



DEVELOPMENT
SERVICES

RIGHT-OF-WAY
PERMIT
APPLICATION

ROW-01

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

Property Information

Project location:	<input type="checkbox"/> Street Excavation <input type="checkbox"/> Street Use	Permit No.
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Agent / Primary Contact

Name:	Email:
Contact Phone:	Alternative Phone:
Mailing Address:	City: State: Zip:

Project Information

Check all that apply:	<input type="checkbox"/> Curb and Sidewalk Cutting	<input type="checkbox"/> Water Installation	<input type="checkbox"/> Power Installation	<input type="checkbox"/> Telephone Installation
	<input type="checkbox"/> Driveway	<input type="checkbox"/> Sanitary Sewer Installation	<input type="checkbox"/> Natural Gas Installation	<input type="checkbox"/> Cable TV Installation
	<input type="checkbox"/> Tree Trimming/Removal	<input type="checkbox"/> Drainage Installation	<input type="checkbox"/> Other: _____	

Location in ROW	Traffic Control	Excavation Method	Excavation Dimensions		
<input type="checkbox"/> Off pavement <input type="checkbox"/> On or under pavement <input type="checkbox"/> Both	<input type="checkbox"/> Signs <input type="checkbox"/> Barricades <input type="checkbox"/> Cones <input type="checkbox"/> Flaggers	<input type="checkbox"/> Open Cut <input type="checkbox"/> Boring <input type="checkbox"/> Other: _____	Length	Width	Height

Brief description of the scope of work:

Describe the type of cutting and digging equipment:

Describe backfill, method of compaction and type of material:

Restoration of pavement method:

Street Closures

Construction will require <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> No street closure.	Will excavation be left open overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No
Identify the affect street(s):	Date(s) of closures:

Conditions of Approval

1. I have read and will comply with the City of Medina Right-of-Way Construction requirements.
2. I will notify the Utilities Locator Dispatch at least 48 hours prior to construction (1-800-424-5555).
3. I will inform the City of Medina Development Services Department (425-233-6414) at least 48 hours prior to construction and after the site has been restored, cleaned and is ready for final inspection.
4. I will restore and maintain the following to the satisfaction of the City Engineer for a period of two years: pavement, grade of pavement, and the shoulder at this ROW site.
5. I will hold the City of Medina harmless for all claims, damages, and litigation costs which might arise as a result of this construction, or maintenance of the facilities installed at this site.

By signing below, I agree to follow all conditions of approval, ordinances and policies of the city applicable to my project, and that all applicable information furnished in support of this application is true, correct and complete.

Signature: _____ Date: _____

City Use Only

	<input type="checkbox"/> No pavement cut/boring	Approved: / /
	<input type="checkbox"/> Permit approved subject to ROW requirements and conditions attached	
	<input type="checkbox"/> Bond is on file. Bond # _____	
	<input type="checkbox"/> Bond is not needed (Franchise Bond)	
	<input type="checkbox"/> Copy to Police Department required	



RIGHT-OF-WAY CONSTRUCTION REQUIREMENTS

All digging, trenching, cutting, jackhammering, picking, marring, defacing, or alteration of any City right-of-way shall require that a Right-of-Way Use Permit be approved and issued before construction begins.

GENERAL REQUIREMENTS

1. All rights-of-way shall be restored to pre-existing condition or better. Existing drainage ditches, culverts, and catch basins shall be kept clear and free of debris at all times during construction. Any drainage culvert, tile, catch basin, manhole or ditch, etc. disturbed by construction shall be restored or repaired to the City's satisfaction.
2. Temporary erosion and sedimentation control measures shall be employed to protect storm drainage facilities and adjacent properties. Public streets shall always be kept clear of dirt and debris. Clean up operations shall take place within 1000 feet of excavations.
3. Construction materials shall not be stored or wasted in the right-of-way without the City's permission.
4. Maximum amount of open trench on street shall be 400 lineal feet. At the end of each day all trenches must be backfilled or covered with steel plates and physically barricaded, with flashing warning lights as necessary. If weather conditions make traveled roadways unsafe for the public or are detrimental to the restoration of roads, excavation shall cease immediately and clean up shall be promptly accomplished.
5. All work shall be performed in accordance with the State of Washington Department of Transportation's Standard Specifications for Road and Bridge Construction, latest revision.
6. A bond in the amount of \$10,000.00 shall be on file with the City prior to any open cut of city right-of-way. The bond shall be on file prior to construction and may be held for up to one year after completion of the project.

SUPPLEMENTAL REQUIREMENTS

1. I have read and will comply with the City of Medina Right-of-Way Construction requirements.
2. I will notify the Utilities Locator Dispatch at least 48 hours prior to construction (1-800-424-5555).
3. I will inform the City of Medina Development Services Department rkilmer@medina-wa.gov at least 48 hours prior to construction and after the site has been restored, cleaned and is ready for final inspection.
4. I will restore and maintain the following to the satisfaction of the City Engineer for a period of two years: pavement, grade of pavement, and the shoulder at this ROW site.
5. I understand that by placement of improvements in the right of way that I am obligated to continuously maintain insurance that will remain in effect during all periods of use of the City's rights of way. Such insurance shall provide for public liability and property damage of be of a type and with limits acceptable to the City. Said insurance shall not be cancelable or reduced without prior written notice to the City, not less than 30 days in advance of the cancellation or alteration. Said insurance shall name the City as a named or additional insured and shall be primary as to any other insurance available to the City.
6. I understand that by placing improvements within the City rights of way, I do so at my own risk. I acknowledge that I have no future assurance of the continued right to use the City's rights of way and that the City may, at any time and in its sole discretion, request that I move my improvements from the rights of way. In addition, if the City or its contractor(s) need(s) to do any work in the City rights of way that will disturb, damage, or otherwise impact the improvements that I have placed on or in the City rights of way, the City and its contractor(s) has(ve) no obligation to repair, restore, or otherwise replace the improvements or restore my property. I understand and agree that any restoration, repair, or replacement shall be at my sole cost and expense.
7. I will indemnify and hold the City of Medina harmless for all claims, damages, and litigation costs which might arise as a result of this construction, maintenance, or use of the facilities installed on City right of way at this site.

TRENCHING

1. Trenches shall be completely free of water prior to backfilling. All backfill material under asphalt and shoulder areas shall be 1 1/4 inch minus crushed rock; 5/8 inch minus crushed can be used in the last one foot of the trench backfill. Native material may be used as backfill only in the right-of-way outside the shoulder area.
2. The City of Medina reserves the right to require foundation material of specification to be determined by the Public Works Director.

3. A typical street section is required for any pavement cut on city streets. Onsite inspection by the Public Works Director or designee is required for final restoration and paving.

PATCHING

1. Unless approved otherwise by the City, any longitudinal trench cut in excess of one hundred (100) feet must be covered by a full width overlay of the road surface.
2. All final asphalt or concrete cutting must be done with a cutting saw. The final cut must be made at least 12 inches wider than the initial trench (T-Cut). Neat cutting with a jackhammer is allowed only on the initial cut.
3. Temporary patches shall consist of four inches (4") of Class B Asphaltic Concrete and shall be placed in the cut bringing the excavated area back to original grade. After temporary patch settlement is complete and a minimum of three (3) months have elapsed, the temporary patch shall be replaced with a permanent patch consisting of a minimum of four inches (4") of Class B asphaltic concrete. Permanent patch shall extend at least one (1) foot beyond either side of trench. Patch shall be installed with a roller and brought up to existing road grade. Meet lines shall be tacked and sealed.
4. Cold patch may be used for temporary patch. If cold patch is used, the permanent patch shall be completely removed and replaced with four inches (4") of Class B Asphaltic Concrete, approved by the Public Works Director or designee.
5. Any failure of a temporary or permanent patch will require immediate restoration by the responsible party.

TRAFFIC CONTROL

1. Signing, flagging and traffic control devices shall be in accordance with the Manual of Uniform Traffic Control Devices, latest edition. Arterial lane closures are limited to one lane of traffic open at all times unless approved by the Public Works Director or designee.