

TYPE D RIGHT-OF-WAY PERMIT APPLICATION: LEASE AGREEMENT

ABOUT RIGHT-OF-WAY TYPE D PERMITS

Type D ROW lease permits are required before any person, firm, corporation, company, enterprise, or entity can commence or permit any other person, firm, or corporation to commence any work within the ROW or utilize the unopened or unused public ROW for long-term private benefit or use.

Types of activities that fall under a Type D ROW lease permit include, but are not limited to, construction of fences, landscaping, private irrigation, sheds, private non-franchised utilities, and garages. These uses require a long-term lease, where additional fees apply.

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.

FEES

FEES APPLICABLE TO THIS PROJECT

Type D Review - Lease Permit

[See current fee schedule](#)

Code Reference

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

Type D ROW Lease Permit
[SMC 21.08.060\(G\)](#)

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: _____

GRANTEE/OWNER INFORMATION (IF DIFFERENT FROM ABOVE)

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROJECT INFORMATION

Project Name: _____ Start Date: _____

Nearest Address: _____

Parcel Number: _____ Lease Area: _____
(square feet)

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, the project, and estimated timeline
- 03. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 04. Legal Description
 - Must be for parcel(s) boundaries related to this application
 - Must be a title verified description by a Washington State professional licensed surveyor
- 05. Survey – Boundary and Topographic
- 06. Civil Plan
- 07. Letter of Compliance with FCC RF Standards, if applicable
- 08. ROW Permit Form

Submittal Checklist continued next page

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SUBMITTAL CHECKLIST CONTINUED

- 09. Lease Agreement
 - Provide a legal description of the area to be leased
 - Identify the nature of items in that leased area (anything owned by property owner that encroaches into the city property or public ROW such as rock walls, satellite dishes, fences, etc.)
 - Include a written valuation of land from a Washington State licensed Appraiser

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/Representative Signature (if applicable): _____ 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:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Right-of-Way	Any Project Type	New	Structures Permanent in Nature

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