



CITY OF WOODINVILLE

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072
Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

RIGHT-OF-WAY APPLICATION

WHAT DOES THIS PERMIT COVER?

This application covers the following type of work:

- Work in the right-of-way
- Driveway approaches
- Street excavations
- Temporary closures
- Structures and uses in the right-of-way

CODES AND STANDARDS

The following codes and standards apply to this permit:

2016 Transportation Infrastructure Standards

Chapter 13.05 WMC
– Surface Water Management

WMC 15.04.060
Right-of-Way Improvements Requirements

Chapter 15.05 WMC
– Grading Code

Title 12 WMC –
Streets and Sidewalks

Chapter 15.39 WMC
– Underground Utilities

WHERE CAN I FIND MORE INFORMATION?

Contact Development Services at 425-489-2754 for more information.

A. SITE & PROPERTY INFORMATION

PROJECT NAME:	PERMIT NO.
PROPERTY ADDRESS:	
PARCEL NUMBER:	JOB NO. (OPTIONAL)

B. APPLICANT INFORMATION

BUSINESS NAME:
CONTACT NAME:
ADDRESS:
PHONE NUMBER:
EMAIL ADDRESS:

C. CONTRACTOR INFORMATION

CONTRACTOR NAME:
CONTACT NAME:
ADDRESS:
PHONE NUMBER:
EMAIL ADDRESS:
LICENSE NO.

D. PROPERTY OWNER INFORMATION

NAME:
CONTACT NAME:
ADDRESS:
PHONE NUMBER:

E. TYPE OF WORK

- | | |
|---|--|
| ☐ Natural gas installation | ☐ Communications installation |
| ☐ Power installation | ☐ Drainage installation |
| ☐ Water installation | ☐ Frontage improvement |
| ☐ Sewer installation | ☐ Other: _____ |

F. DESCRIPTION OF WORK

G. SUBMITTAL REQUIREMENTS

Please read carefully and submit the following submittal materials with your application. Other materials may be required if staff determines that additional information is necessary to complete review of the application.

	Permit Application Fee
	Vicinity Map Scale sufficient to cover project limits
	Road Plans (2 copies) – General description of site, including section, township range – Developer, agency, and engineering firm name and contact information – Plans scaled at 50 to 100 feet per inch – Area of pavement, sidewalk, and curb that will be disturbed – Centerline of street, paved road edge/shoulder, lane striping, crosswalk marking, location of right-of-way boundary, affected bikeways or walkways – Location of all existing and/or proposed utilities – Details meeting drawing standards in Section 1-2.2.3 of the Woodinville Infrastructure Standards (beginning Page 26)
	Construction Details – Length of cut and/or length of overhead extension (in lineal feet) – Profile and plan showing restoration of the roadway surface – Depth of excavation required to complete work – Materials and equipment used – Dimensions of cut, including length, width and total area – Trench backfill and pavement restoration details (see Woodinville Infrastructure Standards) – Minimum required cover shown for all underground utility lines – Equipment and material staging, loading/unloading, parking, etc. – Details meeting drawing standards in Section 1-2.2.3 of the Woodinville Infrastructure Standards (beginning Page 26)
	Water Extension Approval from Woodinville Water District
	Traffic Control Plans, meeting MUTCD requirements (2 copies) – Signs used – Lane widths – Hours of work – Location of traffic turnouts – Obstructions or barricades – Coordination – Haul routes, activity, number of routes – Standard details

H. GENERAL CONDITIONS FOR RIGHT-OF-WAY PERMITS

The application shall be subject to the following standard requirements and conditions as listed below. **NO WORK MAY BEGIN UNTIL YOU RECEIVE A RIGHT-OF-WAY PERMIT.** You must initial each condition to acknowledge understanding of the permit requirements.

	All hard surfaced roads to be jacked or bored. Exceptions will be on a case-by-case basis with the express written permission of the City of Woodinville Public Works Department.
	An approved traffic control plan must be in place at all times for work in the right-of-way. Plans shall be in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).
	Open cut trench restoration shall be in accordance with the Woodinville Infrastructure Standards.
	It is the responsibility of the grantee to notify all utility districts and private property owners that may be limited to access and when such property is liable to injury or damage through the performance of the work.
	Call 811 48 hours in advance for underground utility location prior to any site work.
	The Public Works Department shall be notified a minimum of 2 working days prior beginning of work.
	Under no condition shall a lane of travel be less than 10 feet in width. All open cut trenches shall have adequate safeguards to protect the general public. This may include, but is not limited to, cones, barricades and flaggers near open cut.
	Work within the right-of-way is allowed only Monday-Friday 7am-7pm and Saturday 9am-5pm. The Public Works Director has the right to further restrict or require that work in the ROW be done at specific times.

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.

No Limitation. 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 Public Entity's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance. Applicant 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 Public Entity 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.

Minimum Amounts of Insurance. Permittee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$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.

Other Insurance Provision. The Permittee's Commercial General Liability insurance policy or policies are to contain, or be endorsed to provide that they shall be primary insurance as respects the Public Entity. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Applicant's insurance and shall not contribute with it.

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

Verification of Coverage. Permittee shall furnish the Public Entity 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.

Notice of Cancellation. The Permittee shall provide the Public Entity with written notice of any policy cancellation, within two business days of their receipt of such notice.

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 Public Entity may immediately suspend or terminate the Permit.

Additional terms and conditions may be included in the right-of-way permit or other applicable permits.

I. APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

Applicant agrees to comply with all applicable laws, regulations, and provisions of the Woodinville Municipal Code, and with all conditions imposed by the City of Woodinville upon the issuance of a right of way permit, and to proceed with diligence and speed with due regard for the rights, interests and convenience of third parties and the public.

INDEMNITY AND HOLD HARMLESS: The Applicant agrees for itself, its successors, and assigns, to defend, indemnify, and hold harmless the City of Woodinville, its appointed and elected officials, its employees, and its consultants (together, "Indemnitees") from and against liability for all claims, demands, suits, and judgments, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Applicant's exercise of rights and privileges granted by this permit. The Applicant's obligations under this permit shall include: (a) Indemnification for such claims to the extent they arise from the sole negligence or tortious act or omission of the Applicant; (b) The duty to promptly accept tender of and provide defense to the Indemnitees at the Applicant's own expense; (c) Indemnification of claims made by the Applicant's own employees or agents; and (d) Waiver of the Applicant's immunity under industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Woodinville to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Applicant.

Applicant

Date