

TYPE C RIGHT-OF-WAY PERMIT APPLICATION: UTILITY CONSTRUCTION

ABOUT RIGHT-OF-WAY TYPE C PERMITS

A Type C Right-of-Way Permit is required before any person, firm, company, enterprise, or entity can commence or permit any other person, firm, or corporation to commence any work in the public right-of-way associated with providing or maintaining franchised or non-franchised utilities, and telecommunication facilities within the City right-of-way.

APPLICATION REVIEW PROCESS

Depending on the complexity of the permit, the decision time is approximately two weeks.

You will be notified if additional materials are required and can track the status of your application review at [MyBuildingPermit.com](https://mybuildingpermit.com).

FEES

Applicants for nonprofit events are not charged a fee. All other Applicants are responsible for the applicable fees below.

FEES APPLICABLE TO THIS PROJECT
Type C Review – Utility Permit
See current fee schedule

Code Reference

Right-of-Way Use Permits
[SMC 21.08.060](#)

Type C ROW Lease Permit
[SMC 21.08.060\(F\)](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

TYPE C RIGHT-OF-WAY APPLICATION: UTILITY CONSTRUCTION



APPLICANT INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

Contractor License Number: _____

PROJECT INFORMATION

Franchise Name: _____ Project Name: _____

Adjacent Parcel Number: _____

Description of work: _____

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: 02 Project Narrative)

- ☐ 01. Signed Application Form
- ☐ 02. Project Narrative
 - Briefly describe the site and the project
 - Provide the estimated construction timeline
- ☐ 03. [Acceptance of Financial Responsibility - Affidavit of Applicant Status](#)
- ☐ 04. [Bond Quantity Worksheet](#) (required for non-franchised utility companies only)
- ☐ 05. Business License
 - Must have City of Sammamish endorsement.
- ☐ 06. Traffic Control Plan(s) (for all projects that will be impeding vehicle traffic in any way)
[TCP Requirements](#)

Submittal Checklist continued next page

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SUBMITTAL CHECKLIST CONTINUED

- ☐ 07. Certificate of Liability Insurance
- The City shall be named as an additional insured under a general liability insurance policy with respect to work performed under this right-of-way permit.
 - The insurance shall be for limits no less than \$1,000,000 each occurrence, \$3,000,000 general aggregate, and an endorsement (CG 20 26, or coverage at least as broad) naming the City of Sammamish as an additional insured.
 - You may provide insurance and bonding information of your contractor in lieu of this requirement in some circumstances.
 - Contractors can provide a copy of their insurance coverage and bonding information to fulfill this requirement for work they are performing on behalf of the applicant.

- ☐ 08. Site Plan

[Site Plan Requirements](#)

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with [SDC 21.08.060](#).

Applicant/Representative Signature (if applicable): _____ Date _____

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Right-of-Way	Franchise Utility Work	Franchise Utility Work	Temporary Traffic Control Only
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

TYPE C RIGHT-OF-WAY APPLICATION: CONDITIONS

Work Approval and Obligations

1. A paper copy of this permit must be present at the work site at all times. Work must conform to permit and all conditions. An electronic copy does not fulfill this requirement.
2. This permit shall expire if no work has commenced within 180 days of permit issuance.
3. Permittee must obtain written City approval before beginning work within the public Right-Of-Way or public utility easements (collectively the "ROW"). This approval requires submitting contractor and any subcontractor information, including a business license with a Sammamish endorsement and insurance documents acceptable to the City.
4. All work performed shall be in compliance with all applicable federal, state and City of Sammamish laws, ordinances, rules and regulations, and Sammamish Municipal and Development Codes.
5. Permittee shall log on to MyBuildingPermit.com and request a job start to schedule a pre-construction meeting at least 48 hours prior to the desired work-start. This meeting shall be held prior to the start of any work in the ROW. At the City's discretion, this meeting may be held on-site.
6. All Permittee contractors and subcontractors shall be required to meet with the City for a pre-construction meeting to discuss project expectations.
7. Permittee shall provide a 3-week lookahead schedule and shall attend weekly update meetings with the City to provide the anticipated work locations and logistics for the 3 weeks ahead.
8. No work shall occur under this permit until the Permittee has communicated with the local school district, police, impacted utility companies, and the local Fire Marshall, and received instruction, if required, from said entities. The Fire Marshall and Police Department must be notified after completion of the work or project.
9. Permittee shall notify all neighbors in writing whose properties, or access to their properties, are impacted by the work at least one week (7 days) before beginning of work. Such notification shall be provided on a weekday that is not the last business day before a major holiday or weekend. Notification shall include a door hanger plus sandwich boards in the neighborhood(s). Permittee shall submit written documentation to the City of the planned distribution area and materials of the required notifications when scheduling the preconstruction meeting with the City. Permittee shall maintain records of when notification materials are distributed.
10. Permittee shall prepare and implement a communication plan for the project, which shall be approved by the City prior to work beginning. Any changes to the plan shall be approved in writing by the City.
11. Permittee shall have a minimum of one inspector per active crew. Records of start-of-day tailgates and end-of-day job summaries shall be maintained by the Permittee and provided to the City upon request.
12. A record "as built" of the project area including ROW must be provided to the City in an approved format upon completion of the work.
13. In the event of an emergency repair necessary to protect public safety, a ROW permit application must be submitted within 7 days of completing the work.

14. The permittee is required to report any pollution incidents or spills. To report, contact the Spill Hotline or submit a report online.

Work Execution and Site Management

15. Trees in the ROW may not be removed nor pruned without prior written permission from the City. Requests to remove or prune a tree shall include a report prepared by a certified arborist documenting the necessity for the removal or pruning.
16. Hand tools shall be used whenever the project area encounters, or is adjacent to, a tree protection zone, which distance is measured as 1 foot of radius per inch of trunk diameter at breast height (DBH) of tree, or at least 6 feet. Alternate tree protection construction methods proposed by a certified arborist that provide better protection of trees impacted are acceptable after receiving prior written permission from the City.
17. Prior to any underground work occurring, comply with RCW 19.122 (Undergrounding Utilities Statute).
18. Construction work hours shall be Monday through Friday: 7a.m. to 8p.m.; Saturdays: 9a.m. to 6p.m. with conditions (see below); Sundays: No construction; Holidays: No construction will be allowed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. SMC 16.05.030. No variations to these hours will be permitted.
19. Saturday work shall be requested by the permittee no later than 12 p.m. (noon) on the Thursday leading up to the Saturday work in writing via email to City. Failure to request by the deadline may result in the denial of the Saturday work request. Written approval from the City is required and will be communicated by the end of the business day on Friday. Exceptions may be considered in case of emergencies, subject to approval.
20. Variable Message Boards shall be placed on the arterial road one week in advance of starting work. This may be revised upon the City Inspector's review of the permit for the placement duration and message content. Contact the City Inspector assigned to the project for location and message of the boards.
21. Permittee shall ensure that all ROW remain free of sediment, dirt, pollutants, or debris associated with work performed under this permit at all times and shall sweep the pavement or utilize other best management practices as determined and/or approved by the City Inspector. Appropriate erosion and sediment control measures shall be utilized for construction per the King County Surface Water Design Manual.
22. If the work done under the Permit interferes in any way with the drainage of the ROW, or causes damage, Permittee shall wholly and at their own expense, make such provisions as the Public Works Director, or designee, may direct to remedy said drainage and/or damage. Installation of any utilities in any City storm conveyance system is strictly prohibited (except right angle crossings). When ditch sections or open conveyance systems are disturbed, the ditch section or conveyance system shall be restored and armor-plated with quarry spalls to the City's satisfaction. Permittee is responsible for protecting the storm system from erosion, sediment, and pollutants. Existing systems shall be protected and cleaned as required. Permittee shall utilize Best Management Practices (BMP) outlined in the latest issue of the King County Surface Water Design Manual.
23. Except as herein authorized, no excavation shall be made or obstacles placed within the ROW in such a manner as to interfere with the travel over said ROW or create a safety hazard.
24. Permittee shall maintain safe ingress and egress for all property owners and/or residents adjacent to project area.
25. Permittee shall maintain access for local, educational, transit, and emergency vehicle access at all times.

26. Permittee shall provide for appropriate traffic control and safety measures. Traffic control shall conform to the plan submitted with this permit. Approved traffic control plans must be on site at all times. The City reserves the right to adjust the traffic control plan if the need arises.
27. Unless otherwise approved, at no time during any work will any ROW be entirely closed. One-way traffic shall be maintained at all times with a minimum of 10-ft wide travel.
28. Traffic control and construction signs shall be provided, installed, and maintained in accordance with the latest issue of the Manual on Uniform Traffic Control Devices (MUTCD). All flaggers shall be Washington State certified.
29. Once work commences, it shall be diligently pursued until completed to the satisfaction of the City Public Works Department. All site restoration shall be completed within 14 days after completion of construction activity. Projects shall be required to complete site restoration for project segments as work on those project segments is completed. Permittee shall notify the City of any site permanent restoration that may exceed 14 days due to weather conditions (for example, if weather does not allow for permanent paving or restoring sod/plants/irrigation lines).
30. Clean-up of excavation and debris material shall occur concurrently with installation of underground utilities. At no time shall there be debris and/or excavated material extending along the project area for more than 500 feet without specific additional written approval of the City.
31. On completion of permitted work, all rubbish and debris shall be immediately removed, and the ROW shall be returned to the same condition it was in immediately prior to the work occurring.
32. Where directional drilling is permitted, Permittee's contractor shall track the directional drilling path to ensure that the drilling path is along the predetermined path. Said tracking records shall be provided to the City within seven days of construction completion.

Restoration and Construction Requirements

33. Utility to be placed/installed per City approved drawing (attached hereto), with the proposed locations of water, sewer, gas, telephone, cable television, and power in the ROW subject to approval by each respective provider as part of the permit review process.
34. Driveway aprons shall be constructed with asphalt in ROW if not located within a frontage with standard concrete sidewalk or concrete pavement. Driveway aprons within frontages with concrete sidewalk or pavement shall match existing materials.
35. All trenches to have a backfill of not less than 36 inches (depth to top of the pipe) and the finished surface will conform with the original surface, unless otherwise approved in writing by the City.
36. All trenches located beneath paved (asphalt or concrete) surfaces or driveways, or located beneath roadway shoulders (within 3 feet of edge of road) shall be backfilled with crushed surfacing base course (1-1/4 inch minus) or controlled density fill (CDF). Backfill shall be placed and compacted in maximum 6-inch lifts to 95% of standard density. Native excavated materials cannot be utilized for backfill in these areas unless otherwise approved in writing by the City.
37. All trenches located outside of paved (asphalt or concrete) surfaces or driveways, or outside roadway shoulders shall be back-filled in 6-inch lifts with suitable excavated material compacted to 95% of standard density. When unsuitable on-site native backfill material exists (e.g., material cannot achieve minimum compaction requirements), then trenches shall be backfilled with import gravel base, Class B, material as furnished and supplied by the

Permittee. This permit does not warrant the availability or presence of suitable native materials for trench backfill.

38. All compaction shall be mechanically tamped to achieve the desired level of compaction. Water settling will not be allowed.
39. All asphalt pavement restoration shall be made with a minimum 6-inch lift of compacted (95% standard density) CSTC (5/8-inch minus) and 3-inch minimum (compacted thickness) of HMA. The pavement restoration shall extend a minimum of 12-inches (each side) beyond the constructed trench widths. When existing asphalt thickness is found to be greater than 2 inches, HMA shall be placed, in maximum 2-inch lifts, to a depth of 1-inch over existing pavement thickness. Seal edges with sealer CSS1 and seal surface joint with hot asphalt.
40. Special trench and pavement restoration will be required for trenching through concrete or asphalt over concrete pavement roadways. Permittee shall procure those additional requirements from the City prior to commencing work under this permit.
41. Before repairing asphalt concrete cuts, the City shall be notified 24-hours in advance of pending work and all such work shall be done by qualified personnel with adequate equipment. All paving materials shall be HMA (PG58-22).
42. No pavement cuts across streets, roads, or driveways constructed of HMA or Portland Cement Concrete shall be made, unless approval has been granted by the City in writing. Only mechanical saws specifically made for this purpose shall make all pavement cuts, or as otherwise approved.
43. A crushed rock (minimum 2-inch compacted thickness) surface shall be placed for gravel shoulder restoration, as shown on approved plans. Where grass sod currently exists, a 4-inch lift of compacted topsoil and grass sod shall be reinstalled. Where construction occurs on a graveled surface, a 2-inch compacted lift of crushed rock surfacing (5/8-inch minus) shall be provided to all disturbed graveled surfaces.
44. A temporary patch of cold mix asphalt (4-inch minimum compacted thickness) will be placed and maintained on all road crossings and driveways after back filling. All temporary patches shall be maintained by the permittee until such time as the permanent pavement patch is in place. A permanent patch shall be placed within 14 days after completion completed by the permittee. If the permittee is unable to maintain a patch for whatever reason, the City will patch it and charge the permittee the actual cost plus overhead.
45. Trenching in existing pavement shall have no more than 200-ft of steel plates on ROW. All trenching behind steel plates shall be topped off with a minimum of 2-inch ATB, or street mix, as trench is backfilled. No cold mix asphalt shall be allowed. All material shall be taken out before final patching.
46. If steel plates are used on ROW, they shall be secured in a manner that minimizes potential shifting. The City may require additional measures such as plate locks in lieu of cold patch asphalt to secure steel plates. Permittee shall also work with City Inspector on steel plate placement and exposure in anticipation of snow plowing.
47. Permittee shall comply with the Washington State Electrical Code, Washington State Department of Transportation Standard Specifications, current edition. Where any conflicts exist, the City shall be the sole judge as to the prevailing requirement(s).
48. Depending on road conditions any asphalt cut may require 50' minimum grind and overlay.

Liability and Enforcement

49. Permittee, their successors and assigns, agrees to indemnify, defend and hold harmless the City and its appointed and elected officials, officers, employees, agents, and volunteers from and against liability for all assessments, claims, demands, suits, and judgements, including

costs and attorney fees, for injury to persons, death, or by Permittee's breach of this permit. In the event it is determined that RCW 4.24.115 applies to this Permit, the Permittee agrees to defend, hold harmless, and indemnify the City to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of the City to the full extent of Permittee's negligence. Permittee agrees to defend, indemnify, and hold harmless the City for claims by Permittee's employees and agrees to waive its immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties, unless such claim is caused by the City's negligence.

50. In accepting this Permit, Permittee, their successors and assigns, acknowledge and agree that any damage or injury done to the property of Permittee or any expense incurred by them through the operation of a contractor, working for the City or of any City employee shall be at the sole expense of Permittee, their successors or assigns.
51. All of the work shall be done to the satisfaction of the City's Public Works Department. The entire expense of permitting and inspection by the City including the procurement of any third-party consultants, as may be required by the City, shall be borne by the Permittee. Third-party consultants may include, but are not limited to, engineers, materials testing laboratories, attorneys, geotechnical, etc.
52. The City hereby reserves the right to order the change of location or the removal of any structure or structures or utilities authorized by the Permit, at any time, said changes or removal to be made at the sole expense of Permittee, or their successors and assigns. All such changes, reconstruction or relocation by Permittee shall be done in such manner as will cause the least interference with any of the City's work and the City shall in no way be held liable for any damage to Permittee by the reason of any such work by the City, its agents or representatives or by the exercise of any rights by the City upon the roads, streets, public places or structures in question.
53. This Permit shall not be deemed or held to be an exclusive one and shall not prohibit the City from granting other permits or franchise rights of like or other nature to other public or private utilities, nor shall it prevent the City from using any of its roads, streets, or public places, or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered.
54. The City may revoke, annul, change, amend, amplify, suspend, or terminate the Permit or any of the conditions herein enumerated if Permittee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with the notices given or if the full utility herein granted is not installed or operated and maintained in conformity herewith or et al or for any cause or reason whatsoever.
55. In the event that Permittee fails to comply with the Permit conditions, resulting in the use of City's staff resources to revoke, annul, change, amend, amplify, suspend, or terminate the Permit, Permittee shall reimburse the City for staff time and resources utilized to revoke, annul, change, amend, amplify, suspend, or terminate the Permit.
56. Per SMC 21.03.050.F.3, it is unlawful for any person to discharge any contaminants into surface and stormwater, groundwater or Puget Sound. SMC 23.100.030 applies to violations of SMC 21.03.050, including illicit discharges and connections that discharge into the municipal storm drain system and/or surface waters. The Public Works Director may reduce or waive the surface water fine for persons who immediately self-report violations to the City and take action to remedy the violation. The City may require the responsible party to take corrective action to cease violating SDC 21.03.050.



57. The issuance or granting of this Permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the building code or of any other ordinances of the City of Sammamish. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances of the City of Sammamish shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the City from requiring the correction of errors in the construction documents and other data.

Specific Location Considerations (Lane Restrictions and Future Widening)

58. Lane restrictions on Inglewood Hill Rd, East Lake Sammamish Parkway, Issaquah-Pine Lake Rd SE and SE Issaquah-Fall City Rd are 9:30am-3:30pm. Lane restrictions on 228th, Sahalee Way NE, and NE 8th St are 9:30am-3pm. Lane restrictions on SE 32nd St and 244th Ave NE are 9am-3pm.

I have read and understand all terms and conditions contained on all pages of this document, including Exhibit A Insurance. The undersigned hereby accepts this Permit subject to the terms and conditions as herein set forth.

Issued By. _____

Signed. _____

Title. _____

Printed Name. _____

Date. _____

Telephone. _____

Dated this _____ day of _____