



RIGHT-OF-WAY SUBMITTAL CHECKLIST FOR TREE PLANTING/REMOVAL/MAINTENANCE OF STREET TREES

**Planning & Community Development
Parks Recreation and Cultural Services**

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

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| <ul style="list-style-type: none"><input type="checkbox"/> Right-of-Way Permit Application<input type="checkbox"/> Submittal Fee: \$612.00 (\$204.00 hourly rate, 3-hour minimum).<input type="checkbox"/> Site Plans – two (2) minimum size 11” x 17” copies drawn to an engineering scale, such as 1” = 20’. The site plan is a graphical representation of your total proposal as seen from above including property lines. The site plan should include:<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• Location of streets, and driveways, include driveways on adjacent property and adjacent streets.• Location of power, gas, sewer water, and telecommunication lines, paving, or any other utility improvements, where applicable. Location of frontage improvements for curb, gutter, sidewalk, catch basin.• Location of existing and proposed street trees. Identify trees proposed to be removed.• Species of tree(s) selected from the Approved Street Tree List. | <ul style="list-style-type: none"><input type="checkbox"/> Proof of License, Bonding and/or Insurance. For any work in the public right-of-way public liability insurance is required. All contractors and/or individuals must provide a certificate of liability insurance naming the City of Shoreline as additional insured.<input type="checkbox"/> Traffic Control Plan – two (2) copies: Required for <u>all</u> permit applications working within the City of Shoreline Right-of-Way. |
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NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

Fees effective 1/2020

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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1/2020