



ENCROACHMENT/RIGHT OF WAY CHECKLIST

510-B Pioneer Street/PO Box 608 Ridgefield, WA 98642

Tel: 360.887.3908

www.ridgefieldwa.us

A. APPLICATION INFORMATION

APPLICATION REQUIREMENTS: All submittal items must be labeled to follow the checklist and identified as what they represent. (i.e. 1. Checklist, 2. Narrative, etc.)

- ☐ **1. CHECKLIST:** Completed submittal checklist.
- ☐ **2. NARRATIVE:** Submit a narrative describing the work to be completed and proposed work hours. Traffic control devices may not be left in place overnight unless otherwise approved by the City Engineer.
- ☐ **3. PLANS:** Submit a location map and plans/sketch of proposed work.
- ☐ **4. INSURANCE:** Submit a copy of the contracting company's Commercial General Liability Insurance and Automobile Liability Insurance. 'City of Ridgefield' must be listed as the Certificate Holder. Refer to the list of conditions for the requirements. Homeowners who are self-performing sidewalk repairs may submit a copy of the abutting Homeowners Insurance in lieu of General Liability Insurance.
- ☐ **5. BOND:** Submit a bond to cover the amount of the Restoration Estimate if exceeding \$5,000.00. The contracting company for the project shall provide the bond document; bond must list the specific Ridgefield project being covered.
- ☐ **6. TRAFFIC CONTROL PLAN (required if road, shoulder, or sidewalk blocking)** Traffic Control Plans must meet MUTCD Section 6 requirements. Extended sidewalk closures must include a Temporary Pedestrian Access Route Plan that meets WSDOT Design Manual 1510.17 Work Zone Pedestrian Accommodation requirements.
- ☐ **7. DESCRIPTION OF WORK:** _____

- ☐ **8. PROJECT LOCATION:** _____
- ☐ **9. ASSOCIATED PROJECT NAME (if applicable):** _____
- ☐ **10. ESTIMATED START DATE:** _____
- ☐ **11. ESTIMATED DURATION OF WORK (days):** _____
- ☐ **12. EXCAVATION INTO ROADWAY OR SIDEWALK? Y/N:** _____

- ☐ 13. LENGTH OF DISTURBED HARD SURFACE (lineal feet): _____
- ☐ 14. EXCAVATION ONTO SHOULDER? Y/N: _____
- ☐ 15. RESTORATION ESTIMATE (must provide a bond if greater than \$5,000): \$ _____
- ☐ 16. RESIDENTIAL SIDEWALK REMOVAL REPAIR OR REPLACEMENT? Y/N: _____
- ☐ 17. COMMERCIAL SIDEWALK REMOVAL REPAIR OR REPLACEMENT? Y/N: _____
- ☐ 18. IMPACT OF UTILITIES OR DRAINAGE? Y/N: _____
- If yes, describe: _____
- _____
- ☐ 19. WORK REQUIRES A FULL ROAD CLOSURE? Y/N: _____ Requests for planned lane or full road closure lasting 24 consecutive hours or more are subject to City Public Works Policy 24-01. Full road closure requests take up to three weeks to review.

B. CONTACT INFORMATION

APPLICANT:

Contact Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION:

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Contractor's License # _____ Exp. Date _____

City of Ridgefield Business License # _____ Exp. Date _____

C. PERMIT CONDITIONS

Notification Requirements:

Shoulder or sidewalk blocking only:

- Email traffic@ridgefieldwa.us a minimum of two (2) business days in advance.

Single lane closures and other partial road blocking:

A minimum of two (2) business days prior:

- Notify in ONE email the following agencies, including the following information in the email: permit number, description of impact, dates, and hours. Please note that no work is authorized until approval is received from the City in response to the email. Any updates to the dates must be emailed to all of the contacts.
 - Ridgefield: traffic@ridgefieldwa.us
 - Police: RPDRecords@ridgefieldwa.us
 - Fire: Josh.Taylor@clarkfr.org and Eamonn.Ryan@clarkfr.org
 - Schools: joe.vajgrt@ridgefieldsd.org
 - KWRL: barnetts@kwrl.org
- Distribute door hangers to all neighbors within the work zone.

Full road closures:

A minimum of seven (7) business days prior:

- Notify in ONE email the following agencies, including the following information in the email: permit number, description of impact, dates, and hours. Please note that no work is authorized until approval is received from the City in response to the email. Any updates to the dates must be emailed to all of the contacts.
 - Ridgefield: traffic@ridgefieldwa.us
 - Police: RPDRecords@ridgefieldwa.us
 - Fire: Josh.Taylor@clarkfr.org and Eamonn.Ryan@clarkfr.org
 - Schools: joe.vajgrt@ridgefieldsd.org
 - KWRL: barnetts@kwrl.org
 - USPS: Melissa.J.Kinney-Takara@usps.gov and Emily.L.Vanderberg@usps.gov
- Post variable message signs along the impacted road in both directions announcing the closure with dates. The message signs shall stay in place through the duration of the closure and must be updated if the closure dates are changed.
- Distribute door hangers to the impacted neighbors. Email or deliver a copy to the City. A map for the required notification locations will be provided with the approval of the closure.
- Post a notice in a local newspaper per RCW 47.48.020. Provide a receipt for the posting to the City.

Be aware of the following conditions:

- Any lane closures shall be limited to 9:00am through 4:00pm unless otherwise noted on permit. For lane closures on school days on Hillhurst Road, Royle Road, or Pioneer Street, work impacting traffic shall occur between the hours of 9AM and 2:30 PM.
- Contact the Northwest Utility Notification Center at 1-800-424-5555 (or 811) two (2) business days prior to any excavation.

- Permitted work shall comply with current WSDOT Standard Specifications and [Ridgefield's Engineering Standards for Public Works Construction](#).
- The applicant is responsible for controlling sediment laden run off from the work location and leaving paved areas clean and swept at the end of each working day.
- Hard surfacing or plating of trenches required on the same day as excavation. All pavement patch edges shall be smoothly cut prior to paving. All pavement patches shall be sand-sealed on the day they are paved.
- Trenches and pavement cuts shall be performed and restored per City Engineering Standards Volume 2: 2.09(B).
- Coordination with City water department is required for service installation. Please call 360.857.5014 for meter installation and coordination.
- Water service and meter setter must be installed in accordance with City Standard Detail W-1.2.
- Compaction testing is required for any import material other than controlled density fill (CDF).
- All installed utilities must maintain 5-foot horizontal and 1-foot vertical separation from existing water, sewer, and storm lines.
- The City of Ridgefield may, at any time, require testing of any element of the permitted work at the expense of the Permittee.
- The applicant agrees to defend, indemnify and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with activities or operations performed by the applicant or on the applicant's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the City.
- The applicant 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 applicant's behalf with the issuance of this permit. Insurance coverage shall be as follows:
 - Commercial General Liability Insurance with limits no less than \$1,000,000 for each occurrence,
 - \$2,000,000 general aggregated at a \$2,000,000 product completed operations aggregate limit. The City shall be named as an insured under the applicant's Commercial General Liability Insurance.
 - Automobile Liability Insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident covering all owned, non-owned, hired, and leased vehicles.
- For new mailbox installations, the applicant is required to complete a PS form 4232 with the Post Office in order to start mail delivery once the mailbox is installed.
- Failure to comply with any provision of this permit may result in revocation of the permit by the City.
- Permit is only valid for the listed project or address.
- A copy of the permit must be at the job site at all times.
- Permit is valid for 180 days from the date of issuance. Extension requests shall be sent to Permits@ridgefieldwa.us.

D. APPLICATION FEES

Fees must be paid at the time of application via the online portal.

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| ☐ Right of Way/Without Full Street Closure | \$150 |
| ☐ Right of Way/Full Street Closure | \$350 |
| ☐ 1-200 Linear Fee of Pavement Disturbed | \$350 |
| ☐ Over 200 Linear Feet of Pavement Disturbed | \$350 Plus \$1.00 Per Linear Foot Over 200 |
| ☐ Repair of Existing Sidewalks | No Charge |

Effective April 1, 2025: To meet Ridgefield City Council’s 100 percent cost recovery policy, applicants will be billed for the cost of any third-party plan review required for permit applications submitted April 1 or later. This change will not impact permit review timelines.

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses, and attorney fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

Applicant’s Signature

Date

Print Applicant’s Name