



Planning & Community Development

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Right-of-Way Permits

Right-of-way is City property designated for use by the general public. This property is typically used for roads, sidewalks, bike lanes, alleys and utilities. The actual right-of-way is often wider than the paved or improved portion of the roadway.



When is a Right-of-Way Permit Required?

A permit is required for all construction within the public right-of-way. Additionally, permits are required to locate structures in the right-of-way or to use the right-of-way for special events or activities. Generally, permits are required for the following if located in the right-of-way:

- Construction or utility work.
- Placement of fences, retaining walls, terracing and similar structures.
- Special and unique structures such as banners.
- Any obstruction of the right-of-way.
- Planting, pruning or the removal of trees.
- Special events or other use of the right-of-way.

Applications for permits must be submitted and approved prior to the start of work. Once approved, right-of-way permits are valid for 180 days from the date of issuance.

For more information on submitting a right-of-way permit application please see the "Right-of-Way Permit Submittal Checklist" at www.shorelinewa.gov/row.

What is the Process for Obtaining Approval?

Upon receipt of a complete application submittal, the City will review the plans and specifications for conformance with the appropriate rules and regulations. It is recommended that plans for right-of-way improvements be submitted for review in conjunction with other City applications for construction or land use permits. This will provide for a concurrent review of the proposed development activities.

During the review it may be determined that certain conditions should be imposed to protect public health, safety and welfare to mitigate the impacts resulting from the right-of-way use or to address potential conflicts with future improvements in the area. These conditions will be noted on the approved plans and/or the permit granted by the City.

Hours of Operation:

Monday 8:00 am–5:00 pm
Tuesday 8:00 am–5:00 pm
Wednesday 1:00 pm–5:00 pm
Thursday 8:00 am–5:00 pm
Friday 8:00 am–5:00 pm

Permit Processing Ends at 4:00 pm Daily

What Fees Can I Anticipate?

Review and Inspection fees are based on the current hourly rate established by the city. Generally, the fees for simple projects are charged three hours. This includes the review, one inspection, and a final inspection. Projects of significant scope may require additional review and inspection fees.

Will Inspections be Required?

All work within the City right-of-way is required to conform to the adopted standards and approved plans. To verify the work is being completed as approved, inspections are required.

To request inspections, please choose one of the following options:

- The City has a fillable form that can be accessed online at <http://www.shorelinewa.gov/government/departments/public-works/right-of-way-permitting-and-inspection-services/schedule-a-right-of-way-inspection>
- Inspection request form (<http://www.shorelinewa.gov/home/showdocument?id=9646>)

Please note that inspections must be submitted 24 hours in advance of the desired inspection time.