



# MASTER RIGHT-OF-WAY USE PERMIT SUBMITTAL CHECKLIST (Light Rail Project Only)

## Planning & Community Development Public Works

A Master Right-of-Way (ROW) Use Permit is required for a Light Rail project for review and tracking of project-wide information and requirements for any work proposed within City-owned Rights-of-Way. The following information is required to submit a Master ROW Use Permit application for review. If you have a question on required items, please call Juniper Nammi at (206) 801-2525 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to a standard engineering scale (e.g. 1" = 20'). All drawings prepared by licensed engineers must have the appropriate stamp and signature of the licensed professional on the face of the drawings at time of submittal. One (1) electronic copy of all items shall be submitted on a flash drive or request arrangements to submit via a cloud-based server; no paper submittals are required.**

- Right-of-Way Use Permit Application:**
  - Describe Scope of Work – within existing City ROW for Early Work scope; future City ROW areas may require ROW use permit following a Street Vacation petition decision.
  - Anticipated Schedule for use of the rights-of-way.
- Permit and Inspection Fees.** Sound Transit will be invoiced consistent with the terms of the Expedited Permitting and Reimbursement Agreement between the City of Shoreline and Sound Transit.
- 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.
- Project-wide Site Plans.** Provide a 1" = 100' scale roll plot including the project extent within the City of Shoreline. Additional Site Plan drawings, to an appropriate standard engineering scale, shall be submitted for the Ronald Bog Park mitigation area and the Aldercrest staging area. Initial submittal must address scope of Early Work Package. Revision/supplementary submittal may be required to add Main Package scope of work. Site Plans shall include the following information:
  - Name of firm(s) that prepared the drawings;
  - Graphic scale and north arrow;
  - Base map including labeled streets, city limits, property and ROW lines, and existing buildings
  - and improvements on subject parcels and adjacent properties;
  - Construction zone limits and labels;
  - Proposed Scope of Work – initial submittal should identify and label project Early Work (Main Package work may be added as a later revision/submittal);
  - Areas of clearing and grading;
  - Identify structures to be demolished;
  - Locations of proposed Early Work utilities;
  - Critical areas and required buffers.
- Tree Plan.** Not required for Master ROW Use Permit. See Master Site Development Permit Checklist.
- Construction Management Plan.** Submit a project-wide construction management plan that includes, at a minimum, the following:
  - Overview and approach,
  - Maps and descriptions of work zones,
  - Phases of construction,
  - Coordination with other projects,
  - Coordination with other Transit Agencies and Schools,
  - Construction policies,
  - Community relations,
  - Environmental practices,
  - Roadway restoration, and
  - Construction organization chart and points of contact.
- Maintenance of Traffic and/or Traffic Control Plans (MOT/TCP).** Required for all permit applications for work within the City of Shoreline Rights-of-Way and shall be operation specific. This

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

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information may be included in the Construction Management Plan or provided separately. Please submit the following:

- Project-wide Maintenance of Traffic Plan,
- Project-wide Haul Route Plan and policies, and
- Traffic Control Plans for specific types of operations or conditions that may be used in various locations project-wide.

**Construction Noise Control & Monitoring Plans.**

- Submit the L200 and L300 Construction, Vibration, and Groundborne Noise Reports.
- Supplemental submittal of Noise Control and Monitoring Plans to be prepared by the project contractors required prior to permit issuance.

**Storm Water Pollution Prevention Plan.** Project-wide SWPPP shall be submitted that meets City of Shoreline requirements and the Washington State DOE requirements as required in the *Stormwater Management Manual for Western Washington, 2014* or most current revision.

**NPDES Permit.** Submit a copy of the approved NPDES permit(s) from the WA Department of Ecology for the Project.

**Supplemental Documents.** If not applicable to the early work scope, the following documents shall be provided as supplemental submittals or revisions after permit issuance to add Main Package scope of work to this permit.

- Civil Calculations report for wet utilities and roadway design.
- Project-wide geotechnical reports or soils reports that address design basis and recommendations.
- Project-wide drainage review documents as required by the *Department of Ecology Stormwater Management Manual for Western Washington*.
- Traffic Analysis report(s) supporting roadway design within the City.
- Traffic Signal and Illumination report(s) and documents relevant to improvements proposed within the City.
- L200 and L300 Noise, Vibration, and Groundborne Noise Reports.

**NOTES:** Applications for Right-of-Way permits are required to be submitted in conjunction with all new construction for the installation of driveways, frontage improvements, and drainage systems located in the public Right-of-Way. Before permits can be issued additional information may be required. Other agency approvals may be necessary. All permits for utility extensions or connections in the Right-of-Way must have approval of the appropriate utility and performed under an ROW Permit issued by the City of Shoreline.

Please be sure that all drawings are clear, and information is legible. Applications may not be accepted after 4:00 pm.

Schedule an application submittal appointment with Lee Ann Fraser (206) 801-2555, at least two weeks prior to application submittal.

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**OTHER PERMITS:**

- Right-of-Way Use – Zone Permits
- Site Development – Master Permit
- Site Development – Zone Permits
- Demolition Block Permits
- Wastewater Utility Permits
- Noise Variance(s) – if any night work