



"Building A Stronger Community
TOGETHER"

Public Works

RIGHT-OF-WAY PERMITS

When do I need to obtain a right-of-way permit?

A right-of-way use permit is required for any work in or use of the public right-of-way, such as:

- Sewer and Water main extensions
- Sewer and Water service connections
- Storm Drainage Improvements
- Driveway Connection to Street
- Roadway Improvements
- Utility Work
- Paving
- Mail Boxes
- Sidewalk, Curb and Gutters
- Street Lighting
- Surveying
- Tree Removal
- Landscaping

Or any other excavation, applicable installation, or use of the City right-of-way.

How do I obtain a Right-of Way permit?

- Submit an application; plot plan and project specifications to the City of Shelton Public Works Department for review and approval. Some projects may require a design completed by a licensed Civil Engineer. A traffic and pedestrian control plan may be necessary if the work being done impacts the sidewalks and/or roadway traffic. If you need help with this requirement, please see the Public Works Traffic Control Handbook. A Small Parcel Erosion and Sediment Control plan may also be necessary if substantial land disturbing activities are involved with the project. Information on these requirements can be found in the Department of Ecology Stormwater Erosion and Sediment Control for Small Parcel Construction hand out.
- All plans and drawings must be complete and readable for acceptance.
- If a contractor is performing the work complete the section for the State Contractor's Labor and Industries (L&I) Registration number and the City Business License number.
- The Contractor must have insurance in amounts determined by the City Attorney.

The application, traffic and pedestrian control plan (if necessary), erosion control plan (if necessary) and engineering drawings are then reviewed for completeness and compliance with City ordinances, design and construction standards, surface water management standards, WSDOT/APWA Standard plans and specifications and the Manual on Uniform Traffic Control Devices (*MUTCD).

What happens next?

- Permit application, drawings or plans not approved by the City Engineering Department are returned to the applicant for correction and resubmission.
- Permit application, drawings or plans approved by the City Engineering Department are processed, stamped, and signed.
- Permit fees and costs of inspection are calculated using the latest edition of the City of Shelton's Fee Schedule.
- Permit fees and bond amounts (bonds are calculated at 150% of the cost) are then calculated based upon the total estimated cost per the City of Shelton's most current Fee Schedule adopted by Resolution. The applicant pays permit fees and posts the bond (if necessary). Bonds can be in the form of a letter of credit from a bank or lending institution setting aside or guaranteeing the bond amount or a paper bond purchased from an insuring agency. Fees will be based on the value of the work.
- The City then issues the permit.

How do I check the status of a permit?

- Please call the Public Works Department at (360) 426-9731 if you have any questions or wish to check the status of your application. Please have the permit number (if already issued) site address, applicant name and contact phone numbers available when you call.

Violation of City excavation and encroachments

- Any person or firm who violates the provisions of Chapter 12.20 of the Shelton Municipal Code shall be subject to the following penalties.
 - Minor infractions as determined by the City Attorney will be subject to a double permit fee.
 - Major infractions as determined by the City Attorney shall be guilty of a misdemeanor and punishable by a fine of not more than three hundred dollars or imprisonment of not more than thirty days or both.

*The MUTCD (manual for uniform traffic control devices) can be found at
<http://www.wsdot.wa.gov/biz/trafficoperations/mutcd.htm>

RIGHT-OF-WAY PERMIT SITE PLAN

NAME: JOHN DOE

ADDRESS: 123 A ST., SHELTON, WA 98584

LEGAL DESCRIPTION: LOT 2, BLK. 3, LUMBERMAN'S ADDITION

PARCEL NO.: 320195412345

INSTRUCTION TO APPLICANTS

THIS FORM NEED NOT BE USED WHEN PLOT PLANS DRAWN TO SCALE OF NOT LESS THAN 1"=20' ARE FILED WITH PERMIT APPLICATION, (EACH BUILDING SITE MUST HAVE A SEPARATE SITE PLAN), FOR NEW BUILDINGS PROVIDE THE FOLLOWING IN THE SPACE BELOW:

CHECK LIST FOR RIGHT-OF-WAY PERMIT SITE PLAN

(MARK ALL THAT APPLY)



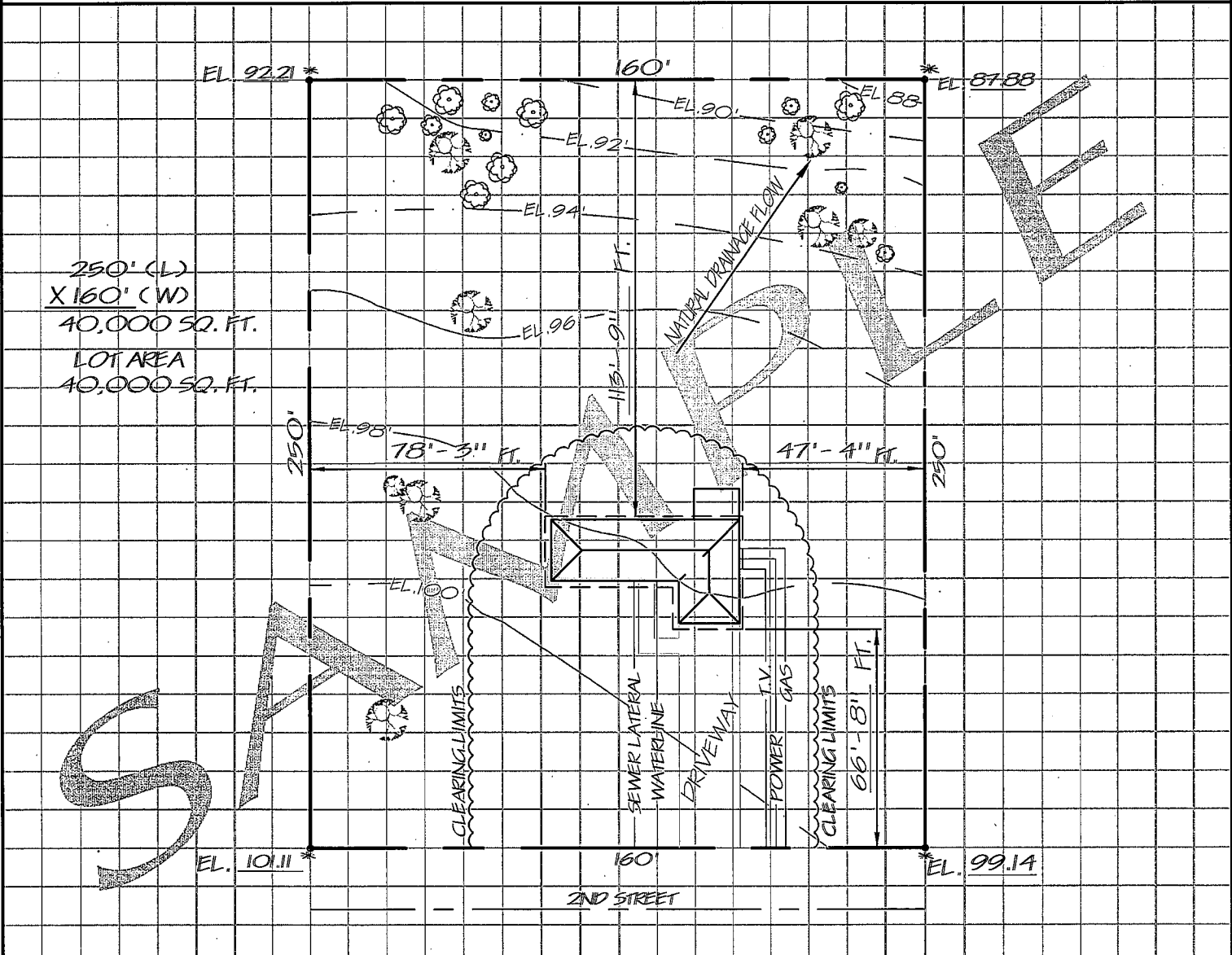
- PROPERTY DIMENSIONS
- LOT AREA
- BUILDING FOOTPRINT
- INGRESS/ EGRESS TO PROPOSED BUILDING(S)
- STREET NAME(S)

- SETBACKS
- SEWER, WATER POWER & UTILITY LINES
- ELEVATIONS AT CORNERS OF PROPERTY
- SIDEWALKS (PROPOSED & EXISTING)

IF APPLICABLE

- EXISTING BUILDINGS
- BODIES OF WATER
- EASEMENTS
- ANY OTHER SIGNIFICANT TOPOGRAPHIC FEATURE(S) I.E. DITCHES, FENCES, CONTOURS, TREES, ETC.

SHOW SCALE: 1" = 50 FT. OR 1 SQUARE = ____ FT.



I/WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL.

PRINT NAME(S) OF OWNER(S) OF SITE & STRUCTURE(S)

SIGNATURE OF OWNER(S) OR AUTHORIZED REPRESENTATIVES



"Building A Stronger Community TOGETHER"

CITY OF SHELTON
Public Works Department—Engineering Department
525 West Cota, Shelton, WA 98584
(360) 426-9731

RIGHT-OF-WAY PERMIT APPLICATION

Permit _____

Issue Date _____

Exp. Date _____

THIS APPLICATION BECOMES A PERMIT ONLY AFTER APPROVAL IS GRANTED BY THE CITY OF SHELTON PUBLIC WORKS DEPARTMENT.

The undersigned hereby applies for permission to excavate, construct, and/or otherwise encroach on City right-of-way, as described below, and agrees to do the work in accordance with all laws, ordinances, and City standards and subject to inspection and approval of the City of Shelton Public Works Department.

OWNER AND/OR APPLICANT INFORMATION

Applicant _____

Address _____ Phone _____

CONTRACTOR INFORMATION

Contractor _____

Address _____ Phone _____

City _____ Fax _____

City License # _____ Exp. Date _____ State License # _____ Exp. Date _____

PROJECT INFORMATION

Brief Description of Work _____

Location of Work _____

Conditions (to be filled out by Public Works) _____

Check and complete appropriate items.

Utilities Construction or Restoration:

Gas Power Phone Cable TV Other _____

New Service Installation Abandon Service Repair

Underground Overhead

Street Excavation and Paving Construction or Restoration:

Pipe/Conduit Diameter _____
Trench Depth _____ Trench Width _____ Trench Length _____

Street Surface: Asphalt Concrete Other _____

Shoulder: Asphalt Gravel Other _____

All applications must be accompanied by a site-specific traffic control plan and/or a small parcel erosion control plan (If Necessary). All work shall be performed in compliance with the conditions and requirements of The Shelton City Code and Design and Construction Standards. The permittee agrees to pursue the work covered under this permit with all diligence and convenience to the public. After issuance, the permit expires within 180 days, unless specific written work provisions are made for a renewal or extension of the permit.

JOB STARTS ARE TO BE CALLED-IN OR E-MAILED A MINIMUM OF 24 HOURS PRIOR TO START OF WORK
(360)426-9731 OR leopard@ci.shelton.wa.us.

(IF YOU CONTACT US IN THE AFTERNOON, YOU MAY NOT START WORK THE NEXT MORNING).

INSPECTIONS ARE TO BE SCHEDULED 24 HOURS IN ADVANCE BY CALLING THE CITY AT: 360-426-9731.

**APPROVED PERMIT MUST BE
AVAILABLE AT JOB SITE AT ALL TIMES**

The applicant agrees to defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with the applicant's performance of the Agreement, except for injuries and damages caused by the sole negligence of the City.

Applicants Signature _____ Date _____

Applicant's Printed Name _____

Applicant's Phone Number: _____

Applicant's Fax Number: _____

**CALL BEFORE YOU DIG—48-HOUR LOCATORS
1-800-424-5555**

OFFICE USE ONLY

Inspector's Report _____

- () Performance Bond @ \$ _____
- () Maintenance Bond @ \$ _____
- () Certificate of Public Liability Insurance
- () Traffic Control Plan
- () Construction Drawings - 3 sets

- () Preconstruction Meeting, Date _____

Approved _____ Date _____
(Permit Expires 180 Days From Approval)

Basic Permit Fee: \$ _____
Inspection Fees
Underground Utility: \$ _____
Overhead Utility: \$ _____
Street/Curb/Sidewalk: \$ _____
Penalties: \$ _____
Total Fees: \$ _____

Distribution of Copies:
Original - Permit File Copy - Applicant, Shop, Inspector

