



CONSTRUCTION RIGHT-OF-WAY SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Some items are required on all applications and depending on the scope of work some may not apply or may be combined. If you have a question on required items, please call the Public Works Coordinator at (425) 377-3222. All submittal items must be legible, no pencil drawings will be accepted. Number each page consecutively and staple them together with the permit application as your first sheet. Incomplete applications will not be accepted, applications received after 1:00 p.m. may not be processed until the next working business day.

- City of Lake Stevens Right-of-Way Permit Application**
 - Completed in full.

- Site Plan/Construction Drawing** - two (2) copies drawn to an engineering scale, such as 1" = 20'. The site plan is a graphical representation of your total proposal as seen from above. Engineered drawings will be required for projects which include curb, gutter, sidewalk, street widening and storm drainage systems. Additional plans may be required for underground utilities such as water, sewer, and electrical.
 - Name, address, and phone number of the person who prepared the drawing
 - Graphic scale and north arrow
 - Location of existing and proposed streets, easements, driveways, and utilities. Include driveways on adjacent property and adjacent streets
 - Location of existing and proposed street lighting, power, gas, telecommunications, paving, drainage or any other utility improvements, where applicable
 - Specific cross section(s) of the street, showing all dimensions from centerline to proposed improvements above and below ground
 - Details and dimensions of all trenches. Show the number, type and location of each conduit or pipe.
 - Include all other details, which describe the project.
 - Location of all proposed and existing water mains, valves and fire hydrants
 - Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities and street trees
 - Existing drainage facilities

- Traffic Control Plan:** Is required for all permit applications with work sites on arterial roads, significant scopes of work, or where the drivable surface is less than 22 feet. Submit two (2) copies, if applicable.

- Submittal Fee:** Minimum rate for plan review and inspection (refer to the current fees Resolution).

- Submittal Fees:** Are required to be paid in full at the time of application. A Right-of-Way Permit will not be issued until fees have been paid in full; no work in the right-of-way is authorized without a Right-of-Way Permit issued by the City of Lake Stevens.

- Proof of License, Bonding and/or Insurance:** For any work in the public right-of-way, public liability insurance is required. All contractors and/or individuals not working for a franchised utility company must provide a certificate of liability insurance naming the City of Lake Stevens as *additional insured*.

Right-of-Way Permit Checklist – *cont'd*

Additional required information as applicable:

Civil Engineering Plans (2 copies)

- May be included on the site plan
- Drawn to engineering scale, such as 1" = 20'

Grading (*may require Clearing & Grading Permit*)

- Clearing limits and trees to be removed/retained
- Existing contours at 2' intervals on site and 5' contours extending 100' from property
- Proposed contours at 2' intervals; shown in darker line than existing contours
- At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill)
- Quantity of excavation and fill (in cubic yards)
- Quantity of surplus or unsuitable excavation materials to be exported from the site
- Quantity of material to be imported to the site
- Proposed disposal site with anticipated haul routes

Erosion Control

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds
- All construction details and notes associated with each erosion control method

Drainage and Paving

- Plan view of drainage system and associated paving Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities
- Profiles of drainage system and roadway improvements

Utilities

- Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications

Agency/Resident Notification

- When a full road closure is to occur, an "Agency Notification" form must be completed and submitted.
- The "Affidavit of Notice" must be completed and returned to the Public Works Coordinator five days prior to the beginning of work in the right-of-way.

NOTE: It is recommended that all applications for right-of-way permits are submitted in conjunction with other City applications for construction or land use. The right-of-way permit may also include any frontage improvements or drainage systems located in the public right-of-way. Before permits can be issued additional information may be required including an erosions and sedimentation control plan. All permits for utility extensions or connections in the right-of-way must have approval of the appropriate utility. Proof of the approval is required to be submitted with the right-of-way permit application.