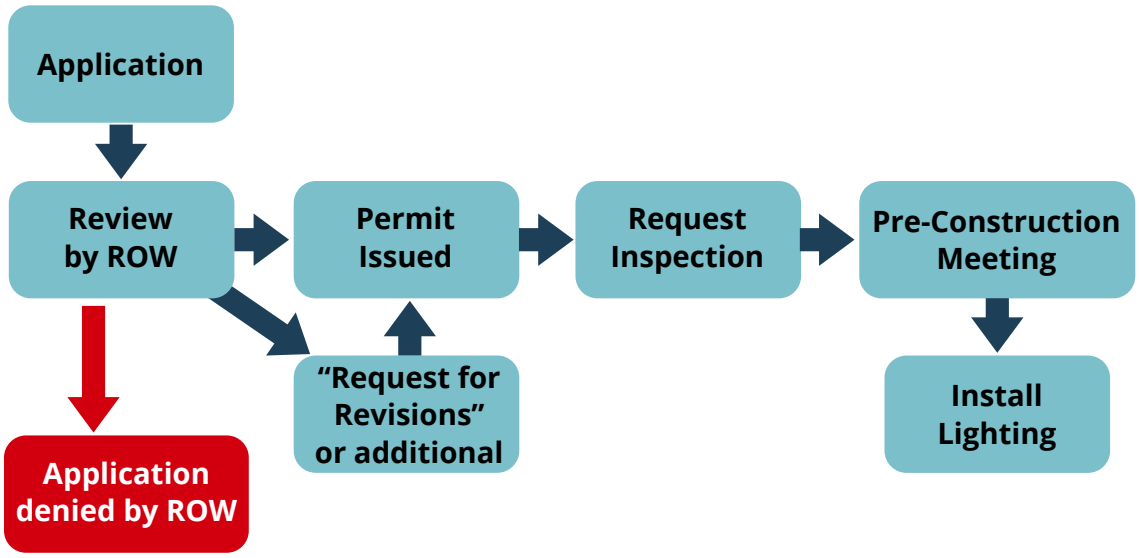
The City of Bellevue's Right-of-Way Management team will review the application and issue a permit if all documents are valid. Revisions and/or additional submittal materials may be required. Please check your email and/or mybuildingpermit.com periodically to see if there are any missing information/documents or updates with your application.

2.B Understanding the Street Use Permit

Bellevue City Code 14.30 (bellevue.municipal.codes/BCC/14.30.120) provides that it is unlawful for any person to make private use of the public Right-of-Way without first obtaining a valid permit issued by the City of Bellevue Transportation Department or other departments designated by the city manager.

2.C Permitting Process

Applications should be submitted a minimum of one (1) month prior to planned installation of holiday lighting. The Right-of-Way Team will review your application and issue a permit within 3-4 weeks. No installation is approved within the ROW without first having a ROW permit and completing a pre-construction meeting with Right-of-Way staff.



3. Application Requirements

3.A Required Documents: *Please see Appendix for fillable forms.*

Installing temporary lighting/decoration in the public Right-of-Way (or public sidewalk easement) requires a Right-of-Way (ROW) Use Permit. To apply for a ROW Street Use Permit, please visit MyBuildingPermit.com. Submit your application at least one month prior to your planned installation, and include the following:

1. A **proposed timeline**, including desired installation dates (in compliance with the restrictions provided below), turn-on date (not before Nov 1), turn-off date (per Design/Operational Standards/Restrictions), and removal schedule.
2. A **site plan** (an aerial photo, street view, architect or engineer's drawing, etc.) or multiple plans one plan for each site if multiple locations are proposed (provide addresses and note sublocations as A, B, C...). Plans need to clearly show where all lighting/decoration will be installed.
3. An **electrical plan**, which shall include details and descriptions of all light fixtures, decorations, span wires, etc., such plan must clearly show where power will be obtained and must also comply with the National Electrical Code (NEC) and Bellevue City Code.
4. An **installation logistics plan**, showing how the contractor will install lighting and/or decorations. If such installation would impede traffic (this includes pedestrian, bicyclist and/or vehicular traffic), the plan shall include a temporary traffic control plan, per the City's Traffic Control Plan Guidelines.

3.B Design/Operational Standards/Restrictions

Attaching Lighting/Decorations to Street Trees and/or City Infrastructure

- Trees cannot be pruned, trimmed, or otherwise altered for lighting/decorations. No stapling, nailing, or taping of light strands or cords is permitted (zip ties are OK).
- To prevent damage to trees, light strands must be wrapped loosely and only around branches or portions of branches at least 1" in diameter.
- Trees planted within the past 5 years need to be reviewed by City staff to see if they are strong enough to support lights.
- Lighting/decorations attached to city-owned trees and infrastructure (i.e. street light poles, etc.) cannot be installed before Nov 1, and must be removed by Jan 31. Lighting must be installed by noon the Wednesday before Thanksgiving (or as restricted in accordance with the Holiday Seasonal Corridor and Hourly Restrictions).
- If such holiday lighting installation involves a City Street light poles with Small Wireless Facility (SWF) equipment on them, the contractor/permittee shall contact the equipment owner and indicate the location of the SWF pole on the submitted site plans.
- City power is available from November 1 to January 15. The installation must be inspected and approved by a city inspector.

Cord/Receptacle Specifications

- 12 AWG 3 hard or extra hard usage outdoor-rated cord
- GFCI protected, and suitable for wet locations
- Cord continuous in length; no splices
- NEC weatherproof cover for receptacle
- All cords spanning between poles, trees, branches, awnings, etc. must have a separate means of support

Clearance Requirements

- 10 ft minimum from sidewalk to light string (NEC 225-18)
- 18 ft minimum from driveway to light string (NEC 225-18)

3.C Fees

The City of Bellevue requires an application fee and an inspection fee for Holiday Lighting, due with the application. Please see the **Permit Fees and Payments (BellevueWA.gov/city-government/departments/development/permits/permit-fees-payment)**

All Possible Fees:

- ROW Use
  - Application/Review Fee
  - Inspection Fee

Contact Information

For any questions, please contact our Right-of-Way Management.

Email: RightOfWayUse@bellevuewa.gov

Phone: 425-452-4189

Appendix K

Pedestrian Access During Construction Projects

Pedestrian Access During Construction Projects

The following standards apply to City of Bellevue crews, contractors working within the city, and others working within the city's right-of-way to ensure pedestrian safety and access:

Maintain a clear and accessible pedestrian corridor

The Contractor or permittee shall maintain an accessible corridor that provides at least one safe path of travel for all pedestrians at all times for the duration of the project.

- The pedestrian corridor shall be a width of 5 feet whenever feasible, and shall conform to ADAAG guidelines. It shall not be less than 4 feet wide at any single point.
- The accessible pedestrian corridor shall connect with facilities throughout the project area.
- Equipment, debris, construction materials or vehicles shall not obstruct the corridor.
- No parked vehicles shall obstruct designated accessible parking spaces unless permitted by the city.
- Temporary closure of designated pedestrian routes and crossings shall be allowed only when flaggers are present and safely directing pedestrians around hazards.

Temporary ramps must conform to accessibility standards

The Contractor or permittee shall install and maintain temporary concrete, asphalt or wood ramps to provide a safe path of travel for mobility-impaired pedestrians at all locations where ramps have been temporarily removed OR needed to route pedestrians.

- Temporary ramps shall be constructed so that installation and removal will not damage existing pavement, curb or gutter.
- Ramps shall have a minimum 4 feet wide walking surface and slope not to exceed 8%.
- Ramps shall snugly meet existing surfaces without gaps. When required for drainage, Schedule 40 PVC pipe (min. 2") shall be installed through ramp.
- Transitions between ramps and the street surface shall be smooth such that no lip exists at the base of the ramp.
- Sides of a ramp shall be protected where there is any drop-off.
- Temporary ramps shall have a non-skid surface.

Identify a safe path of travel

If a portion of the pedestrian way is rerouted due to construction, the path of travel shall be clearly defined.

- At no time will the sidewalks on both sides of the street, within the same block, be closed at the same time.
- Pedestrian access corridors shall be clearly delineated with cones, barrels, barricades, or fencing as approved by the Engineer.
- If a crosswalk is closed, curb ramps leading into that crosswalk must be barricaded in such a manner that walkways that are not closed remain accessible.
- Caution Tape shall not be used by itself to delineate the path of travel or create a barricade.

- Pedestrian detours in excess of 1000 feet are generally not allowed and a pedestrian access route (PAR) shall be provided on the project side of the street. Pedestrian detours in excess of 1000 feet will only be allowed when special circumstances are present and must be approved by the Engineer. Pedestrian detours regardless of length must be approved by the Engineer and an alternative PAR may be required as necessary.

Construction of signposts, barricades, and fencing

Impenetrable barricades shall be used to separate pedestrians from hazards on all sides of excavations that may be exposed to pedestrians. Use materials and methods suitable to site conditions. Signs and fencing material shall not protrude into the clear pathway.

- Paths of travel that do not continue to the next corner or to a safe crosswalk shall be closed to pedestrian traffic. Signs must be posted stating that the sidewalk is closed and must detour pedestrians to accessible sidewalk.
- A-frames used for defining path of travel placed end-to-end without spacing, shall be connected and maintained to ensure stability to help a sight-impaired person negotiate a safe path when using a cane.
- Any barricade or fencing requires a minimum 3 inches high, solid, uninterrupted toe-board.
- Signposts, scaffolding and fencing supports shall be placed entirely outside the pedestrian path of travel, minimum 4 feet wide and 80 inches high without obstruction.
- Construction barriers shall be maintained in a sound, neat, and clean condition.

Surfacing of pedestrian corridors

During construction, tripping hazards and barriers for people with mobility impairments must be removed to maintain an accessible pedestrian corridor.

- Any change of level which exceeds ¼" height must be beveled at 45 degrees.
- Closed trenches, temporary paving surfaces, walking surfaces, steel sheets, etc. shall have a smoothly finished, firm walking surface made even with surrounding walkways. Compacted gravel is not considered an acceptable walking surface.
- Aisle or loading area adjacent to a parking space is part of the pedestrian corridor.

Restoration of pedestrian routes

After construction, the site shall be returned to its former condition, or new condition as required.

- Temporary ramps shall be removed as soon as construction and approval of permanent ramp is completed. The sidewalk must be opened as soon as possible.
- After work is completed, the surface of the pedestrian path shall be restored free from all ridges, gaps, bumps and rough edges.
- Construction that affects an existing curb ramp shall include replacement or repair of the curb ramp to meet current city standards.

Note: The city may stop work when any hazardous conditions are present!

Appendix L

Tree Replacement Guidelines

City of Bellevue

ROW Tree Replacement Guidelines Procedure

Updated: February 21, 2024

If someone is permitted to remove a tree in the Right-of-Way, a replacement tree will be required unless determined to be unfeasible by the ROW Manager or designee. Where feasible, the replacement tree should be located within the right-of-way. The goal of this document is to provide some basic guidance on how to select the right tree for the location available for replanting.

Trees provide many environmental benefits and help enhance our health and the livability of our cities. The following are just a sample of the wonderful benefits trees provide!

- Trees improve air quality and reduce impacts from stormwater runoff.
- Shade from trees can cool houses.
- Trees also add beauty to the places we live, and they can help create privacy.
- Planting trees is an easy way to improve habitat for pollinators and other wildlife.
- Trees also can help stabilize slopes.

Typically, we encourage larger trees such as conifers, as the larger a tree is the greater the benefit it will provide to the surrounding area. However, large trees also need ample space in order to thrive. With that in mind, careful consideration is necessary to pick the right tree for the space available.

Whenever possible and appropriate, trees should be replaced with another of similar ultimate size, both in height and tree canopy. Species type should also be considered, for example, try to replace a conifer with another conifer.

The following are guidelines that will help determine the right tree species to plant given the characteristics of the surrounding area:

Near underground utilities:

New trees should be planted at least 5 feet horizontally from underground utilities. To determine

the location of underground utilities it is necessary to call 811 to request locate services.

Near aboveground infrastructure:

To avoid conflicts with aboveground infrastructure, trees must have ample space to grow above ground. Trees should be planted at least 10 feet from power poles, 25 feet from streetlights or other trees.

Trees Under Power Lines:

When planting trees under power lines, they must only reach an ultimate height of 25 feet and should be planted at least 3 feet away from any curbs. Good tree options include:

- Chinese fringe tree *(Chionanthus retusus)*
- Moonglow magnolia *(Magnolia virginiana 'Jim Wilson')*
- Eastern redbud *(Cercis canadensis)*
- Persian Spire parrotia *(Parrotia persica 'JL Columnar')*

Trees in the Yard:

Large open spaces work best for large trees, and conifers especially thrive when planted in yards. Good tree options include:

- Aptos Blue Coastal redwood *(Sequoia sempervirens 'Aptos Blue')*
- Jubilee Alaska yellow cedar *(Callitropsis nootkatensis 'Jubilee')*
- Shore Pine (*Pinus contorta var. contorta)*
- Mountain hemlock *(Tsuga mertensiana)*
- European beech *(Fagus sylvatica)*

Trees along streets:

When planting trees along the street, they need to be planted at least 10 feet away from the painted edge of traveled way (fog line) when no curb is present. If a curb is present 3 feet of separation from the face of the curb is necessary. Good tree options include:

- Ruby Vase Parrotia (*Parrotia persica)*
- Native Flame Hornbeam *(Carpinus caroliniana)*
- Wildfire Tupelo *(Nyssa sylvatica)*
- Green Vase Zelkova *(Zelkova serrata)*
- American hophornbeam (*Ostrya virginiana)*
- Heritage river birch *(Betula nigra 'Cully')*
- Decaf Kentucky coffee tree *(Gymnocladus dioica 'McKBranched')*
- Urban Pinnacle bur oak *(Quercus macrocarpa 'JFS-KW3')*

Invasive Species (Do Not Plant):

Invasive species should be avoided. The following trees are known to creep into open spaces and compete with native species.

- English laurel *(Prunus laurocerasus)*
- English holly *(Ilex aquifolium)*
- European hawthorn (*Crataegus monogyna)*
- Tree of Heaven *(Alianthus altissima)*

It is worth noting that some non-native trees are appropriate to plant as long as they're not invasive. Non-native trees can easily adapt to the Bellevue environment and occasionally they'll even require less care than native species.

Appendix M

Tree Management in the ROW

City of Bellevue

Tree Management in the ROW Procedure

Updated: August 20, 2025

Background:

A number of Comprehensive Plan Policies and Bellevue City Code requirements reflect the importance of preserving and adding tree canopy coverage to reflect the City's park-like character, enhancing livability, while further supporting other environmental initiatives in sustaining fish and wildlife habitat.

The city acknowledges that there may be instances where trees within or adjacent to the right-of-way (ROW) may present a hazard to public health and safety and require removal. Not having the right tree in the right location can lead to conflicts with overhead or underground utilities and may cause damage to driveways, sidewalks, and other public or private infrastructure.

This procedure will help provide guidance on how these conflicting interests are managed within the public right-of-way.

Maintenance Responsibilities for Trees in the ROW:

In general, maintenance of vegetation and trees within the public right-of-way is the responsibility of the adjacent property owner(s) (see BCC 14.06.010). There are exceptions to this general rule which are outlined further below. Failure to maintain trees and vegetation in the public right-of-way consistent with the requirements of BCC 14.06.010 may be a civil violation and subject to monetary penalties.

In the event the city cannot obtain compliance, the city is authorized to perform the work and seek recovery of costs and potential penalties from the responsible party – see BCC 14.06.020-050.

City Maintained Trees:

Although most trees within the right-of-way are the abutting property owner's responsibility to maintain, the city has a collection of city-maintained street trees within the right-of-way. These trees are typically within the streetscape in a well-organized planter strip along roads. The city also owns trees that are on Park's property. It is illegal to prune, damage, or remove any city owned tree.

The City of Bellevue operates a Street Tree and Arterial Landscape Program (STAL) that resides within the Parks & Community Services Natural Resource Division and manages approximately 10,000 designated street trees. Most of these street trees are installed as part of a Transportation Capital Improvement Program (CIP) project. In addition, STAL has taken over maintenance of all street trees located within the downtown Central Business District

(CBD). Absent any maintenance agreement with STAL, maintenance for street trees not installed by the city are the responsibility of the adjacent property owner and subject to city codes and permitting requirements.

Permits and Review Process:

Pursuant to BCC 14.30, a Right-of-Way Permit is required to remove or prune trees within the public right-of-way. Trees located on adjacent private property, which have limbs or overhang the right-of-way, which cannot be fully removed from and within the private property may also require a Right-of-Way Permit prior to removal. Depending on the scope of work and whether the tree is on private property, additional permits and approvals may be required from the city's Land Use group.

Removal of a stump or root zone may impact other buried utilities within the ROW, which may have existed at the time the tree was planted or before it took root. One Call locate (811) procedures shall be followed prior to any activities that may involve or result in sub-surface disturbances.

If permitted to remove a tree, a replacement tree will be required to be placed within the ROW. If it is not feasible to replace a tree within the right-of-way, placement within private property will be evaluated as an alternative.

Hazardous Tree(s) and Vegetation:

Trees or other vegetation determined to be a safety emergency by city personnel, or a certified arborist, shall be removed as soon as reasonably possible to protect the safety and welfare of the public, including, but not limited to vehicles, pedestrians, cyclist, public facilities or even private facilities and property. In the case of a safety emergency, the abutting property owner's representative may be allowed to remove a dangerous tree prior to the issuance of a permit upon approval from the city. In the event of such authorization, a permit must be applied for within two business days of the removal.

If not an immediate safety issue, an unhealthy-looking tree may still need to have its health inspected by Street Maintenance or have a certified arborist evaluate the tree. Residents can contact the city's Street Maintenance team at 425-452-7840 or **O&MSupport@bellevuewa.gov** to request a tree evaluation.

In both cases, if the tree is found to be hazardous, the Transportation Department will waive the fees for a Right-of-Way Permit for the safe removal of the tree by a licensed professional. A "No Fee" permit for tree removal will only be allowed for hazardous trees as verified by Transportation Department staff.

The Streets Maintenance team may initiate the process for tree removal or maintenance at the property owner's expense if compliance with Chapter 14.30 BCC is not met in a timely manner. Penalties may also be imposed in addition to recovery of costs incurred to remove or prune the tree or other vegetation.

Non-Hazardous Tree(s):

Healthy trees within the public right-of-way may only be requested for removal by the abutting property owner, government organization, or franchise utility. In all cases, as noted above, a Right-of-Way Permit will be required to remove the tree from the right-of-way. A replacement tree and its location shall be identified on the permit application. Additional information on tree replacement options is available in the city's Tree Replacement Guideline procedure.

Additionally, tree retention is advisable whenever possible and the city is happy to work with abutting property owners to explain the benefits of canopy retention.

Regular pruning is an effective tree management solution that may solve individuals' concerns. Please contact the city at **rightofwayuse@bellevuewa.gov** with questions concerning alternatives to tree removal.

Illegal Removal of Tree(s):

In all cases it is illegal to remove a tree within the right-of-way without prior approval from the city.

No one shall damage, trim, remove, top, prune or kill any trees or landscaping without the express prior written approval of the City of Bellevue; and any actions taken without such express prior written approval may result in liability for civil penalties and, depending on the circumstances, may result in criminal charges.

Additionally, such illegal removal or damage of trees may result in the responsible party replanting trees.

Appendix N

Link Light Rail Track Access Requirements

City of Bellevue

Link Light Rail Track Access Requirements

Updated: May 3, 2024

The following information is current as of the publication of this document. King County may change or alter their training and permit process in the future. If any discrepancies are found please contact Right-of-Way Management via email at rightofwayuse@bellevuewa.gov.

King County operates the light rail system for Sound Transit and runs trains between downtown Bellevue and Redmond. Therefore, all individuals engaged in activities within 10 feet of the rails (unless separated by a permanent physical barrier, such as a wall, fence, or concrete barrier) or overhead catenary system (OCS) must obtain proper certification AND a permit from King County. The certification and permit are mandatory for anyone actively engaged in work tasks within this zone, encompassing tasks such as digging, paving, aerial line work, striping, the setup of temporary traffic control, etc.

At this time, to facilitate this certification process, King County is offering free training sessions every Thursday morning, consisting of an overview of safety protocols, a safety video, and test, which must be passed for certification. Detailed information and registration can be found by visiting this link: FlexiQuiz - LINK RIGHT-OF-WAY SAFETY TRAINING. Absent this certification, personnel will not be able to work in proximity to the light rail system, regardless of any permissions previously granted by the City of Bellevue via a Right-of-Way Use Permit.

Additionally, contractors operating in these areas will need a Track Access Permit from King County, which can be obtained through this link: Track Access Permitting | Rail Operations (**kcmetroraildivision.com**). This is the process through which the county is made of aware of your planned activity, allowing them to coordinate the work and any associated temporary traffic control with their operations, including any notifications to drivers and/or providing safety personnel to facilitate the work.

Please be aware that inquiries related to training, track access permits, or any other matters concerning light rail operations and procedures should be directed to King County, as they oversee the operation of the light rail on behalf of Sound Transit. We at the City of Bellevue are unable to answer any questions related to these topics. Again, it is essential to understand that failure to comply with the procedures and certification requirements outlined by King County may result in nullification of permits issued by the City of Bellevue for work and/or temporary traffic control near the Link Light Rail guideway.

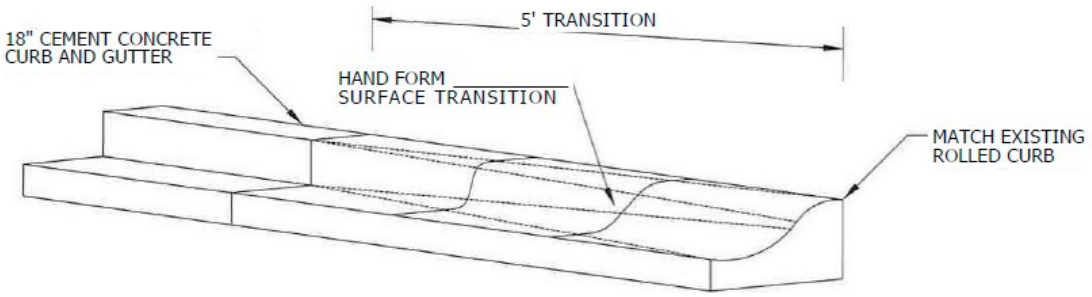
Reach out to King County using the Track Access Permitting link above if you need further clarification or have any questions regarding these requirements. Your cooperation is vital as we emphasize safety and the successful execution of projects near the light rail system.

Appendix O
Curb Transition Details

City of Bellevue

Curb Transition Guidelines Procedure

Updated: February 20, 2024



There needs to be 5 feet of transition in between the existing rolled curb and the concrete curb and gutter. This transition needs to be a hand formed surface transition.

Appendix P

Electrical Undergrounding Requirements and Variance Request

City of Bellevue

Electrical Undergrounding Requirements and Variance Request Procedure

Updated: January 6, 2026

Purpose:

This procedure ensures compliance with the city's undergrounding policy, requiring all new electrical distribution and service lines to be underground in accordance with Comprehensive Plan Policies UT-68 and UT-69, and the PSE Franchise Agreement.

Policy:

All development and alteration projects are required to underground the portion of the electrical system in the public Right-of-Way. However, exemptions from this requirement may be granted under specific circumstances.

Exemptions:

Undergrounding requirements may be waived for the following scenarios:

1. **Electrical Panel Upgrades:**
   Upgrading an existing electrical service panel without the installation of an additional service line, and without any work on the structure.
2. **Service Line Repairs or Upgrades:**
   - Repairs or replacement of existing overhead service lines due to age, damage, or natural causes (e.g., falling trees).
   - Relocation of service lines for structural safety without increasing service capacity.
3. **Modifications to an Existing Structure:**
   Additions or renovations to a structure that increases the total square footage by less than one-third.

Variance Requests:

If your project qualifies under the exemptions listed above or the project has a reasonable justification without meeting the stipulated requirements, you may apply for a variance. Variance requests must be submitted to the Right-of-Way Management team for review and final approval by the Right-of-Way Manager. Additionally, the Right-of-Way Manager may waive the exemption requirements as needed.

Appendix Q

Utilities Department ROW Permit Conditions

City of Bellevue

Utilities Department Right-of-Way Permit Conditions

1. 811 CALL BEFORE YOU DIG. Prevent damage. Locate first.
2. Avoid crossing water, sewer, and storm drainpipes at highly acute angles. The smallest angle measure between utilities should be 45 to 90 degrees.
3. Where a water main crosses above or below sanitary sewer or storm drain, one full length of water pipe shall be centered for maximum joint separation.
4. When AC water pipe will be exposed for a utility crossing, the AC pipe may be: (1) replaced with DI pipe to three feet on each side into undisturbed bearing soil (see Standard Detail W-8); or (2) backfilled to the bottom of the AC pipe with Control Density Fill, at the discretion of the Utilities Department. If you do not have a Utilities permit (UA, UB or UE), please call Water Utility Maintenance 48 hours in advance for an appointment (425-452-7840) to discuss the crossing options. Controlled Density Fill shall conform to the requirements set forth in the WSDOT/APWA Standard Specifications for Road, Bridge and Municipal Construction 2010, section 2-09.3(1)E, "Backfilling." The trench shall be bridged with steel plates and the CDF shall be allowed to set overnight prior to backfilling and / or paving.
5. Where existing thrust blocking is located, minimum clearance between the concrete blocking and other buried utilities or structures shall be five (5) feet.
6. Special structural support and restraints for water, sewer or storm drain pipes may be required as determined by the Utilities Department, on a case by case basis.
7. If a water main shutdown is needed, please call Water Utility Maintenance at 425-452-7840 at least three (3) working days in advance. The Permittee shall notify all affected water customers at least 48 hours in advance if the shutdown is approved. Water utility staff shall shutdown and restore the water main to service. The Permittee shall be responsible for all costs associated with executing a water main shutdown, including city staff time.
8. Clearances are measured from edge of facility (pipe, catch basin, vault, etc.) to edge of facility (duct bank, conduit, pipeline, etc.). When installing utilities in the right-of-way, the following minimum clearances shall be maintained:

Utility	Horizontal Clearances from Water Mains	Horizontal Clearances from Storm Drains	Horizontal Clearances from Sanitary Sewers
Cable TV	5 ft	5 ft	5 ft
Gas	5 ft	5 ft	5 ft
Power	5 ft	5 ft	10 ft
Water	—	10 ft	10 ft
Storm	5 ft	—	5 ft
Sanitary	10 ft	5 ft	—
Telephone / Fiber Optics	5 ft	5 ft	10 ft
High Pressure Gas or Petroleum	Contact Utilities Department at 425-452-6977	Contact Utilities Department at 425-452-6977	Contact Utilities Department at 425-452-6977
All other utilities	5 ft	5 ft	5 ft

Utility	Vertical Clearances from Water Mains	Clearances from Storm Drains	Clearances from Sanitary Sewers
Cable TV	1 ft	1 ft	1 ft
Gas	1 ft	1 ft	1 ft
Power	1 ft	1 ft	1 ft
Water	—	2 ft	2 ft
Storm	1 ft	—	1 ft
Sanitary	2 ft	1 ft	—
Telephone / Fiber Optics	1 ft	1 ft	1 ft
High Pressure Gas or Petroleum	Contact Utilities Department at 425-452-6977	Contact Utilities Department at 425-452-6977	Contact Utilities Department at 425-452-6977
All other utilities	1 ft	1 ft	1 ft

Any proposed variation must be reviewed and approved by the Utilities Department under the Right-of-Way Use Permit review process. The following factors will be considered in providing adequate utility separation:

a. Materials and type of joints for pipes
b. Soil conditions
c. Locations of laterals and service lines
d. Compensating variations in the horizontal and vertical separations
e. Space for repairs and replacement
f. Offsetting of pipes around manholes, catch basins, and vaults
g. Conflict with existing or discovered utilities

Users who install utilities in violation of these standards may be required to relocate at the owner's sole expense or reimburse all expenses incurred by the City for special engineering and/or construction measures to avoid the conflicting utility, including construction delay costs

Appendix R

Road Closure Procedure

City of Bellevue

Road Closure Procedure

Updated: June 23 ,2025

Background:

Temporary traffic control plans (TCP's) involving the full closure of a public roadway, trail, or multi-use path in one or both directions require proper notifications prior to scheduling a specific date. This process ensures proper coordination and provides advanced notice of public right-of-way closures.

This procedure will help provide guidance on how to properly ensure the correct steps are taken when requesting to close the public right-of-way.

Requesting the closure of a public right-of-way is a separate process from applying for a right-of-way permit. It is required to have a right-of-way permit before submitting a road closure request. Additionally, this is a separate timeline from, and completed prior to, the 14-day road closure timeline.

Process for Road Closure:

Following approval of the right-of-way permit and any associated TCP/detour plan via MyBuildingPermit (MBP) and the scheduling of a pre-construction meeting with the Inspector (through MBP), contractors are required to email the requested closure date(s) to the Inspector.

Requirements to ensure road closures occur on the desired date(s):

1. Request is emailed a minimum of fourteen (14) calendar days in advance to the Transportation Inspector. See the figure below for more information.
2. Email has the approved TCP and detour plan sheets attached from the issued permit. Do not include the entire permit, only the specific TCP/detour plan sheets.

If the above requirements are not met, the request may not be approved, and revised dates will be necessary. Please note that, unless prior arrangements have been made, this 14-day notice serves as a request, not a guarantee, as the requested date may conflict with other scheduled work or be impacted by other mitigating circumstances. Events that meet the "prior arrangements" conditions must also adhere to the 14-day request as described, and failure to do so means the proposed road closure may be rescheduled.

Signage and Notification Requirements:

Signs, portable changeable message signs (PCMSs), or both shall be posted per the approved TCP a minimum of five (5) days in advance (unless otherwise directed by the city). Note the location of closure signs and/or PCMSs may be different prior to the closure versus during the closure. All detour signs must include the name of the street/trail being detoured, to mitigate confusion among drivers from conflicting detour signs, unless otherwise directed by the ROW inspector or engineer.

Residents and nearby businesses are to be notified of the closure via physical fliers or email five (5) days in advance by the contractor, as required.

The timeline for requests being 14 days in advance ensures the City of Bellevue has adequate time to notify and update relevant parties, which may include but are not limited to emergency services, the school district, and others that may be impacted by the closure. These requirements allow for coordination with other work, accommodation of surrounding businesses, and compliance with state policy (RCW 47.48.020).

Please contact the city at rightofwayuse@bellevuewa.gov with questions concerning the right-of-way closure process.

Figure 1 - Example of Required Information:

The example form below shows the required information needed by the inspector.

Permit #	
Project	
Permit Expiration Date	
Project(s) and Time of Closure	
Description of Work	
Required Notifications for work in City Right-of-Way/Arterial Streets as part of State Highways:	
Location	
Justification	
Contractor Contact(s)	
City Contact	

Appendix S

Right-of-Way Permit Application Walkthrough

Right-of-Way Permit Application Walkthrough

Background: The Right-of-Way (ROW) Permit Application process is a critical step in ensuring that construction, utility, and infrastructure projects within the public Right-of-Way are conducted safely, efficiently, and in compliance with city regulations. This walkthrough is designed

for residents and first-time applicants who are planning projects like tree removals and driveway remodels, or professionals whose work may impact sidewalks, streets, or public spaces.

As projects become more complex and timelines more compressed, it is essential that applicants understand the expectations, required documentation that meets city standards, and review procedures involved in securing a ROW Permit. This walkthrough supports that goal by providing a clear, step-by-step overview of the application process, key responsibilities, and best practices for successful permit approval.

Whether you're a seasoned project manager or new to the permitting process, this guide will help ensure your application is complete, accurate, and aligned with city standards—minimizing delays and facilitating smoother project delivery.

TG Permit – Residential Projects

Overview: Required for residential projects involving work in the right-of-way. Projects may include tree removal, driveway remodel, and additional residential projects.

Application Process: To apply for a TG permit, you'll need to set up an account on MyBuildingPermit.com. Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TG permit. This is an example of a driveway remodel.

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.com

MBP Application Steps:

Step 1: Jurisdiction

Select "Bellevue"

Step 2: Application Type

Select "Right-of-Way"

Step 3: Project Type

Select "Single Family Residential"

Step 4: Activity Type

Select "Modification"

Step 5: Scope of Work

Select "Driveway Replacement"

Required Materials:

- Bill To Form
- Site Plan

Supplemental Materials: City of Bellevue Staff Contact

Timeline: Anticipate a target review timeline of 14 calendar day.

TE Permits – Temporary Right-of-Way Uses

Overview: Required for temporary uses of the right-of-way that are non- disruptive, temporary right-of-way activities lasting up to one year.

Application Process: To apply for a TE permit, you'll need to set up an account on MyBuildingPermit.com. Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TE permit:

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

Select "Bellevue"

Step 2: Application Type

Select "Right-of-Way"

Step 3: Project Type

Select "Other Project Type"

Sidewalk Cafes

Step 4: Activity Type

Select "Street Use"

Step 5: Scope of Work

Select "Sidewalk Café"

Required Materials:

- Bill To Form
- Project Timeline
- Right-of-Way Lease Plan
- Site Plan

Supplemental Materials: City of Bellevue Staff Contact

Annual Trucking Permit

Step 4: Activity Type

Select "Street Use"

Step 5: Scope of Work

Select "Trucking"

Required Materials:

- Bill To Form
- Certificate of Liability Insurance

Supplemental Materials: City of Bellevue Staff Contact

Block Parties

Block Parties are included in the TE Permits, but the route to permit is a different order. After selecting "Right-of-Way" for the Application Type, follow these next steps.

Step 3: Project Type

Select "Single Family Residential"

Step 4: Activity Type

Select "Street Use"

Required Materials:

- City Approved Road Closure Map
- Neighborhood Agreement Petition (Block Parties)

Supplemental Materials: City of Bellevue Staff Contact

Sidewalk and Lane Closures

Streets, including sidewalks and lanes, may be closed for the face of a building to be repaired. Typical work may include a building being painted or adding a sign.

Step 4: Activity Type

Select "Street Use"

Step 5: Scope of Work

Select "Street or Lane Closure"

Required Materials:

- Bill To Form
- Traffic Control Plan
- Site Plan

Supplemental Materials: City of Bellevue Staff Contact

Timeline: Anticipate a target review timeline of 14 calendar days.

TJ Permit – Franchise Utility and Telecommunications Projects

Overview: Required to authorize Franchise and non-city utilities operating under a Franchise Agreement or Telecommunications Right-of-Way Use Agreement to use the public right-of-way.

Application Process: To apply for a TJ permit, you'll need to set up an account on MyBuildingPermit.com. Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TJ permit.

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

Select "Bellevue"

Step 2: Application Type

Select "Right-of-Way"

Step 3: Project Type

Select "Franchise Utility"

Step 4: Activity Type

Select “Franchise Utility Work”

Step 5: Scope of Work

Select “Disturbance of Surface”

Required Materials:

- Bill To Form
- Site Plan
- Storm Water Pollution Prevention Plan (SWPPP)

Supplemental Materials: City of Bellevue Staff Contact

Key Requirements: Under Project Location, a physical address must be provided at the time of application. For work in the right-of-way or at an intersection, please select the closest address to where the work is occurring. In the description of work, you may state that the work is being done in the intersection. If an address number and street name are not selected, your application will not be accepted.

Timeline: Anticipate a target review timeline of 14 calendar days (though this may vary by complexity). Small Wireless Facilities have specific FCC timelines of 60 days for existing poles/facilities or 90 days for new/replacement poles.

TK Permits – Government Projects

Overview: Required for government agencies, quasi-governmental entities (e.g., water districts, transit authorities), city departments, or contractors working on city-contracted capital or maintenance projects involving the right-of-way.

Application Process: To apply for a TK permit, you’ll need to set up an account on MyBuildingPermit.com. Once you’ve gathered your application materials (addressed below), follow the steps outlined here to apply for a TK permit:

Select “Apply” or “Apply for a Permit” from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

Select “Bellevue”

Step 2: Application Type

Select “Right-of-Way”

Step 3: Project Type

Select “Government”

Capital Improvement Project

Step 4: Activity Type

Select “Capital Improvement Project”

Step 5: Scope of Work

Select from the following: “Disturbance of Surface”, “Hauling”, “Miscellaneous Construction”, “No Disturbance of Surface”, “Street or Lane Closure”, or “Temporary Traffic Control”

Required Materials:

- Bill To Form
- Project Timeline
- Site Plan
- Traffic Control Plan

Supplemental Materials: City of Bellevue Staff Contact

Government Agency Example

This type of work, for example, may be the construction of new mailboxes in the Right-of-Way by USPS.

Step 4: Activity Type

Select "Government Agency"

Step 5: Scope of Work

Select Miscellaneous Construction"

Required Materials:

- Bill To Form
- Civil Plan
- Site Plan
- Traffic Control Plan

Supplemental Materials: City of Bellevue Staff Contact

Key Requirements: Under Project Location, a physical address must be provided at the time of application. For work in the right-of-way or at an intersection, please select the closest address to where the work is occurring. In the description of work, you may state that the work is being done in the intersection. If an address number and street name are not selected, your application will not be accepted.

Infrastructure design elements should be reviewed prior to an agency submitting a TK permit application. TK permits focus solely on final construction logistics and traffic control, not design review.

Timeline: Anticipate a target review timeline of 14 calendar days.

TN Permits – Commercial Projects

Overview: Required to authorize use of the public right-of-way for commercial construction, maintenance projects, multifamily development, or plat infrastructure tied to Clear and Grade and Building Permits.

Application Process: To apply for a TN permit, you'll need to set up an account on MyBuildingPermit.com. Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TN permit:

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

Select "Bellevue"

Step 2: Application Type

Select "Right-of-Way"

Step 3: Project Type

Select “Multifamily Residential”

Step 4: Activity Type

Select “Modification”

Step 5: Scope of Work

Select from the following: “Site Development Activities”

Required Materials:

- Bill To Form
- Civil Plan
- Project Timeline
- Traffic Control Plan

Supplemental Materials: City of Bellevue Staff Contact

Key Requirements: For activities identified on the Clearing and Grading permit, TN permits may be issued for extended periods of time.

Timeline: Anticipate a target review timeline of 28 calendar days. Actual processing timeline may vary based on complexity.

Appendix T

Single-Family Home Joint Utility Trench Procedure

City of Bellevue

Single-Family Home JUT Procedure

Updated: December 23, 2025

Background:

Franchise utilities are required to install their underground service connections to new single-family homes within the same trench. This is to minimize the duration of disruptions to the right-of-way and the associated pavement restoration of city streets (BCC 14.60.230).

A separate Joint Utility Trench (JUT) permit is needed from each franchise utility for their installations. It is the developer's responsibility to coordinate with the franchise utilities and ensure timely submittal of their respective JUT permit applications.

This appendix will help guide developers on the preferred internal procedures for each franchise utility and provide contact information for developers to coordinate with during the JUT process.

Figure 1 – Franchise Utilities Contacts

Company Name	Contact Name	Email	Phone
Puget Sound Energy	Jeremy Eusebio	jeremy.eusebio@pse.com	425-458-5946
Puget Sound Energy	Regional Permit Specialist	permits.central@pse.com	N/A
Lumen	Paula Elsaeed	paula.elsaeed@lumen.com	253-458-6583
Lumen	Levi Stockdale	levi.stockdale@lumen.com	206-806-7259
Comcast	Albert Johnson	albert.johnson@itgcomm.com	720-760-4258
Comcast	Michael Murphy	michael_murphy@comcast.com	253-878-4361
Comcast	Caitlin Ovenell	caitlin@advancedconceptsllc.com	N/A
Ziply	Cheryl Schneider	cheryl.schneider@ziply.com	509-820-1262
Ziply	Jacob Lewis	jacob.lewis@ziply.com	N/A

Puget Sound Energy

- Notify permits.central@pse.com of the upcoming JUT project. A PSE project manager will provide the developer with a site plan showing the proposed trench path. PSE Permitting Department will submit the JUT permit application with the city.
- The developer should send the PSE site plan to all other franchise utilities to be used in their JUT permit applications to ensure that all utility designs are coordinated and consistent across the site plans.
- All future revisions to the original PSE site plan should be distributed by the developer to the other franchise utilities to be updated in their applications.

Lumen

- The developer should verify that the service area is Lumen. The service area will either be Lumen or Ziply, never both.
- If the service area is Lumen, the developer should notify Levi Stockdale of the upcoming JUT project and send PSE site plan showing proposed trench path.
- Lumen will then submit their JUT permit application with the city through **MyBuildingPermit.com**.
- Place 2-inch conduit from the PSE pole following the JUT path for potential future Lumen services.

Comcast

- The developer should schedule a JUT pre-con meeting with Albert Johnson or Michael Murphy. The JUT pre-con will be done over Facetime chat. If the meeting can't be done over Facetime due to poor service area, an in-person meeting can be requested. Please ensure the city ROW inspector is present during the meeting.
- The developer should send PSE site plans to Caitlin Ovenell with Albert Johnson and Michael Murphy cc'd.
- The developer should perform all necessary utility locates prior to JUT pre-con meeting.
- Once the trench has been completed and the ROW inspector and PSE have approved/signed off on the trench, there will be no need for any further inspection from Comcast.

Ziply

- The developer should verify that the service area is Ziply. The service area will either be Ziply or Lumen, never both.
- If the service area is Ziply, the developer should notify Cheryl Schneider and Jacob Lewis of the upcoming JUT project, and send PSE site plan showing proposed trench path.
- Ziply owned poles will be fielded for condition and could result in a replacement if found to be in bad condition or unsafe.
- Ziply typically submits their JUT permit application with the city through **MyBuildingPermit.com** 3-5 days after being notified and receiving PSE site plan.

Appendix U

Holiday Season Corridor and Hourly Restrictions

City of Bellevue Transportation
Holiday Season Corridor and Hourly Restrictions

UPDATED SEPTEMBER 2024

Purpose

This document establishes when work in public rights-of-way is subject to restrictions due to the Holiday Season.

The Holiday Season for the purpose of this procedure is defined as the time period from noon the Wednesday before Thanksgiving to the first weekday after the New Year's Day federal holiday.

These restrictions are a standard Right-of-Way Use Permit condition for all work performed within downtown Bellevue and major commercial areas including, but not limited to Factoria, Crossroads, Overlake and BelRed.

Overview

The Holiday Season restrictions are implemented through Right-of-Way Use Permit conditions and may be further implemented through city or external agency public work contracts and related Bellevue Special Provisions. There are four phases of restrictions that occur throughout the season. This document outlines the roadways and corridors restricted during each phase.

Activities permitted by the Special Events Committee are exempt from these requirements.

City of Bellevue Transportation
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Phase 1: This phase applies to the whole city. No work or other activities shall be performed within the public right-of-way starting at noon the day before Thanksgiving through the Sunday after Thanksgiving.

Phase 2: No work or other activities may be performed within the public right-of-way for the following areas between the hours of 11 a.m. and 10 p.m. beginning the first Monday after Thanksgiving through the second Sunday of December.

Phase 2 affected corridors/right-of-way:

1. Bellevue Way NE between Main Street and NE 12th Street
2. Main Street between 100th Ave NE and Bellevue Way NE/SE
3. NE 1st/2nd Streets between 100th Ave NE and 112th Ave NE
4. NE 4th Street between 100th Ave NE and 116th Ave NE
5. NE 8th Street between 100th Ave NE and 116th Ave NE
6. NE 10th Street Between 100th Ave NE and 116th Ave NE
7. 100th Ave NE between Main Street and NE 10th St.
8. 102nd Ave NE between NE 8th Street and NE 10th St.

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Phase 3: No work or other activities may be performed within public right-of-way for the following areas between the hours of 11:00 AM and 10:00 PM after the second Sunday of December through the third Wednesday of December.

Phase 3 affected corridors/right-of-way:

1. Bellevue Way NE between 112th Ave SE to SR 520
2. 100th Ave NE between Main Street and NE 10th Street
3. 102nd Ave NE segments between Main Street and NE 12th Street
4. 103rd Ave NE between Main Street and NE 1st/2nd Street
5. 106th Ave NE between Main Street and NE 12th Street
6. 108th Ave NE between Main Street and NE 12th Street
7. 110th Ave NE between Main Street and NE 12th Street
8. 112th Ave NE between NE 2nd Street and NE 12th Street
9. Coal Creek Parkway between 120th Ave SE and Factoria Boulevard SE
10. 116th Ave NE between NE 4th Street and NE 12th Street
11. Main Street between 100th Ave NE to 110th Ave NE
12. NE 1st/2nd Streets between 100th Ave NE and 110th Ave NE
13. NE 4th Street between 100th Ave NE and 120th Ave NE
14. NE 6th Street between Bellevue Way NE to 112th Ave NE, including BTC/Ped Corridors
15. NE 10th Street between 100th Ave NE and 116th Ave NE
16. NE 12th Street between 102nd Ave NE and 116th Ave NE
17. NE 8th Street between 100th Ave NE and 156th Ave NE
18. 156th Ave NE between NE 8th Street and NE 15th Street
19. Factoria Boulevard SE between SE Eastgate Way and Coal Creek Parkway
20. Bel-Red Road between 124th Ave NE to 148th Ave NE
21. 148th Ave NE between Bel-Red Road and SR 52

City of Bellevue Transportation
Holiday Season Corridor and Hourly Restrictions

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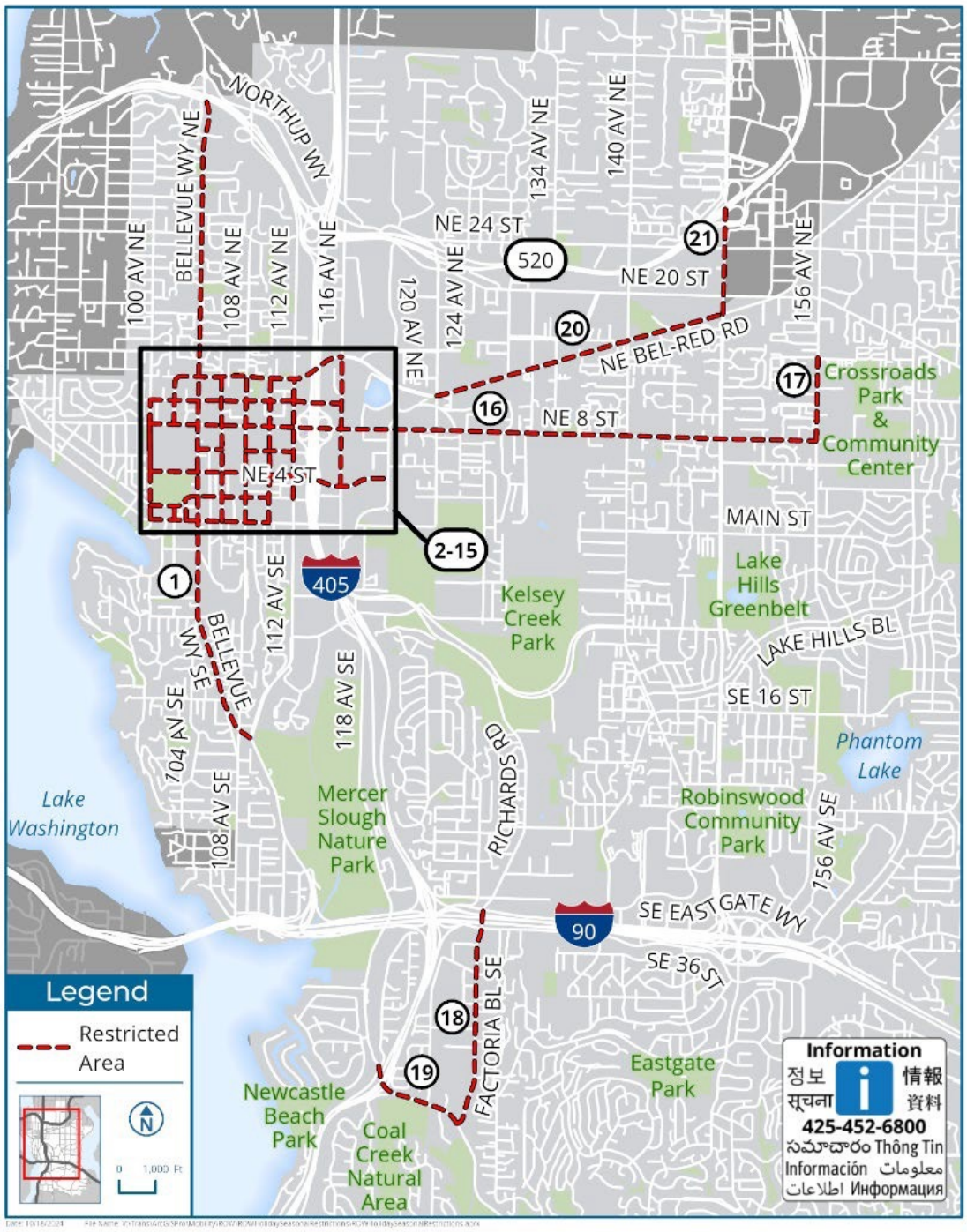
Phase 3 Restrictions Map



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Phase 4: No work or other activities may be performed within public right-of-way for the following areas between the hours of 11:00 AM and 10:00 PM beginning at the end of the third Wednesday of December to the first weekday after the New Years Day designated holiday.

Phase 4 affected corridors/right-of-way:

1. All public right-of-way within the boundary of 100th Ave NE to 120th Ave NE, and Main Street to NE 12th Street
2. Bellevue Way NE between I-90 to Northup Way
3. NE 8th Street from 100th Ave NE to 164th Ave NE
4. NE 12th Street/NE Bel-Red Road between 120th Ave NE and 156th Ave NE
5. NE Spring Blvd between NE 12th St and 124th Ave NE
6. 148th Ave NE between NE Bel-Red Road and SR 520
7. 156th Ave NE between NE 8th Street and NE Bel-Red Road
8. Factoria Boulevard SE between SE Eastgate Way and Coal Creek Parkway SE
9. Coal Creek Parkway SE between I-405 and Factoria Boulevard

City of Bellevue Transportation
Holiday Season Corridor and Hourly Restrictions

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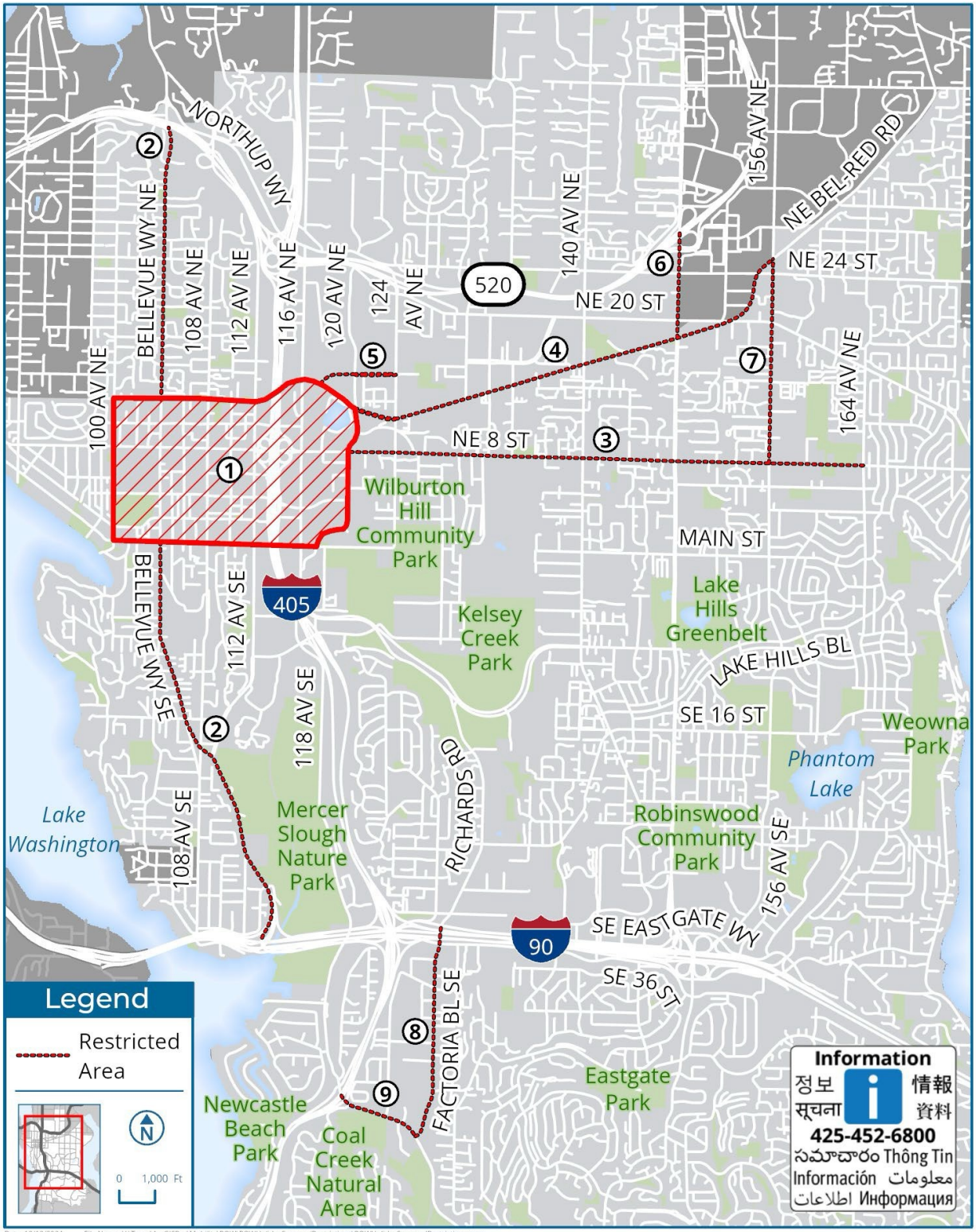
Phase 4 Restrictions Map



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City of Bellevue Transportation
Holiday Season Corridor and Hourly Restrictions

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Exempted Activities by Phase:

Phase 1
- Emergencies

Phase 2
- Emergencies
- Work performed within a Temporary Construction Lease Area
- Non-disturbance work and activities may be performed in sidewalk or landscape strip zone areas

Phase 3
- Emergencies
- Work performed within a Temporary Construction Lease Area
- Non-disturbance work and activities may be performed in sidewalk or landscape strip zone areas

Phase 4
- Emergencies
- Data/telecommunication splicing orconnecting PSE electrical and gas

Project Specific Exemption Requests:
Requests for exemptions to the Holiday Seasonal Restrictions shall be submitted to the Transportation Department Right-of-Way Manager or designee. All requests for approval shall note the public benefits to be achieved. All exemption requests shall be received on or before the first Friday of December. Exemption requests will not be considered after this cutoff.

The Transportation Director or designee will review the proposals. After a decision has been made, the Right-of-Way Manager will then inform the requestor in writing by e-mail.

Exemptions may be granted for one or more of the following reasons, or for other reasons as deemed appropriate by the Transportation Department:

1. To allow for the early completion of public transportation system infrastructure improvements including but not limited to roadways, sidewalks, bike lanes, street lighting, traffic signal systems or city utilities that improve overall public safety in advance of or for a designated holiday.
2. Completing work that allows for the removal of temporary steel plates, which may otherwise affect plowing operations or safety.
3. To allow development occupancies no less than one week in advance of a designated holiday where there is sufficient capacity to manage traffic through night work.

CITY OF BELLEVUE WASHINGTON