



Submittal Requirements

1/01/2016

Right of Way Street Use Permits

- _____ **Commercial Development:** This permit type may be issued for use of the right of way associated with commercial projects, multifamily development, or plat infrastructure. These uses could include: hauling, parking and or staging, whether there is construction in the Right of Way or not. **(TN)**
- _____ **Franchise:** This permit may be issued for use of the right of way for franchise utility work and those operating under an existing Right of Way Use Agreement. **(TJ)**
- _____ **Government:** This permit may be issued to any government agency, city department or to a contractor working under a city contract for a capital or maintenance project. **(TK)**
- _____ **Single Family:** This permit may be issued for work in the right of way associated with existing single family home construction or major remodels: installation of driveways, driveway re-construction or relocation, landscaping, fences/walls, city water/sewer/storm connections, and other uses. **Note:** A like-for-like driveway replacement may qualify for an over-the-counter permit. See the Right of Way Use Over-the-Counter Driveway application. **(TG)**
- _____ **Street Use:** This permit may be issued for uses of the right of way such as sidewalk cafes, street runs, non-motorized races, parades & processions, assemblies, block parties & street dances, parking, loading zones, annual trucking permits and oversized loads, roadway, land or sidewalk work or closures that will not involve the physical disturbance of the right of way and is for applicants other than franchise utilities. **(TE)**

To submit your application online use www.mybuildingpermit.com.

If you are applying in person at City Hall, submit the number of copies specified below for your application type.

Initial for Waiver by City of Bellevue Planner		Commercial Development (TN)	Franchise (TJ)	Government (TK)	Single Family (TG)	Street Use (TE)
	This Chart	1	1	1	1	1
	Right of Way Application	1	1	1	1	1
	"Bill To" Form	1	1	1	1	1
	Neighborhood Agreement Petition (Block Parties only)					1
	Site Sketch ^A					3
	Traffic Control Plan	3	3	3		3
	Civil Plan ^B	3 ^D	3 ^D	3 ^D	3	
	Shoring Plan ^E	3				
	Construction Stormwater Pollution Prevention Plan (CSWPPP) ^C		3			
	Right of Way Lease Plan ^F	3				
	Project Timeline	3		3		

Other Requirements	<ul style="list-style-type: none"> • Clearing & Grading Permit – For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, clearing & grading review may be included on the Right of Way permit. For projects with 7,000 square feet or more of clearing or 100 cubic yards or more of grading, a separate clearing and grading permit application is required. • Olympic Pipeline Notification – If the project is in the Olympic Pipeline right of way, Olympic must be notified at (425) 235-7767. Proof of notification must be provided prior to permit issuance. • Special Events permit potentially affecting the right of way is submitted directly to the Parks Department.
Fees	<p>Permit Processing provides current fee information (425) 452-4898 or refer to the Right of Way Permit Requirements brochure located in the Self Help area. Fees are due at submittal; additional fees are due at issuance.</p> <p>No Fees are collected for a Block Party.</p>

Footnotes

A Site Sketch (TE Permits)

1. Site location, address, and names of adjacent or nearby streets.
2. North arrow.
3. Block Parties – map or drawing of neighborhood with street system showing residences and streets affected by closure.
4. Proposed street runs or non-motorized vehicle races – drawing and/or map reflecting street system involved during the event.
5. Driveways – drawing reflecting site location and right of way improvements including curb, gutter & sidewalk; street lighting; proximity to neighboring driveways and/or intersections.
6. Equipment/material staging, loading/unloading, parking, etc. – drawing showing specific lanes, parking spaces, etc. to be occupied.

B Civil Plans (TG, TN, TJ, TK Permits)

1. Site location, address, and names of adjacent or nearby streets.
2. North arrow, property lines (including public right of way) and topographical information where applicable.
3. Scale – 1" = 10' to 1" = 20'
4. Driveway entrances and affected intersections.
5. All existing and proposed utilities above and underground.
6. Edge of roadway, sidewalk and other existing infrastructure.
7. Proposed scope of work being done in the right of way.
8. Profile reflecting the restoration of the roadway surface after trenching.
9. Plan reflecting the restoration of the roadway surface after trenching.
10. Description of all materials being used

C Construction Stormwater Pollution Prevention Plan (CSWPPP)

If clearing and grading is included, a CSWPPP must be submitted with the application. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small Construction projects may be submitted. For projects with 7,000 square feet or more of clearing or 100 cubic yards or more of grading, a separate clearing and grading permit application is required.

D Civil Plan is not required if applying for Traffic Control only (for example, no construction in the Right of Way). Site Sketch would be adequate.

E Shoring Plan required only when project involves shoring 8 feet or deeper, which impacts the Right of Way.

F Right of Way Leases Plan required only when applicant is planning to close or occupy a portion of the public right of way 24 hours a day 7 days a week for a period of more than two weeks.

Please Note

If the permitted work is not completed on or before the permit expiration date, the applicant must apply for a new permit and will be required to pay application and processing fees.

The property owner bears the responsibility for the accuracy and completeness of all information provided with of affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, floodplains, and geologic hazard areas), additional information and/or permits may be required. See a planner for handouts.

Additional permits may also be required for work extending onto private property, impacting city-owned and/or private utilities or involving structures requiring building permits.

The City may require additional information as needed. If you have any questions concerning your application submittal please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m. Monday through Friday (Wednesday, 10 a.m. to 4 p.m.). The City will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711.