



**City of Shoreline**  
**Planning & Community Development**  
 17500 Midvale Avenue North Shoreline, WA 98133-4905  
 Phone: (206) 801-2500 Fax: (206) 801-2788  
 Email: pcd@shorelinewa.gov Web: www.shorelinewa.gov

**RIGHT-OF-WAY USE  
 PERMIT APPLICATION**

**PARCEL INFORMATION (Include all parcel(s) information. Attach additional sheets, if necessary.)**

Project Address: \_\_\_\_\_  
 (Leave blank if address is not assigned)

Parcel Number (Property Tax Account Number) \_\_\_\_\_

**PERMITTEE/PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Authorized Agent**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**PROJECT INFORMATION**

- Type of Application:
- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Utility Installation | <input type="checkbox"/> Frontage Improvements | <input type="checkbox"/> Use of right-of-way | <input type="checkbox"/> Oversize Weight |
| <input type="checkbox"/> Utility Connection   | <input type="checkbox"/> Drainage Improvements | <input type="checkbox"/> Special Event       | <input type="checkbox"/> Emergency       |
| <input type="checkbox"/> Utility Maintenance  | <input type="checkbox"/> Landscaping           | <input type="checkbox"/> Street Closure      | <input type="checkbox"/> Other           |

**PROJECT DESCRIPTION**

Application Tracking # \_\_\_\_\_

**CONTRACTOR INFORMATION**

Company Name \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor's Registration # \_\_\_\_\_ Expiration Date \_\_\_\_\_

INDEMNIFY AND HOLD HARMLESS: The Permittee agrees to indemnify and hold harmless the City of Shoreline as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend and indemnify the City of Shoreline its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include: ) indemnification of claims made by the Permittee's own employees or agents and waiver of the Permittee's immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Shoreline to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Shoreline to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of City of Shoreline to the full extent of Permittee's negligence.

LEGAL COMPLIANCE: Permittee agrees to prosecute work under the permit with all diligence and speed. At the expiration of the permit the rights herein conferred shall cease and terminate, unless specific written provisions are made for a renewal or extension. The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, and requirements of the permit, and regulations adopted in the Shoreline Municipal Code and administrative rules authorized by the Code. Inspections or final approval by the City do not relieve the Permittee from its obligation to fully comply with state and city laws and regulations.

AUTHORITY: The undersigned acknowledges that the information submitted in support of this permit is true and correct and he/she is the Permittee or authorized by the Permittee to execute this permit.

\_\_\_\_\_  
 Signature of **PERMITTEE/PROPERTY OWNER** or Signature of **AUTHORIZED AGENT** Date \_\_\_\_\_

# General Terms and General Conditions

1. Costs of review and inspection applicable to the project, over and above initial fee estimate, will be reimbursed to the city prior to final inspection.
2. Permittee is required to notify the City of Shoreline by the "inspection fax request line" at (206) 801-2785 between 24 and 72 hours before entering the right of way. Failure to give notice will result in the assessment of a one hour inspection time charge against the permittee. This assessment is in addition to any other remedy available under law or equity which the city may wish to pursue and shall not be construed as an election of remedies by the city. To cancel inspections call (206) 396-3128 or (206) 391-0266.
3. It is the responsibility of the permittee to notify all utility districts and private property owners when such property is liable to injury or damage through the performance of the requested work. Call 1 (800) 424-5555, two working days in advance for underground utility location. This instruction does not relieve the permittee from required notification of city right-of-way inspectors.
4. Before the work is accepted by the city, all of the direct costs and expenses involved in administering said permit must be paid to the city by the permittee. This includes labor charges for review, inspection and supervision of work in progress by field personnel.
5. Any deviation from the proposed plan, resulting in what is commonly known as the "as-built" condition must be approved in advance by the city. Change order must show "as-built" position relative to grade line and center line of right-of-way and any other installations in the right-of-way.
6. All hard surfaced roads are to be jacked or bored. Exceptions may be granted on a case by case basis, with the express permission of City of Shoreline right-of-way inspectors.
7. Maintain a minimum of one lane traffic at all times. Signs and traffic control shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) for streets and highways. A traffic control plan will be submitted for the right-of-way inspector's approval, on all arterial roadways.
8. Asphalt shall be neat line sawcut per City of Shoreline Engineering Development Manual 28.11.C Table 2. Restoration at a minimum shall include 4" of asphalt treated base (ATB), under 2" of class "A" or class "B" asphalt.
9. Approved plans are required on the job.
10. All arterial driving lanes shall be open before 9:00 a.m. and after 3:00 p.m.
11. All restoration shall be equal to or better than pre-existing conditions and shall be built to current standards.
12. The permanent asphalt patch shall be completed within 30 days of substantial completion.
13. Please review all plans for any redline corrections.
14. Additional erosion control measures may be required by the City of Shoreline right-of-way inspector.
15. All roads occupied under this permit shall be open to use by the general public.
16. The permittee, its successors and assigns, is given and granted the right and authority to enter upon the right-of-way or public place for the purpose of performing the work described in this permit and approved by the city.
17. Before any work commences, the site must be inspected, reviewed and approved by the city with respect to:
  - A. Location
  - B. Type of construction
  - C. Materials and equipment to be installed
  - D. Manner of erection or construction
  - E. Mode of operation of the installed facility
  - F. Manner of maintenance of installed facility
  - G. Method of safeguarding public traffic both during working hours and during non-working hours, while the project is under construction
18. After the installation, operation, maintenance or removal of a utility or facility, the permittee shall restore all rights-of-way and public places to the condition which is equal to or better in all respects to the condition they were in before starting work.
19. In the event that any damage of any kind is caused by the permittee in the course of performing work authorized by this permit, the permittee will repair said damage at its sole cost and expense. Repair work shall begin without delay and continue without interruption until completed. If damage is extensive, the time allowed for repair will be prescribed by the city.
20. The city may at anytime do, order or have done any and all work considered necessary to restore to a safe condition left by the permittee in a condition dangerous to life or property and upon demand the permittee shall pay the city all costs of such work, materials, etc.
21. When the city deems it advisable to change the alignment or grade of any right-of-way or public place or structure by widening, grading, regrading, paving, improving, altering, or repairing same, the permittee upon written notice by the city's representatives or agents will at its own sole cost and expense, raise, lower, move, change or reconstruct such installations to conform with the plans of work contemplated or ordered by the city according to a time schedule contained in the written notice.
22. Penalties up to one thousand (\$1,000) dollars per day may be imposed by the city, if the permittee delays relocation of facilities beyond the time limits prescribed by the city. The city reserves the right to order its own agents or representatives to accomplish the desired change and all costs of relocation or removal shall be borne by the grantee.
23. All such changes for construction or relocation by the permittee, shall be done in such manner as will cause the least interference with any of the city's work. The permittee shall have 72 hours written notice by the city's representatives or agents of any blasting contiguous to the permittee's permit rights, in order that it may protect its interests.
24. This grant or privilege shall not be deemed or construed to be an exclusive franchise. It does not prohibit the city from granting other permits or franchise rights of like nature to other public or private utilities, nor shall it prevent the city from any of its roads, streets, public places for any and all public use or affect its jurisdiction over all or any part of them.
25. All the provisions, conditions, requirements and regulations herein contained shall be binding upon the successors and assigns of the permittee and all privileges of the permittee shall be given to such successors and assigns as if they were specifically mentioned.
26. The city may unilaterally revoke, annul or terminate, revise or amend this permit without cause and for any reason including, but not limited to:
  - A. Permittee's failure to comply with any provision, requirement or regulation herein set forth;
  - B. Permittee's willful neglect of, or failure to heed or comply with notices given it;
  - C. Permittee's facilities are not installed, operated or maintained in conformity with conditions herein set forth;
  - D. Permittee's failure to conform to any applicable law or regulation as currently exists or may hereafter be enacted, adopted or amended.
27. Permittee by accepting this permit agrees to obtain information from all utility departments regarding location and current status of their installations before starting work. Private property owners adjoining or in proximity to the right-of-way shall be notified when such property is exposed to the possibility of injury or damage through performance of this project. The permittee shall make all advance arrangements necessary to protect such property and/or utility from injury or damage.
28. The issuance of this permit to the permittee does not in any way relieve the permittee of any other applicable law in performing the work subject to this permit.

Date \_\_\_\_\_

Signature of **PERMITTEE/PROPERTY OWNER** \_\_\_\_\_

or Signature of **AUTHORIZED AGENT** \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_