

Right-of-Way Permits

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A Right-of-Way invasion permit is required for any project that involves work in the public Right-of-Way. Some examples are:

- Driveway approaches
- Lane closure for work in a Right-of-Way
- Street excavations

See Right-of-Way intake checklist for required submittal items.

There are three types of Right-of-Way invasion activities that require permits:

- Minor (this includes blanket permits)
- Major
- Public Area Use

Public Area Use permits are regulated by Chapter 17.20 of the Bothell Municipal Code. These types of permits are for temporary concession stands, parades and similar activities in the right-of-way.

NOTE: Pavement cuts ARE NOT permitted in streets which have been paved within the past five (5) years without the prior approval of the Director of Public Works or designee. (A map of affected streets is available upon request.)

Exempt Activities (no permit required):

These activities are normal maintenance activities performed by a utility company or other activities which do not disrupt the City road or traffic patterns in the City Right-of-Way. These types of activities do not require a Right-of-Way permit.

Examples:

- Valve adjustment in pavement when in conjunction with a city or developer-generated project
- Valve box maintenance in gravel shoulder
- Testing
- Cathodic testing
- Utility locate
- Street Light Repair
- Overhead Service Drop

Minor Activities:

These activities cause some disruption to the Right-of-Way and possibly to traffic patterns but not to the degree where significant City involvement is required during the plan review and inspection processes. **NOTE: Any cut in a street which has been paved within the past five (5) years requires a major permit and must be approved by the Director of Public Works or designee prior to the work being performed.**

Examples of Minor work:

- Gas or water leak repair with a cut 25 square feet or less in pavement
- Service or main repair with a cut 25 square feet or less in gravel
- Install 300 lineal feet or less of new service lines or replace 300 lineal feet or less of existing service lines
- Install new service line 300 feet beyond any existing or proposed street cut
- Replace or install valves in pavement

Major Activities:

These activities are major projects within the Right-of-Way which involve cutting of pavement, trench excavation, new driveways, etc., and any major disruption of traffic flow within the Right-of-Way. These activities require standard plan submittal and review for each project.

Examples of Major work:

- **Any cutting of a street which has been paved within the past five (5) years - must be approved by the Director of Public Works or designee.**
- Driveway approaches
- New pole installation or relocation of existing pole
- Transverse tie-ins on joint-trench jobs (Transverse: placed straight across)
- Main extensions
- Open cutting of pavement or gravel shoulder more than 25 square feet.
- Install or replace more than 300 lineal feet of service lines

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Major Activities (continued):

- Any activities that disrupt traffic flow on City Arterial Streets, City Collector Streets, or State Highways 522 (Bothell Way NE), 527 (Bothell-Everett Hwy) and 524 (208th St SE)
- Install new service line within 300 feet of any existing or proposed street cut

Issuance of Right-of-Way Permits:

No Right-of-Way Invasion permit for non-franchise utilities 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 (\$1,000,000.00) naming the City as additional insured. This certificate MUST state the project name and/or permit number
- State Contractor's License (original or notarized copy)
- City of Bothell business license must be applied for

Minor and Major Permits are issued contingent upon the following:

Prior to the start of any work, notification shall be given to the Construction Inspector at (425) 806-6400. Also, notify Fire (425) 486-1678 and Police (425) 486-1254 at least 24 hours prior to any street closure.

Certified flaggers may be required at any time.

All flagging, truck crossing, machinery ahead, etc., signs shall be covered, removed, or otherwise hidden from view when signed activity is not occurring.

All Right-of-Way permits are subject to City of Bothell standard conditions and standards of construction.

Additional contingencies for Major Permits only:

A pre-construction meeting is scheduled two weeks prior to the start of any work, to schedule contact your project engineer at (425) 806-6800.

A pilot car may be required at any time.

Barricades with lights may be required at any time.

Other channelization devices may be required at any time.

Unless otherwise directed, it shall be the responsibility of the Developer/Contractor or their designee to erect, maintain, and remove all required traffic control devices, and to provide the necessary flaggers.

Failure to comply with these requirements may result in posting of a Stop Work Order which will remain in place until the issue(s) resulting in the Stop Work Order being posted are resolved to the satisfaction of City of Bothell Engineering.

The roadway classification map (indicates arterial and collector streets) is available on the City's website at: <http://www.bothellwa.gov/DocumentCenter/Home/View/1245>

