



**APPLICATION TO PERFORM WORK IN PUBLIC RIGHT-OF-WAY**

**INSTRUCTIONS FOR APPLICANT**

- Application to perform work in a public right-of-way will be submitted to the Public Works Department.
- Drawings or statements describing work to be performed shall accompany such applications. Drawings shall be to a working scale, showing position and location of work, names or numbers and width of roads, streets, etc., showing their location in plats, or subdivisions of sections, township and range, showing the relative position of such work to existing utilities, constructed, laid, installed or erected upon such roads, streets or public places.
- Applicants shall meet with provisions of the County Utility Accommodation Policy (WAC 136-40). Traffic control in the vicinity of the work shall conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways". The improvement or utility must comply with the state clearzone policy.
- The applicant must obtain any environmental protection permits relative to the project and must comply with state laws during construction.
- PERMIT NOTICE: Other Federal, State, and County approvals may be required prior to construction.

**APPLICANT INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Applicant agrees to abide by the Permit Conditions listed on page two of this application

**GENERAL INFORMATION**

Property Owner's Name (if different) \_\_\_\_\_

Street Name \_\_\_\_\_ Work shall be completed by \_\_\_\_\_

Approximate Location (nearest address, if available) \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERMIT CONDITIONS

1. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance of project petitioned for, shall be approved by a representative of Public Works prior to the start of work and shall be subject to the inspection of the representative to assure compliance with the terms of this permit.
2. If the permittee has not completed the described work, as shown on this form, prior to the expiration of said permit, the permittee shall request an extension of permit time.
3. The permittee shall restore all roads, streets, alleys, public places, or structures to a status that is equal to or better than original condition. If the City Engineer must accomplish work considered necessary to restore to a safe condition a facility on City right-of-way which is in a condition dangerous to life or property resulting from the permittee's facility or its installation as permitted herein, and upon demand, the permittee shall pay to the City all costs for such work and material.
4. If at any time, the City chooses to improve or repair a road or structure and finds a conflict with the permittee's improvement, the permittee, upon written notice by the City representative, shall, within 30 days and at his own expense, relocate such installations to accommodate the plans of work contemplated by the City. If, within 30 days, the permittee fails to relocate any portion or the entire project as granted under this permit, the City, or representatives, may do such work and all costs to remove or reconstruct the same shall be born by the permittee.
5. All reconstruction or relocation by the permittee shall be done in a manner that will cause the least interference with any of the City's work and shall be subject to the same provisions that control an original installation. The City shall in no way be held liable for damage to the permittee's improvement or utility by reason of such work by the City, its agents, or representatives, or by the exercise of right by the City upon roads or structures in question.
6. This permit shall not be deemed exclusive nor prohibit the City from granting permits to other public or private utilities, nor shall it prevent the City from using any of its roads or structures for any and all public use, or affect its jurisdiction over all or any part of them.
7. The City Council may at any time, amend the permit conditions to conform to state statute or city regulation pertaining to the public, safety, or highway regulations as enacted. The Council may terminate this permit if grantee fails to comply with any such changes.
8. The City Engineer may revoke this permit if permittee fails to comply with the conditions listed.
9. Petitioner, by accepting this permit, agrees to notify and check for conditions within City shorelines and with all utilities regarding their installation, before commencing work, together with adjacent private property owners when such property is liable to injury or damage through the performance of such work and the applicant shall make all necessary arrangements relative to the protection of such property and or utilities.
10. In accepting this permit, the petitioner, his successors, and assigns agree to protect and save harmless the City from all claims, actions, or damages of every kind and description, including costs of suit and reasonable attorney fees, including all appeals, which may accrue to or be suffered by any person or persons, corporation, or property by reason of the performance of any such work, character of materials used, or manner of installation, maintenance and operation, or by the improper occupancy of rights-of-way or public places or public structures, and in case, any such suit



or action is brought against said City for damages arising out of or by reason of any of the above causes, the petitioner, his successors, or assigns will, upon notice to him or them, or commencement of such action, defend the same at this or their sole cost and expense, including reasonable attorney fees, including all appeals, and will fully satisfy any judgment after the said suitor action shall have finally been determined, if adversely to the City.

**-P E R M I T-**

The applicant, or representative, his successors and assigns, shall have the right and authority to enter upon the right-of-way of the City road, street, alley, public place, or structure for purpose of doing such work as applied for, and approved by a representative of Public Works.

**BURIED UTILITY PROVISIONS**

Buried utilities shall be installed as per Sections 10.00 through 10.04 of the Pacific County Road Standards.

**ROAD APPROACH PROVISIONS**

Approach roads and or driveways shall be installed as per Section 7.02 of the Pacific County Road Standards and the following conditions:

- A. The approach shall be surfaced with a minimum depth of four (4) inches of rock or a combination of rock and asphalt.
- B. The approach shall be graded to drain away from the City road or into adjacent ditches.
- C. A representative from the City shall determine the need and diameter size for a culvert, the minimum size being twelve (12) inches. The minimum length for a culvert shall be twenty (20) feet, and shall include 3:1 beveled end sections. Applicant shall mark the location for the proposed approach.
- D. The culvert shall be placed in the flow line of the existing ditch or on a grade as directed by the City representative. Excavation may be required for a firm foundation. The minimum cover shall be twelve (12) inches.
- E. The approach shall be constructed and maintained at the expense of the applicant or owner.
- F. The owner, or applicant, shall reimburse the City for expenses incurred to repair any damage to the City Street caused by construction of the road approach.
- G. Any deviations to the above conditions shall be considered by request of the City representative.

( ) A surety bond in the amount of \$\_\_\_\_\_ is required. The bond shall be returned at completion and approval of work as described.

( ) A bond is not required.



**SPECIAL PROVISIONS**

1. The work authorized under the provisions of this permit may commence at anytime, as prescribed by and in conjunction with the permittee's agenda.
2. This permit is valid for up to one year from the date of approval as listed below.

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*Permission is hereby granted to the above applicant to accomplish work as described, including special provisions as stated.*

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Public Works

It is the responsibility of the applicant to notify all utilities and private property owners when such property is liable to injury or damage through the performance of the above work and the applicant shall make all necessary arrangements relative to the protection of such property and or utilities.