



City of Bainbridge Island

Public Works – Engineering

280 Madison Avenue N, Bainbridge Island, WA 98110

206.842.2016 | ROWPermit@bainbridgewa.gov

Permit Number: _____

External Ref. #: _____

RIGHT-OF-WAY (ROW) USE APPLICATION & PERMIT (BIMC 15.12)

For ROW Use Application & Permit instructions, see following link: www.bainbridgewa.gov/1223

PROJECT NAME: _____

Note: The Permittee is responsible for all permit fees, and other terms as outlined on page 2 of this application.

PROJECT ADDRESS: _____ TAX PARCEL #: _____

PERMITTEE: ☐ Contractor ☐ Owner ☐ Authorized Agent

APPLICANT INFORMATION

Permittee: _____	Email: _____
Address: _____	Contact Name: _____
City/State/Zip: _____	24-Hour Phone: _____
Phone: _____	Other: _____

OWNER INFORMATION

Name: _____	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	Other: _____

REQUIRED WITH APPLICATION:

☐ Site Plan	☐ Insurance Certificate (BIMC 15.12.230)
☐ Traffic Control Plan	☐ Surety Bond (If applicable)
☐ Traffic Impact Form (if applicable)	☐ Fee

IMPACTED INFRASTRUCTURE – (check all that apply)

☐ Asphalt Street	☐ Curb Ramp	☐ Planting Strip	☐ Soft Surface
☐ Concrete Street	☐ Apron	☐ Trees	☐ No Impact
☐ Sidewalk	☐ Paved Shoulder	☐ Unimproved ROW	☐ Other ROW: _____
☐ Curb & Gutter	☐ Unpaved Shoulder	☐ Utility Structures	☐ _____

IMPACTED MOBILITY – (check all that apply)

☐ Road Closed	☐ Parking Lane Closed	☐ Shoulder Closed	☐ No Impact
☐ Single-Travel Lane Closed	☐ Bike Lane Closed	☐ Alley Closed	☐ _____
☐ Multi-Travel Lanes Closed	☐ Sidewalk Closed	☐ Sidewalk Partially Closed	

DESCRIPTION OF PROPOSED WORK IN RIGHT OF WAY:

COST ESTIMATE:

Valuation of portion of project located within the right-of-way \$ _____

Note: If estimate is over \$2000.00, Permittee must provide or reference an active surety device.

PROPOSED CONSTRUCTION:

☐ Driveway	☐ Landscaping	Franchise Utility ☐ Existing Overhead ☐ Existing Underground
☐ Awning, Marquee, Canopy	☐ Paving	
☐ Bus Shelter Installation	☐ Public Art Installation	☐ Sidewalk Use – Café (BIMC 12.36) ☐ Other _____
☐ Clear and Grub	☐ Seasonal Lighting	
☐ Fence, Rockery, Wall	☐ Sidewalk Repair/Construction	
☐ Grade and Rock - Temporary	☐ Tree – Prune/Plant/Remove	
☐ Other: _____	☐ Special Event Permit (Type A)	

TERMS

Indemnification

The Permittee agrees to defend, indemnify, and hold harmless the City of Bainbridge Island, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right-of-way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

Acceptance of terms, conditions, and requirements

Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the City of Bainbridge Island, Public Works - Engineering. Permittee further agrees to comply with all applicable city ordinances, including but not limited to, Title 12 BIMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

Applicant or Authorized Agent Statement

I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant AND the Owner OR the authorized agent of the owner; that the information provided herein is correct and complete; and that I have the authority to bind the owner to this application.

Deposits, Charges, and Future Billings.

The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Permittee. Any charges in excess of the deposit will be billed to the Permittee.

PERMITTEE SIGNATURE: _____

DATE: _____

(Official Use)		
REQUIRED PRIOR TO ISSUANCE (If applicable)		FEE
☐ Site Plan	☐ TIF (+ Detour Form for Rd Closures)	\$ _____ Munis Receipt #: _____
☐ Surety Bond	☐ Other: _____	
☐ Insurance Certificate	☐ *Other: _____	
☐ TCP		
* Stormwater Conveyance System Connection Application and/or Noise Variance (BIMC 16.16.030)		
COMMENTS/CONDITIONS OF: _____ _____ _____		
APPLICATION ACCEPTED BY: _____		DATE: _____
APPLICATION APPROVED BY: _____		DATE: _____
ISSUED BY: _____ DATE _____ DATE EXPIRES: _____		
EXTENSION: _____ DATE: _____ DATE EXPIRES: _____		
INSPECTION UPON CONSTRUCTION COMPLETION: _____ DATE: _____		
FINAL INSPECTION – 12-MONTH BOND RELEASE: _____ DATE: _____		
PERMIT TYPE		FEE - See Fee Schedule
☐ "A" – Short Term Use (30-days)	☐ "C" – Long-Term Use (5-years)	Link below:
☐ "B1" – Disturbance of ROW (30-days)	☐ "D" – Maintenance	COBI 2026 Fee Schedule
☐ "B2" – Bulk Utility (30-days)	☐ Sidewalk Café Use (BIMC 12.36)	
ADDITIONAL INSPECTIONS – (See Fee Schedule)		

PERMIT CONDITIONS

1. For the purposes of inspection or reference, the contractor is required to have this permit, and approved plan set(s), in their possession at the permitted work location.
2. This permit is subject to all terms, conditions, and provisions set forth in Bainbridge Island Municipal Code (BIMC), [Chapter 15.12](#), Right-of-Way Use, and in the surety provided pursuant to Bainbridge Island Municipal Code Section 15.12.220.
3. The City may revoke, annul, revise, or terminate the permit if the applicant fails to comply with any of the provisions of the permit, Bainbridge Island Municipal Code Chapter 15.12, the surety bond, or any notices given by the City.
4. The applicant and/or assigns shall have the right and authority to enter upon the rights-of-way of the City as indicated on the front of the issued permit for the purpose of completing the proposed work.
5. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the City from granting other permits or franchise rights to any other party.
6. In accordance with [RCW 58.04.015](#), survey monumentation in or adjacent to any right-of-way shall not be disturbed.
7. Applicant shall notify utilities [“One Call” locator service \(811\)](#) before commencing any surface/subsurface work as required by [RCW Chapter 19.122](#).
8. Before commencing work, applicant shall submit and have a completed and City approved Traffic Impact Form and Traffic Control Plan for any projects impacting traveled roadways, sidewalks, or other non-motorized pathways, in accordance with the [Manual of Uniform Traffic Control Devices \(MUTCD\)](#).
9. Traffic control signs and devices shall be positioned beyond sidewalk and accessible shoulder surfaces to the maximum extent possible.
10. In accordance with [BIMC 15.22](#), permitted activities shall not discharge any pollutants or waters containing pollutants to the municipal separate stormwater system, stormwater conveyances, or the waters of the State.
11. Applicant shall provide project drawings to a working scale, showing location of work, name and width of streets and the relative position of proposed work to existing utilities.
12. All rights-of-way shall be fully restored to as good or better and safe a condition as before commencement of work by applicant. Any damage of any kind by the applicant and/or assigns shall be repaired at applicant’s sole cost and expense.
13. Upon completion of the work, the applicant will request that the City inspect the work to determine if the work has been completed and that City facilities have been restored and no damage has occurred.
14. If Applicant or designee fails to complete the proposed work, the PW Director or his designee may complete the work, or have it completed in order to restore the rights-of-way to an acceptable condition. The City shall obtain the proceeds from any surety or invoice the applicant for reimbursement for all costs associated with said restoration. Ref: BIMC 15.12.220.

Know What's Below, Call 811 Before You Dig



City of Bainbridge Island

Public Works Engineering

206.842.2016 Fax 206.780.3710 – ROWPermit@bainbridgewa.gov

TRAFFIC IMPACT FORM

Note: This information will be published on the City's Traffic Notification Webpage.

At time of issuance, please update start & end traffic dates.

www.bainbridgewa.gov – Quick Links – Traffic Notification OR www.bainbridgewa.gov/794

PROJECT NAME: _____

ROW PERMIT # _____

Company: _____

Contact Name: _____

Phone #: _____

Email: _____

PRIMARY ROAD: _____

FROM: _____ to _____
Nearest Cross Street. or # Nearest Cross Street. or #

START DATE: _____ **END DATE:** _____

Note: May use terms such as early, mid, or late month if specific dates are unknown and to be updated at Issuance

RESTRICTION:

☐ One lane w/flaggers continuously	☐ One lane w/flaggers intermittently
☐ Shoulder Work – No flaggers	☐ Shoulder Work – w/flaggers
☐ Full Road Closure-Attach PDF Road Closure Route Map	☐ Other:

Describe Road Closure in words:

BRIEF DESCRIPTION OF WORK: Use checkboxes below:

or type in "Other" using non-technical terms for general public's use:

☐ New Utility Installation	☐ Repair/Replace overhead/underground service
☐ Repair/Replace existing utility connection	☐ Repair/Replace existing structures in right-of-way
☐ Extend Existing utility service connection	☐ Park in right-of-way

Other: _____

TRAFFIC IMPACT FORM MUST BE SENT TO COBI ENGINEERING ROWPermit@bainbridgewa.gov

10-WORKING DAYS PRIOR TO CONSTRUCTION START DATE



Contact Information - Preferred Method of Correspondence ☐ E-mail ☐ Mail					
Applicant's Name:		Date:		Permit #	
Applicant's Mailing Address:		City:		State:	Zip:
Day Phone:		Cell Phone:		Email:	
Site Address:				Parcel #	

Connection #1 Attribute Information					
Connection Location Coordinate (Mark Unit Type Below)		Type of facility connecting to: (catch basin, ditch, swale, pond, stream) _____			# of pipes _____
☐ Latitude/Longitude	☐ UTM	☐ Northing/Easting	UTM Zone _____	State Plane Zone _____	Datum _____
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 1) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____	
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 2) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____	
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 3) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____	

Connection #2 Attribute Information					
Connection Location Coordinate (Mark Unit Type Below)		Type of facility connecting to: ☐ catch basin, ☐ ditch, ☐ swale, ☐ pond, ☐ stream			# of pipes _____
☐ Latitude/Longitude	☐ UTM	☐ Northing/Easting	UTM Zone _____	State Plane Zone _____	Datum _____
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 1) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____	
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 2) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____	
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 3) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____	

Use additional forms for more than two connections.

Processing Information		
Reviewed by _____	Location Verified _____	New Location (Circle one UTM, Lat/Long, Northing/Easting); Zone 1) _____ 2) _____ 3) _____
Review Date _____	_____	

The information provided supports the maintenance of a computer-based map of all connections to the MS4 (BIMC 15.22) as required by Department of Ecology to meet the City's Phase II Municipal Stormwater Permit condition S5.C3.a.ii.