



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Permit Number: _____

ROW Use Type:

- | | | |
|--|--|--|
| <input type="checkbox"/> Limited Use: Type A | <input type="checkbox"/> Limited Use: Type B | <input type="checkbox"/> Limited Use: Type C |
| <input type="checkbox"/> SR522 Connection | <input type="checkbox"/> Access | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Encroachment | <input type="checkbox"/> Moving | |

Description:

Area of Use: _____ Square Feet

Date Received by the City: _____

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum submittal requirements the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. Acceptance does not deem the application complete.

Check each box on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate reviewer and/or department prior to intake, to have the item(s) initialed as not required.

SECTION 2: IMPORTANT INFORMATION

- This application must be applied for online via www.MyBuildingPermit.com ("MBP") by selecting 1. Right-of-Way, 2. Any Project Type, 3. New.
- All permit application fees are due at intake, upon receipt (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.
- For questions about the submittal process, please contact Development Services at permittech@kenmorewa.gov.
- The City may require that you provide commercial general liability insurance with a minimum amount of \$1,000,000 per occurrence with the City named an additional insured on the policy for the duration of the event.
- When determined that additional police, emergency, or city personnel is needed additional fees may apply.
- Traffic Control Plans shall conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). For more information, please visit <http://mutcd.fhwa.dot.gov/index.htm>.

SECTION 3: RIGHT-OF-WAY PERMIT TYPES & SUBMITTAL REQUIREMENTS

Type A permits are for surface or sub-surface removals, installation, or alterations; examples include:

- | | | |
|------------------|-------------|---------------------------|
| ▪ Trenching | ▪ Sidewalk | ▪ Curb/gutter |
| ▪ Storm drainage | ▪ Driveways | ▪ Shoulders |
| ▪ Trees | ▪ Paving | ▪ Beautification (no fee) |

Permit application (form #101) and **project narrative**

Site Plan with:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ North arrow; ▪ Scale identified (minimum 1" = 20') ▪ Property lines and easements; ▪ Public and private streets adjacent to the proposed area identified; ▪ Existing and proposed driveways, curb cuts, including driveways on adjacent properties; ▪ Environmentally critical areas and buffers; | <ul style="list-style-type: none"> ▪ Location and dimensions of proposed right-of-way use area; ▪ Proposed improvements to the right-of-way; ▪ Types of surface, existing and proposed, landscaping materials and finished grades; ▪ Utility locations (water, sewer, electrical, etc.); ▪ Location of storm drainage systems and proposed connections; ▪ Trees on or near the right-of-way; |
|--|--|

Street Cross Section showing all dimensions from the centerline to proposed improvements above and below the ground.

Traffic Control Plan

Details and dimensions of all trenches; number, type and location of each conduit pipe.

**Limited Use:
Type A**

<p>Limited Use: Type B</p>	<p>Type B permits are for temporary use that will not alter the surface or sub-surface (12 months or less); examples include:</p> <ul style="list-style-type: none"> ▪ Temporary parking ▪ Temporary signage ▪ Lane/shoulder/bike/sidewalk closures ▪ Temporary Storage ▪ Investigative activities ▪ Commercial Activities <p><input type="checkbox"/> Permit application (form #101) and project narrative</p> <p><input type="checkbox"/> Site Plan as described above</p> <p><input type="checkbox"/> Traffic Control Plan</p>
<p>Limited Use: Type C</p>	<p>Type C permits are for temporary use that will not alter the surface or sub-surface and will require a road closure (3 months or less); examples include:</p> <ul style="list-style-type: none"> ▪ Fair/Carnival ▪ Block Party ▪ Rally ▪ Parade ▪ Farmer's Market <p><input type="checkbox"/> Permit application (form #101) and project narrative</p> <p><input type="checkbox"/> Site Plan as described above</p> <p><input type="checkbox"/> Traffic Control Plan</p>
<p>Access:</p>	<p>Access permits are for use of unopened city right-of-way for a subdivision or property access, typically for a period of time exceeding one year in duration.</p> <p>Open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Permit application (form #101) and project narrative</p> <p><input type="checkbox"/> Site Plan as described above</p> <p><input type="checkbox"/> Access Covenant</p>
<p>Encroachment:</p>	<p>Encroachment permits are for structures permanent in nature erected or maintained in, over, or under any right-of-way, typically for a period of time exceeding one year in duration.</p> <p>Is the encroachment existing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is this application in response to a code compliance action? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Examples include:</p> <ul style="list-style-type: none"> ▪ Building extension ▪ Marquee ▪ Shed ▪ Retaining wall ▪ Sign ▪ Fence ▪ Stairway ▪ Railing ▪ Artwork <p><input type="checkbox"/> Permit application (form #101) and project narrative</p> <p><input type="checkbox"/> Site Plan as described above</p> <p><input type="checkbox"/> Construction plans and/or details of proposed or existing structure(s).</p> <p><input type="checkbox"/> Structural calculations prepared by an engineer licensed in Washington State</p> <p><input type="checkbox"/> Encroachment Covenant</p>
<p>Vacation:</p>	<p>Vacation permits are for requests to vacate right-of-way, public roads, public alleys and/or public easements (relating to roadway, pedestrian or other travel purposes or any part thereof).</p> <p>Is the right-of-way unimproved? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is this application in response to a development? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Permit application (form #101) and narrative</p> <p><input type="checkbox"/> Site Plan as described above</p> <p><input type="checkbox"/> Petition (form #316) signed by each property owner requesting vacation.</p> <p><input type="checkbox"/> Verification of ownership from each petitioner</p> <p><input type="checkbox"/> King County Assessor's Map identifying all property owners and parcel ID numbers</p> <p><input type="checkbox"/> Utility review request (form #317)</p> <p><input type="checkbox"/> Appraisal of each abutting property</p> <p><input type="checkbox"/> Agreement (form #318) from each petitioner to pay cost of application review</p>
<p>SR522 Connection:</p>	<p>SR522 Connection permits are for requests to make temporary and permanent private property connection changes via SR522.</p> <p>Is this application in response to a development? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Permit application (form #101) and narrative</p> <p><input type="checkbox"/> Site Plan with:</p> <ul style="list-style-type: none"> ▪ North arrow; ▪ Scale identified (minimum 1" = 20') ▪ Property lines and easements; ▪ Public and private streets adjacent to the property; ▪ Existing and proposed driveways, curb cuts, including driveways on adjacent properties; ▪ Environmentally sensitive areas and buffers; ▪ Location of proposed structures; ▪ Types of surface, existing and proposed, landscaping materials and finished grades; ▪ Utility locations (water, sewer, electrical, etc.); ▪ Location of storm drainage systems and proposed connections; ▪ Trees on or near the right-of-way; ▪ Connection cross section; connection location and design information

