

RIGHT OF WAY APPLICATION

TYPE B: NON-UTILITY CONSTRUCTION

ABOUT TYPE B RIGHT-OF-WAY PERMITS

Type B ROW construction permits are required before any person, firm, corporation, company, enterprise or entity shall commence or permit any other person, firm, corporation, company, enterprise or entity to commence any work within the public right-of-way.

Please note the temporary placement of dumpsters or moving pods/containers or redirecting motor vehicle traffic in the public right-of-way requires a Type A right of way permit. Placement of dumpsters and pods in the public right of way is strongly discouraged unless no other placement options are available.

APPLICATION REVIEW PROCESS

Depending on the complexity of the permit, the approval time can range from two to twelve weeks.

FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Type B - construction permit: Valuation of work less than \$5,000
Type B - construction permit: Valuation of work equal to or greater than \$5,000
See current fee schedule

Code Reference

Type B Right-Of-Way Construction Permit
[SMC 21.08.060\(E\)](#)

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: _____

CONTRACTOR INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROJECT INFORMATION

Property Address: _____

Parcel Number(s): _____

Project Valuation: \$ _____ (Apply value from bond quantity worksheet)

Description of Work: _____

Estimated Start Date: _____ Estimated Completion Date: _____

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 (to determine whether valuations are over \$5,000 only)
- 05. Business License
 - Must have City of Sammamish endorsement

Submittal Checklist continued next page

SUBMITTAL CHECKLIST CONTINUED

- 06. Engineering Drawings – Specifications (please refer to the Sammamish Public Works Standards for specific requirements)
 - Must be an electronic copy.
 - Clearly show all proposed construction work to be completed in the right-of-way.

Include information on the type of materials to be used in the project, the depth of cuts into the right-of-way, etc.

- 07. Traffic Control Plan (for all projects that will be impeding vehicle traffic in any way)
 - Note that full road closures of the City’s main arterial roadways are generally not approved.
 - Must comply with the Manual of Uniform Traffic Control Devices.
 - Indicate the extent of traffic impact and how you will mitigate it.
 - Show placement of signage, cones and flaggers, traffic flow and/or diversion, etc.
- 08. 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.
- 09. Site Plan (for tree removal in ROW)
 - Show the location of tree(s) being removed or maintained ([see examples](#)).
 - Show the location of the replacement tree(s).
 - Provide a tree installation detail in accordance with [Chapter 19.8 of the Public Work Standards](#).
- 10. Arborist Report (for tree removal in ROW)
 - Must include documentation of the tree(s) conditions and make a recommendation on action.
- 11. [ROW Permit Form](#)

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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 [Chapter 14A.30 SMC](#).

Owner Signature: _____ Date: _____

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:

<i>Application Type</i>	<i>Project Type</i>	<i>Activity Type</i>	<i>Scope of Work</i>
Right-of-Way	Any Project Type	New	Misc. Construction
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.