



Street Use Submittal Requirements

Right of Way Permits

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 and street dances, parking, loading zones, annual trucking permits and oversized loads, roadway, land or sidewalk work or closures that will not involve the physical disturbance of the right of way and are for applicants other than franchise utilities.

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

Street Use (TE)

Required Documents	Copies
Bill-To Form	1
Neighborhood Agreement Petition (block parties only)	1
Site Sketch - Site location, address, and names of adjacent or nearby streets; North arrow; Block Parties - map or drawing of neighborhood with street system showing residences and streets affected by closure; Proposed street runs or non-motorized vehicle races - drawing and/or map reflecting street system involved during the event; Driveways - drawing reflecting site location and right of way improvements including curb, gutter & sidewalk; street lighting; proximity to neighboring driveways and/or intersections. Equipment/material staging, loading/unloading, parking, etc. - drawing showing specific lanes, parking spaces, etc. to be occupied.	1
Traffic Control Plan	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.