



# ROW Franchise Submittal Requirements

## *Right of Way Permits*

This permit may be issued for use of the right of way for franchise utility work and those operating under an existing Right of Way Use Agreement.

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

### Franchise (TJ)

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
Construction Stormwater Pollution Prevention Plan (CSWPPP) - if clearing and grading is included, a CSWPPP must be submitted with the application. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small Construction Projects may be submitted. 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.	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.