



RIGHT-OF-WAY USE PERMIT SUBMITTAL CHECKLIST

Planning & Community Development Public Works

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.

- Right-of-Way Use Permit Application:**
 - Timeframe for use of the right-of-way.
 - Estimated cost of construction.
 - Submittal Fee:** Based on an hourly rate. (3 hour minimum fee = \$597.00). See handout titled *City of Shoreline Permit Fees*.
 - Right-of-Way Frontage Improvement Plans – two (2) full size copies** drawn to an engineering scale, such as 1" = 20'. Frontage improvement plans must be separated from the on-site civil plans. Drawings prepared by a licensed civil engineer will be required for projects which include curb, gutter, sidewalk, street widening and storm drainage systems. Additional plans may be required for underground utilities such as water, sewer, and electrical.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location of existing and proposed streets, easements, driveways, and utilities. Include driveways on adjacent property and adjacent streets.
 - Location of existing and proposed street lighting, power, gas, telecommunications, paving, drainage or any other utility improvements, where applicable.
 - Specific cross section(s) of the street, showing all dimensions from centerline to proposed improvements above and below ground.
 - Details and dimensions of all trenches. Show the number, type and location of each conduit or pipe.
 - Include all other details, which describe the project.
 - Location of all proposed and existing water mains, valves and fire hydrants.
 - Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities and street trees
 - Existing drainage facilities.
 - Plan view of drainage system and associated paving
 - Details of all structures and drainage facilities including: catch basins, flow control devices, water quality, and infiltration facilities.
 - Profiles of drainage system and roadway improvements.
 - Restoration for utility work requires approved drawings from utility providers.
 - Proof of License, Bonding and/or Insurance.** For any work in the public right-of-way public liability insurance is required. All contractors not working for a franchised utility company and/or individuals must provide a certificate of liability insurance naming the City of Shoreline as additional insured.
 - Traffic Control Plan – two (2) copies.** Required for all permit applications working within the City of Shoreline Right-of-Way.
- Additional required information as applicable:**
- Surface Water Report – two (2) copies** may be required for projects in the right-of-way triggering drainage review. A separate Surface Water Report is not required for a ROW permit for frontage improvements associated with private development. The Surface Water Report must follow the guidelines in Appendix C of the Engineering Development Manual.
 - Geotechnical or Soils Report – two (2) copies** may be requested.

Fees effective 1/2019

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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3/2019

NOTE: Applications for Right-of-Way permits are required to be submitted in conjunction with all new construction for the installation of driveways. The Right-of-Way permit may also include any frontage improvements or drainage systems located in the public Right-of-Way. Before permits can be issued additional information may be required including an erosions and sedimentation control plan. Other agency approval may be necessary. All permits for utility extensions or connections in the Right-of-Way must have approval of the appropriate utility.

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.

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