



## Type A Right of Way Permit Application - Special Event

A Type A ROW special use permit is required for any special event that is held within the public right-of-way or creates significant traffic impacts within the public right-of-way. Special events are permitted through Title [14.30 SMC](#).

### Applicant Information

Name: Phone:  
E-mail: Company:  
Mailing Address:

### Event Information

Nearest Address: Project Name:  
Description of Event:

### Required Documents

#### Submittal Instructions

- When applying in person, applicants must [schedule an intake appointment by emailing Paulette O'Connell](#).
- When applying in person, one paper copy of each document is required.
- A PDF version of all documents is required at time of submittal, either on a USB drive or CD. File names must contain the document type as listed on this form, the name of the applicant, and the submittal date. For example: **ProjectNarrative\_Smith\_01-01-2017**.

#### Submittal Documents

- Pre-application Meeting Notes
- [ROW Permit Form](#)
- Narrative Describing Event
  - Dates, times
  - Approximate attendance
- Event Map
  - Route of parade or race, if applicable
  - Location of facilities, first aid, portable toilets, etc.
  - Closure of thru streets is not permitted
- Traffic Control Plan
- Certificate of Insurance
- [ROW Use Waiver](#)
- Signed Application Form



Public Works Department  
 801 228th Avenue SE  
 Sammamish, WA 98075-9509  
 Phone: 425-295-0500  
 Fax: 425-295-0600  
 City Hall Hours: 8:30am-5:00pm  
 Permit Center: 8:30am-4:00pm  
 Web: [www.sammamish.us](http://www.sammamish.us)  
[www.mybuildingpermit.com](http://www.mybuildingpermit.com)

**RIGHT OF WAY APPLICATION**

**CHAPTER 14.30**

**Fees**

ROW Permit Type A – Special Event	\$0
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The listed fees are based on the 2018 fee schedule. Please review the current adopted fee schedule (available online) for the most up-to-date information.

**Signatures**

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Title 14.30 SMC.

Applicant, Representative,  
and/or Owner Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Applicant, Representative,  
and/or Owner Signature:

Date:

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