

# Permit Submittal Requirements for Type C ROW Use Permits



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## Site Plan

### ROW - Non-Altering Activities (Aerial/Existing Utility Work)

1. Must comply with City of Sammamish Public Works Standards.
2. Clearly show all proposed construction work, the limits of the Right-Of-Way or public utility easements (collectively the "ROW").
3. Identify all existing underground and/or aerial utilities, where applicable within ten (10) feet (at a minimum) of the proposed work, which must be identified by type: water, sewer, storm drain, electricity, gas, phone, cable, fiber, etc.
4. Provide specifications for all aerial equipment to be installed or modified including poles, crossarms, and wires. The applicant is required to accommodate any existing overhead utility lines or streetlights that are lower than standard height and must consult with and obtain approval from the City.
5. Identify any trees or vegetation that may be affected by the aerial work, including potential trimming or clearance requirements.
6. Outline any necessary restoration work, even if minimal, to ensure the site is returned to its original condition post-construction.

### ROW - Alterations and Modifications

1. Engineering plans stamped by a professional civil engineer licensed in the State of Washington.
2. Plans with survey information stamped by a professional surveyor in the State of Washington.
  - Vertical datum: All plans are to be based on the North American Vertical Datum of 1988 (NAVD88); datum must be tied to at least one King County Survey Control Network Benchmark; if no benchmark within ½ mile of project or 250 feet or greater of total vertical distance, a temporary benchmark may be assumed.
  - Horizontal Control: All plans are to be based on the North American Datum of 83/91 (NAD83/91); minimum of 2 King County Survey Horizontal Control monuments; if two horizontal control monuments do not exist within one mile of the project, an assumed or alternate coordinate base and basis of bearings may be used.
3. The limits of the public right-of-way (property lines) and any relevant easements where work is proposed to occur. All existing roadways and appurtenances in the vicinity, including curb/gutter, sidewalk, streetlights, signals/cabinets, edge of asphalt, driveway approaches, walls, etc.
4. All existing underground and/or aerial utilities, where applicable within ten (10) feet (at a minimum) of the proposed work, which must be identified by type: water, sewer, storm drain, electricity, gas, phone, cable, fiber, etc.
5. When applicable, identify all potentially affected landscaping, including trees, hedges, rockeries, sprinkler heads, etc.
6. When construction work disturbs paved or soft surface, identify location, materials, size, shape, depth and other relevant details of all work, being installed, altered, accessed, etc. (this includes

all existing and proposed poles, vaults, conduits, wires, pipes, regulators, pedestals, valves, etc., as well as a clear illustration of the dimensions of all surface disturbances).

7. Identify tree protection areas for significant or landmark trees by a certified arborist.
8. Identify restoration items and details on each sheet for each specific area, ensuring consistency with the bond quantity worksheet.
9. Where directional drilling or other methods of underground utility work are proposed that do not allow visual confirmation of the running line and existing underground conditions:
  - a. A bore profile showing the depths of all existing utilities being crossed is required.
  - b. Demonstrate that the bore vertical profile meets standard clearance requirements from all relevant underground utilities. This is typically done by potholing those locations where a conflict may be indicated initially, and the results of the potholing are noted on the permit plan submittal. Note that the asbestos concrete main facilities of the water and sewer utilities operating in Sammamish are unlocatable, which requires potholing. Clearly mark the entry and exit points of directional drilling.
  - c. A plan view of bore path is required to demonstrate adequate clearance requirements from all relevant underground utilities, protection or restoration of existing roadways and appurtenances.
  - d. When a bore profile is required, potholing is required in advance of its preparation, the applicant shall first apply for a permit to pothole the existing utilities. This application shall show all the items listed above, as well as each specific pothole location, and a Temporary Traffic Control Plan (TCP) for each pothole or group thereof (clearly showing which TCP is for which pothole(s)). After the potholing is complete, the applicant shall submit a plan, including the bore profile, as a revision to the potholing permit.
10. A public works deviation request is required when the minimum clearance requirement is not met.
11. Utility installation and restoration must accommodate City's planned capital improvement projects within the impact area and be adjusted accordingly. Future capital improvements in ROW may require that conflicting utility installations be relocated at Permittee's expense.
12. When trenching is proposed,
  - a. trench alignment, cross-section indicating width and depth of excavation,
  - b. trench back-fill and pavement restoration detail.

### **Comment Resolution Tracking Table and Call Out for Revisions**

1. The resolution to every comment in categories of accepted, rejected, or discussion needed.
2. Brief explanation of how each comment is addressed including changes made when it is accepted.
3. Provide individual call-out on plans for each change made from previous permit submittal.
4. Cross reference information in comment resolution tracking table and call out on plans.
5. A comment resolution meeting will be held upon request by applicant.