



# Commercial Development Submittal Requirements

## *Right of Way Permits*

This permit type may be issued for use of the right of way associated with commercial projects, multifamily development, or plat infrastructure. These uses could include hauling, parking and/or staging, whether there is construction in the right of way or not.

**You must apply for this permit online** and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

### Commercial Development (TN)

Required Documents	Copies
Bill-To Form	1
Traffic Control Plan	1
Civil Plan - Site location, address, and names of adjacent or nearby streets; North arrow, property lines (including public right of way) and topographical information where applicable; Scale - 1" = 10' to 1" = 20'; Driveway entrances and affected intersections; All existing and proposed utilities above and underground; Edge of roadway, sidewalk and other existing infrastructure; Proposed scope of work being done in the right of way; Profile reflecting the restoration of the roadway surface after trenching; Plan reflecting the restoration of the roadway surface after trenching; Description of all materials being used. (Civil plan not required if applying for traffic control only - for example, no construction in the right of way. Site sketch would be adequate)	1
Shoring Plan (required only when project involves shoring eight feet or deeper which impacts the right of way)	1
Right of Way Lease Plan (required only when applicant is planning to close or occupy a portion of the public right of way 24 hours a day, seven days a week for a period of more than two weeks.	1
Project Timeline	1

### Other Requirements

- Clearing & Grading Permit – For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, clearing & grading review may be included on the Right of Way permit. For projects with 7,000 square feet or more of clearing or 100 cubic yards or more of grading, a separate clearing and grading permit application is required.

- Olympic Pipeline Notification – If the project is in the Olympic Pipeline right of way, Olympic **must** be notified at 425-235-7767. Proof of notification **must** be provided prior to permit issuance.
- Special Events permit potentially affecting the right of way should be submitted directly to the Parks Department.
- If the permitted work is not completed on or before the permit expiration date, the applicant must apply for a new permit and will be required to pay application and processing fees.
- Additional permits may also be required for work extending onto private property, impacting city-owned and/or private utilities or involving structures requiring building permits.
- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance. No fees are collected for a block party.