



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

RIGHT-OF-WAY 47

A Right-of-Way invasion permit is required for any work that involves:

- Work in public right-of-way
- Driveway approaches
- Street excavations

Proposed start date _____ Proposed completion date _____

Plans and Application

The required number of plans sets are as follows: **Four (4) full size sets** and **one (1) half size** or 11" x 17" complete plan set, **for a total of five (5) sets** (all drawn to scale, in sufficient clarity to indicate the nature and extent of the work). If applying for multiple permits concurrently, submit the highest number of required plan sets.

Right-of-way permit submittal fees for development projects:

Base charge:			\$1074
Footage charge (per 100 LF):		X \$496 =	\$ _____
		Total:	\$ _____

Divide actual footage of proposed walkway/sidewalk length and roadway length per lane of improvements by 100 to determine multiplier to be used with \$496 rate per 100 lineal ft. All footages must be rounded to the nearest tenth.

I hereby certify that the information provided on this application is true and correct and that the applicable requirements of the City of Bothell will be met. I certify that I am the owner of the subject property, or that I have been given express permission by the owner as owner's representative of the subject property to submit this application for permit. I agree that if an error is found the City reserves the right to revise the fees and payment of the additional fees are due upon the next plan submittal. Failure to make this payment will mean the re-submittal will not be taken in by the City.

Signed: _____ **Date:** _____

Owner or Owner's Representative Name: _____

Applicant: Check each box (when applicable to your project) to confirm items are included in your submittal.

Applicant		Staff
<input type="checkbox"/> Completed & signed Permit Application form		<input type="checkbox"/>
<input type="checkbox"/> Completed Development Review Billing form D.....		<input type="checkbox"/>
<input type="checkbox"/> Five (5) complete sets of the approved Land Use Decision (CAAP, SHR, RUP, CUP, SPL, PLT, PUD, etc.), and/or SEPA Determination and all items required by those decisions (if applicable).		<input type="checkbox"/>
<input type="checkbox"/> Five (5) sets of notes and determinations from the pre-application conference (if applicable)		<input type="checkbox"/>
<input type="checkbox"/> General vicinity of proposed site.....		<input type="checkbox"/>

Description of work on plans must include:

Applicant

Staff

- Area of pavement, sidewalk, curb which will be disturbed to perform work
- Existing utilities in area of proposed work
- Width of right-of-way, fog line / lane striping, crosswalk marking
- Affected bikeways or walkways
- Length of cut and/or length of overhead extension (in lineal feet)
- Depth of excavation required to complete work
- Square feet of cut
- Trench backfill and pavement restoration details (see Bothell Standards for requirements).....

The following may be included at submittal or may be deferred. If deferred the following shall be provided prior to final approval of plans and permit issuance.

- Itemized cost estimate for all materials and installation for any replacement, addition to or work on or around a public facility (labor should be included in the unit costs.)
- Traffic Control plan including:
 - Signs used
 - Lane widths
 - Hours of work
 - Coordination required

Unless otherwise approved, all signs, barricades or other channelization devices, and traffic control plans, shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), current edition.

- Haul truck routes, activity, number of routes (if applicable)

Prior to Permit Issuance (these items not required at submittal)

No Right-of-Way permit will be issued until the following items have been submitted and approved:

- Performance Bond for 120% of cost estimate (\$1,000.00 minimum)
- Certificate of Insurance for personal property and public liability (\$1,000,000) naming the City of Bothell as additional insured ***the certificate MUST state the project name and/or permit number and be submitted on a CG 2012 form.**
- Provide a completed Certificate of Liability Insurance (COLI) form
- Provide a completed Instructions for Liability Insurance Requirement (LIR) form
- State Contractors License verified
- City of Bothell business license

Prior to issuance of this permit, the contractor is responsible to obtain a performance bond (bond, cash, or cash set-aside) in an amount determined by City Engineering and is responsible for workmanship and materials for a period of two years following the final inspection and acceptance of the restoration by the Department of Public Improvements. A maintenance bond is required. Proof of personal injury and property damage insurance naming the City of Bothell as additional insured must be submitted prior to issuance of this permit. Bonding shall cover the cost damage, cleanup, defects in workmanship and any restoration work.

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.