



Submit this completed form at City Hall, or use [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) to submit your application online.

## MAJOR RIGHT-OF-WAY

48a

### For Franchise Utility Companies

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

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

Proposed start date \_\_\_\_\_

Proposed completion date \_\_\_\_\_

**Right-of-Way permits are subject to development review billing, the method by which the City plan review and inspection time is charged to the utility company. Refer to the Development Review Billing form D for billing rates and additional information.**

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

- 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 CG2012 form**
- Provide a completed Certificate of Liability Insurance (COLI) form
- Provide a completed Instructions for Liability Insurance Requirement (LIR) form

#### Plans and Application:

Each application for a Major Right-of-Way Invasion permit shall be accompanied by **four (4) plan sets, each set to include a site plan sheet(s)** drawn to an engineering scale in sufficient clarity to indicate the nature and extent of the work. The required number of plan sets will include **one (1) set** of 11in. x 17in. plans. If applying for multiple permits concurrently, submit the highest number of required plan sets. The submittal shall include:

<u>Applicant</u>	<u>Staff</u>
<input type="checkbox"/> Completed & signed Permit Application form .....	<input type="checkbox"/>
<input type="checkbox"/> General vicinity of proposed site. ....	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing Form D .....	<input type="checkbox"/>

#### **Scope-of-Work** - a scope-of-work statement must be provided and must include, as appropriate:

- Area of pavement, sidewalk, curb which will be disturbed to perform work.....
- Length of surface cut and/or length of overhead or underground extension (in lineal feet) ..
- Depth of excavation required to complete work.....
- Square feet of cut.....

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**Traffic Plan** - a traffic plan must be provided, as appropriate, and must include:

- Signs used.....
- Lane widths .....
- Hours of work.....
- Coordination with other entities that is 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.

**Site Plan** - the required site plan sheet(s) must show . . . EITHER . . .

**For overhead work or work in existing manholes or conduit:**

- | <b>Applicant</b>         |   | <b>Staff</b>             |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Proposed location and extent of the proposed franchise work. .... | <input type="checkbox"/> |

. . . OR . . .

**For new work that penetrates the surface:**

- Proposed location - to scale - of the proposed franchise work, mains, and structures. [Use 50 scale or less]

Existing City of Bothell infrastructure in the area of proposed work, to include:

- Existing pavement, curb, gutter, bikeways, and sidewalk [Curb & gutter is available on the City base maps for about 50% of the streets that have them]
- Water, sewer, and storm drain mains and related structures.....
- Right-of-way lines and width of the right-of-way .....
- Utilities in area of proposed onsite work when ROW permit required .....
- Trench cross-section indicating width & depth of excavation.....
- Trench backfill and pavement restoration details (see Bothell Standards for requirements)
- Erosion Control Measures and applicable Bothell Erosion Control details.....
- Affected driveways / curb cuts.....