

TYPE A RIGHT-OF-WAY PERMIT APPLICATION: SPECIAL EVENT, POD & DUMPSTER PARKING OR ROW OBSTRUCTING

ABOUT RIGHT-OF-WAY TYPE A PERMITS

A Type A Right-of-Way Special Use Permit is required for any special event held within the public right-of-way or road obstruction, and/or activity that creates a significant traffic impact within the public right-of-way. Some examples include but are not limited to:

- Pod or dumpster parking
- Obstructing a Right-of-Way or blocking sidewalks

TYPE	WHEN TO SUBMIT YOUR APPLICATION
EVENT	At least 8 weeks prior to your desired event date.
POD/DUMPSTER PARKING	At least 2 weeks prior to your desired delivery date.
OBSTRUCTING ROW	At least 2 working days prior to your obstructing date.

APPLICATION REVIEW PROCESS

You will be notified if additional materials are required and can track the status of your application review at 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 A Review – Special Use Permit: Local/Non-Profit (if applicable) Storage Pod (if applicable) Traffic Control (if applicable) Per hour (if applicable)
See current fee schedule

Code Reference

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

Type A ROW Special Use Permit
[SMC 21.08.060\(D\)](#)

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

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APPLICANT INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

LOCATION INFORMATION

Project Name: _____

Nearest Address: _____

Description of event, pod parking, dumpster parking, or obstruction:

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 event and include date(s) and time(s) and approximate attendance
- 03. Location Map
 - Route of parade or race, if applicable
 - Location of facilities, first aid, portable toilets, etc.
 - Pod/dumpster location(s).
 - Traffic disruption location(s).
- 04. Traffic Control Plan(s)
- 05. Certificate of Liability Insurance
- 06. ROW Permit Form
- 07. ROW Use Waiver

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: _____

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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	Any Project Type	Street Use	Temporary Traffic Control Only
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.