

Right-of-Way Use Permit Application Type D - Haul/Oversize Load

Form FE148
Updated
January 2026

Physical Address:
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, WA 98002

Mailing Address:
City of Auburn
25 West Main Street
Auburn, WA 98001-4998

Webpage, Email, and Phone
www.auburnwa.gov
rowusepermit@auburnwa.gov
Phone: 253-931-3010

Oversize or over legal load is anything over 8 feet 6 inches wide, or over 14 feet for overall height, or over legal length, or over legal weight. Legal length and weight vary depending on the load and vehicle/trailer setup.

Applications are required to be submitted a minimum of five (5) business days prior to the date you intend to haul. Applications are not considered received and will not be processed for review until the Application Fees are paid. Application Fees are due with the application submittal. Permit Fees, if applicable, are due upon permit approval prior to permit issuance. All fees are non-refundable. Fees listed are valid through December 31, 2026.

Type D– Haul Permit – Application Fee - \$147.00.

Estimated City staff time for inspection and oversight, if required, will be determined by the City.

Normal Business Hours Permit Fee - \$143.00 per hour x ____ hours

Non-Business Hours, Weeknights, Weekends, and Holidays Permit Fee - \$213.00 per hour x ____ hours

Applicant is responsible for providing all traffic control, pilot cars, pole cars, police escorts (if required) and ensuring they can meet all height restrictions, turning movements, and any other conditions the City deems necessary if permit is approved. Required police support for any permit shall be contracted separately as needed at the applicant's expense. Application Expires 180 days after application submittal or after 180 Days of non-action by the applicant as determined by the City.

Applicant Information - All information related to this application will be sent to this contact.

Company Name	
Contact Person	
Address	
City, State, Zip	
Phone Number	
E-Mail Address	

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.

Date	Signature	Title

Additional Applicant Information

The City requires the name, daytime telephone and contact information of three (3) responsible people from the Applicant, any of which can be contacted at any time in the event the need arises.

	1.	2.	3.
Company Name			
Contact Person			
Address			
City, State, Zip			
Phone Number			
E-Mail Address			

Haul/Oversized Load Information	
Description of Load	
Height (total height loaded on trailer)	
Width	
Length of load and overall length	
Total Gross Vehicle Weight	
Number of Truck and Trailer Axles and Weight per Axle	
Description of Route	
Haul Starting Address	
Haul End Destination Address	
Date(s) and Time of Day Requested for Haul	

Required Documents
☐ Signed and Notarized Hold Harmless Agreement – Form FE166
☐ Map/desired haul route with turn-by-turn directions. The City may change the haul route based on review of the application, load, traffic conditions, or other reasons as determined by the City.
☐ Washington State Haul Permit
☐ Certificate of Insurance, including the Additional Insured Endorsements, naming the City as an Additional Insured per the requirements outlined in Form #FE035 General Process and Conditions for Issuance of ROW Use Permits. Insurance Certificates and Endorsements may be submitted upon permit approval but are required prior to permit issuance.
☐ City of Auburn Building or Demo Permits for placement or removal of load if applicable.
The City may require information and documentation at the applicant's expense in addition to those items listed above to perform a complete review of the application. If required, the applicant will be informed and information is due as soon as possible so that City Staff can continue to review the application.

Additional information on ROW Use Permit can be found in Chapter 12.60 of the Auburn City Code.

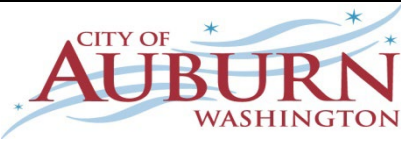
Acceptance of this application by the City and payment of any fees by the applicant does not constitute approval or compliance with the rules, regulations or requirements of any other jurisdictions, which may relate to the above project.

Right-of-Way Use Permits for hauls are of a wholly temporary nature and vest no permanent rights whatsoever. Permits for hauls, if approved are for the location, route and applicant listed on the permit and cannot be transferred to another location, route, or to another applicant. Permits for hauls are required for loads that are over the legal dimensions and weights and may also be required if the City Engineer determines that project hauling will create additional wear and tear on City streets, impact traffic, citizens of Auburn or for any other reason as determined by the City Engineer.

Right-of-Way Use Permit Haul Applications require a minimum of five (5) business days to process.

Depending on the details of the request, the process could take less or significantly more time. It is the applicant's responsibility to plan enough time for processing the application request based on the complexity and conditions of the haul.

City staff will be happy to meet with you in person, speak with you over the phone or communicate through e-mail if you have questions about the process, requirements, fees, review or status of your request at any stage of your application. Please contact the City's ROW Specialist at 253-804-3120 or rowusepermit@auburnwa.gov.



Right-of-Way Use Indemnification and Hold Harmless

Form FE166
Updated
January 2026

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Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, WA 98002

Mailing Address:
City of Auburn
25 West Main Street
Auburn, WA 98001-4998

Webpage, Email, and Phone
www.auburnwa.gov
rowusepermit@auburnwa.gov
Phone: 253-931-3010

Indemnification and Hold Harmless Agreement

The Permittee will defend, indemnify and hold the City of Auburn, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits of any kind, including attorney fees and litigation expenses, arising out of or resulting from the acts, errors, or omissions of the Permittee or on the Permittee's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City of Auburn.

It is further provided that if the Permit authorizes the movement of an oversized load that the person or persons moving such oversized load shall defend, indemnify and save harmless any franchisee or lessee and the City from any and all damages or claims of any kind or nature caused directly or indirectly for temporary arrangement of the lines and poles of a franchisee or lessee to accommodate the movement of such oversized load through the City.

However, should a court of competent jurisdiction determine that RCW 4.24.115 applies to this Permit, then the Permittee agrees to defend, indemnify and hold the City of Auburn, its officers, officials, employees and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided herein constitutes the Permittee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

DATED THIS _____ DAY OF _____, 20____.

SIGNATURE OF PERMIT HOLDER

COMPANY OR ORGANIZATION

STATE OF WASHINGTON)
) ss.
County of _____)

On this day personally appeared before me _____, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that _____ signed the same as a free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, RESIDING AT _____

MY COMMISSION EXPIRES _____

	General Process and Conditions for Issuance of Right-of-Way (ROW) Use Permits Chapter 12.60 ACC	Form FE035 Updated January 2026
Physical Address: Auburn City Hall Annex, 2 nd Floor 1 East Main Street Auburn, WA 98002	Mailing Address: City of Auburn 25 West Main Street Auburn, WA 98001-4998	Webpage, Email, and Phone www.auburnwa.gov rowusepermit@auburnwa.gov Phone: 253-931-3010

Application and Approval Process

1. Applicant shall submit a complete ROW Use Permit Application and all associated documentation, plans and application fees to the City at the above listed address or e-mail.
2. The City will review the application and inform the applicant if additional information is needed to process the application.
3. If the application is to be approved, conditions for the permit will be drafted. Some conditions may be required to be met prior to the permit being issued. The City will notify the applicant of such conditions. These conditions could include but are not limited to payment of outstanding permit fees, submittal of insurance documents, financial securities, plans, licenses, and/or agreements, etc. The permit will not be issued until such conditions have been met.
4. Once the permit is issued the applicant will be notified and sent a copy of the approved permit via e-mail.
5. Permits shall expire on the date specified on the issued permit unless sooner terminated by the City.
6. Type C – Long Term Permits may be renewed, and the application fees waived if a complete application is submitted to the City prior to the current permit expiration. Permit fees and Leasehold Excise Tax (if applicable) will still apply. No permit shall be automatically renewed.
7. Timelines for processing permits vary depending on the type of permit and the specific request that is being applied for. Request for uses that impact the general public such as parades, road closures and uses over 30 days generally take longer to review. Applicants are solely responsible for providing all elements of the application and for planning in advance of the requested permit to allow sufficient time for City review and determination that the application is complete and adequate.
8. Submittal of an application and payment of the application fee does not guarantee approval of the permit or in any way limit the conditions the City may place on the permit, if approved.

Application Fees, Permit Fees, and Leasehold Excise Tax

The application fee for a Right-of-Way Use Permit shall be paid at the time the application is filed. Permit fees are in addition to application fees and shall be paid upon approval of the permit but prior to permit issuance. Fees for Right-of-Way Use Permits are per the City's adopted fee schedule. Right-of-Way Use Permit application and permit fees are non-refundable and shall not be prorated.

Leasehold Excise Tax (LET) is collected by the City as required by the Washington State Department of Revenue (DOR). If applicable, LET is due upon permit approval, but prior to permit issuance. LET is non-refundable from the City. If an applicant wishes to pursue a refund, they must contact DOR as the City only collects LET as required by DOR and all LET is forwarded to DOR. If Applicant wishes to assert an exemption from LET per RCW 82.29A for the proposed use, then applicant may submit evidence and documentation of such applicable exemption to the City for consideration and determination by the City Engineer.

Fees or cost associated with required police support for any permit shall be contracted separately as needed and is the responsibility of the applicant.

Insurance Requirements for ROW Use Permits

(unless otherwise noted in the special conditions for your permit)

A. Insurance Term

The Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Permittee's behalf with the issuance of this Permit.

B. No Limitation

The Permittee's maintenance of insurance as required by the Permit shall not be construed to limit the liability of the Permittee to the coverage provided by such insurance, or otherwise limit the City of Auburn's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Permittee shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from operations, products-completed operations, and stop-gap liability. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City of Auburn shall be named as an additional insured under the Permittee's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing at least as broad coverage.
2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. Minimum Amounts of Insurance

The Permittee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products completed operations aggregate limit.
2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

E. Other Insurance Provision

The Permittee's Commercial General Liability insurance policy or policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Auburn shall be excess of the Permittee's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Permittee shall furnish the City of Auburn with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Permittee before issuance of the Permit.

H. Notice of Cancellation

The Permittee shall provide the City of Auburn with written notice of any policy cancellation, within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Permittee to maintain the insurance as required shall constitute a material breach of the Permit, upon which the City of Auburn may, after giving five business days' notice to the Permittee to correct the breach, immediately terminate the Permit.

J. City of Auburn Full Availability of Permittee Limits

If the Permittee maintains higher insurance limits than the minimums shown above, the City of Auburn shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Permittee, irrespective of whether such limits maintained by the Permittee are greater than those required by this Permit or whether any certificate of insurance furnished to the City of Auburn evidences limits of liability lower than those maintained by the Permittee.

City Contact Information

For questions regarding ROW Use Permit Applications please contact the City's ROW Specialist at (253) 804-3120 or send an email to: rowusepermit@auburnwa.gov.