

## Right of Way Street Use Permits

- \_\_\_\_\_ **Short-Term Nonprofit:** Street runs, non-motorized races, parades & processions, assemblies, block parties & street dances, parking. This permit may be issued for those activities that will use the public right of way for 24 continuous hours or less and will not involve the physical disturbance of the right of way. **(TA)**
- \_\_\_\_\_ **Non-Franchise Lane Closure:** This permit may be issued for those roadway, lane, or sidewalk work or closures that will not involve the physical disturbance of the right of way and is for applicants other than franchise utilities. **(TE)**
- \_\_\_\_\_ **Franchise Utility Lane Closure:** This permit may be issued for those roadway, lane, or sidewalk work or closures that will not involve the physical disturbance of the right of way and is for franchise utilities or utilities operating under a Right of Way Use Agreement. **(TF)**
- \_\_\_\_\_ **New Single Family:** This permit may be issued for all right of way work associated with new single family home construction or major re-models and includes: demolition of older residences, installation of driveways, landscaping, city water/sewer/storm connections, fences/walls and other new single family uses. **(TG)**
- \_\_\_\_\_ **Existing Single Family:** This permit may be issued for work in the right of way at existing single family properties and may be issued with a BR permit or as a stand-alone permit. Permitted work under this permit would include driveway re-construction, fences/walls, trees/vegetation work, and other uses that do not involve the construction of a new home. **(TH)**
- \_\_\_\_\_ **Franchise Underground Utility Work:** This permit may be issued for franchise utility work or those operating under an existing Right of Way Use Agreement (i.e. cellular sites or fiber optic service providers) and involves all activities that require cutting, boring, or excavating into the ground surface and/or subgrade. **(TJ)**
- \_\_\_\_\_ **City Capital Project:** This permit may be issued to any city department for capital project work or to a contractor working under a city contract for a capital or maintenance project. **(TK)**
- \_\_\_\_\_ **Long-Term Use:** This permit type may be issued for extended uses of the right of way such as leases, sidewalk cafes, loading zones, bus shelters and other approved structures, or haul routes. **(TL)**
- \_\_\_\_\_ **Commercial Development:** This permit type may be issued for use of the right of way associated with commercial projects, multi-family development or plat infrastructure. **(TN)**
- \_\_\_\_\_ **Trucking:** This permit type may be used for annual trucking permits and oversize loads. **(TT)**

**APPLICATION DOCUMENTS:** *Submit the document copies specified for your application type.*

Initial for Waiver by City of Bellevue Planner	Short Term (TA)	Lane Closure (TE,TF)	Single Family (TG,TH)	Franchise Underground (TJ)	City (TK)	Long Term (TL)	Commercial Development (TN)	Trucking (TT)
This Chart	1	1	1	1	1	1	1	1
Right of Way Application	1	1	1	1	1	1	1	1
"Bill To" Form	1	1	1	1	1	1	1	1
Neighborhood Agreement Petition (Block Parties)	3							
Site Sketch <sup>A</sup>	3	3	3	3	3	3	3	
Traffic Control Plan	3	3	3	3	3	3	3	
Civil Plan <sup>B</sup>	3	3	3	3	3	3	3	
Shoring Plan				3	3		3	

Initial for Waiver by City of Bellevue Planner		Short Term (TA)	Lane Closure (TETF)	Single Family (TG, TH)	Franchise Underground (TJ)	City (TK)	Long Term (TL)	Commercial Development (TN)	Trucking (TT)
Construction Stormwater Pollution Prevention Plan (CSWPPP) <sup>C</sup>					3				
Right of Way Lease Plan							3	3	
Project Timeline						3	3	3	
Other Requirements	<ul style="list-style-type: none"> <li>Clearing &amp; Grading Permit – For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, clearing &amp; 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.</li> <li>Olympic Pipeline Notification – If the project is in the Olympic Pipeline right of way, Olympic <b>must</b> be notified at (425) 235-7767. Proof of notification <b>must</b> be provided prior to permit issuance.</li> <li>Special Events permit potentially affecting the right of way is submitted directly to the Parks Department.</li> </ul>								
Fees	Permit Processing provides current fee information (425) 452-4898 or refer to the Right of Way Permit Requirements brochure located in the Self Help area. Fees are due at submittal; additional fees are due at issuance.  <b>No Fees are collected for a Block Party or similar use under a type-TA Permit</b>								

**Footnotes**

**A Site Sketch**

1. Site location, address, and names of adjacent or nearby streets.
2. North arrow.
3. Block Parties – map or drawing of neighborhood with street system showing residences and streets affected by closure. (TA)
4. Proposed street runs or non-motorized vehicle races – drawing and/or map reflecting street system involved during the event. (TA)
5. Driveways – drawing reflecting site location and right of way improvements including curb, gutter & sidewalk; street lighting; proximity to neighboring driveways and/or intersections.

**B Civil Plans**

**Long-term (30+ days) Construction Project (TG, TH, TK, TL, TN)**

1. Site location, address, and names of adjacent or nearby streets
2. North arrow
3. Scale – 1" = 20' to 1" = 50'
4. Driveway entrances
5. Proposed scope of work being done in the right of way
6. Profile reflecting the restoration of the roadway surface after trenching
7. Plan reflecting the restoration of the roadway surface after trenching

**Short-term Construction Projects (TE, TF, TJ)**

1. Design of scope of work being done in the right of way
2. Bus pad and shelter permit requests will require a shop drawing or civil plan

**C 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.

**Please Note**

Right of Way Street Use permits are valid for one month unless otherwise stated on the issued permit. 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.

The property owner bears the responsibility for the accuracy and completeness of all information provided with of affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, floodplains, and geologic hazard areas), additional information and/or permits may be required. See a planner for handouts.

The City may require additional information as needed. If you have any questions concerning your application submittal please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m. Monday through Friday (Wednesday, 10 a.m. to 4 p.m.). The City will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711.