

# TYPE C RIGHT-OF-WAY PERMIT APPLICATION: UTILITY CONSTRUCTION

## ABOUT RIGHT-OF-WAY TYPE C PERMITS

A Type C Right-of-Way Permit is required before any person, firm, corporate, company, enterprise, or entity can commence or permit any other person, firm, or corporation to commence any work in the public right-of-way associated with providing or maintaining franchised utilities or telecommunication facilities within the City right-of-way.

## APPLICATION REVIEW PROCESS

Depending on the complexity of the permit, the decision time is approximately two 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

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 C Review – Utility Permit**

[See current fee schedule](#)

### Code Reference

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

Type C ROW Lease Permit  
[SMC 21.08.060\(F\)](#)

### 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/CONTRACTOR INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_

## PROJECT INFORMATION

Franchise Name: \_\_\_\_\_ Project Name: \_\_\_\_\_

Adjacent Parcel Number: \_\_\_\_\_

Description of work:

## 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. Business License
  - Must have City of Sammamish endorsement
- 05. Traffic Control Plan(s)

**Submittal Checklist continued next page**

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## SUBMITTAL CHECKLIST CONTINUED

- 06. 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.
  
- 07. Site Plan
  - Engineering drawings/specifications

## 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: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](#).

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- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.

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- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Right-of-Way	Franchise Utility Work	Franchise Utility Work	Temporary Traffic Control Only

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