

# 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 decision time can range from two to twelve weeks.

You will be notified if additional materials are required and can track the status of your application review at [MyBuildingPermit.com](http://MyBuildingPermit.com).

### FEES

FEES APPLICABLE TO THIS PROJECT
<b>Type B - construction permit:</b> Valuation of work less than \$5,000
<b>Type B - construction permit:</b> Valuation of work equal to or greater than \$5,000
<a href="#">See current fee schedule</a>

### 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](http://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: \$ \_\_\_\_\_  
(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
- 05. Business License
  - Must have City of Sammamish endorsement

**Submittal Checklist continued next page**

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## SUBMITTAL CHECKLIST CONTINUED

- 06. Engineering Drawings – Specifications
  - Please refer to the Sammamish Public Works Standards for specific requirements.
  - 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](#)

## 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 [SMC 21.08.060](#).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://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	Type B Construction

- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.