



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Permit Number: _____

ROW Use Type:

- Limited Use: Type A Limited Use: Type B Access
 Type A: Beautification only Limited Use: Type C Encroachment

Description: _____

Area of Use: _____ Square Feet

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

- Permit and land use applications are accepted online at www.MyBuildingPermit.com ("MBP").
- Once accepted, an invoice will be uploaded to MBP by the department. All permit application fees are due at intake and upon receipt of the invoice. Failure to pay fees may result in an incomplete application and/or late fees.
- Late fees: Pursuant to KMC 20.05.040, invoices not paid after the thirtieth (13th) day after receipt of an invoice are considered late and are subject to penalty. A late penalty payment equal to one and one-half percent (1.50%) of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance.
- Forms are available online at www.kenmorewa.gov/developmentservices.
- The City may require that you provide commercial general liability insurance in 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

**Limited Use:
Type A**

Type A permits are for surface or sub-surface alterations. Examples include:

- | | | |
|------------------------|---------------|--|
| ▪ Open-cut trenching | ▪ Sidewalk | ▪ Above ground pedestal or utility box |
| ▪ Culvert installation | ▪ Driveway | ▪ Shoulder Improvements |
| ▪ Paving operations | ▪ Landscaping | ▪ Beautification (no fee) |

Submittal Requirements:

- Project narrative**
 Site Plan with:

▪ North arrow	▪ Proposed improvements/alterations to the right-of-way
▪ Scale identified (minimum 1" = 20')	▪ Types of surface, existing and proposed, landscaping materials and finished grades
▪ Property lines	▪ Utility locations – existing (water, sewer, electrical, gas, etc.)
▪ Public and private streets adjacent to the proposed area identified	▪ Utility locations – proposed (water and sewer)
▪ Existing and proposed driveways, curb cuts, including driveways on adjacent properties	▪ Location of storm drainage systems and proposed connections
▪ Location and dimensions of proposed right-of-way use area	▪ Environmentally critical areas and buffers
▪ Trees in 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

<p>Limited Use: Type B</p>	<p>Type B permits are for temporary uses (24 hours or less) that will not alter the surface or sub-surface. Examples include:</p> <ul style="list-style-type: none"> ▪ Temporary street closure ▪ Temporary activities ▪ Temporary parking ▪ Temporary storage of a dumpster or storage container <p>Submittal Requirements:</p> <p><input type="checkbox"/> 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 uses (more than 24 hours) that will not alter the surface or sub-surface. Examples include:</p> <ul style="list-style-type: none"> ▪ Commercial activities ▪ Street closure ▪ Extended storage <p>Submittal Requirements:</p> <p><input type="checkbox"/> 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>Submittal Requirements:</p> <p><input type="checkbox"/> 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 (i.e., violation)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Examples include:</p> <ul style="list-style-type: none"> ▪ Building extension ▪ Fence ▪ Marquee ▪ Stairway ▪ Shed ▪ Railing ▪ Retaining wall ▪ Artwork <p>Submittal Requirements:</p> <p><input type="checkbox"/> 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>