

Right-of-Way Permit Submittal Checklist

Special Event in ROW

Planning & Community Development
17500 Midvale Ave N
Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



Applications for Special Events in the ROW allow the use of public right-of-way for special events such as a large street party hosted once a year for a recognized neighborhood association, or a street parade hosted by the school district. This submittal checklist provides information requirements for submitting your permit application for review.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review the City of Shoreline webpage for [Special Event Permits](#) or review [SMC 12.15.130](#) to learn more about requirements for hosting a marathon or other activity that involves occupying the right-of-way. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **development review engineer** who can walk you through the requirements.

To access this checklist online visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Notes

Road Closures

Road closure signs must be posted three days prior to event. For most block parties, the City will provide, deliver, and pick up road closure signs to the applicant. The signs will be delivered a minimum of four days before the event. It is the applicant's responsibility to place the signs a minimum of three days prior to the event. It is also the applicant's responsibility to organize and return signs to the location they were delivered for collection by the City. You will receive either an A-frame road closure sign, or a roll up banner road closure sign. Please coordinate with the City Traffic Operations Specialist, Adam Hampton, at ahampton@shorelinewa.gov or 206-801-2433.

Notices

The City of Shoreline will provide notification to relevant agencies (Fire, Police, etc.) based on your application.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

*Open M,T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.*

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- [Right-of-Way Use Permit Application](#)
- Submittal Fee
 - Please refer to the [City's fee schedule](#) for current application fees.
 - For those events sponsored by Neighborhoods belonging to the Council of Neighborhood, certain fees may be waived or reduced.
 - See the [City Manager's policy](#) for more information on fee waivers or reductions for special events and required Neighborhood Sponsorship Letter.
- Cover Letter
 - Include complete event description, dates, and times of the event and your contact information.
- Map or Drawing
 - The map or drawing is a graphical representation of the street location for the event as seen from above. Maps downloaded from the internet may be used to meet this requirement ([see example](#)). Please show the following details on the map or drawing:
 - North arrow.
 - Indicate the streets to be closed and location of road closure signs.
 - Designate the location of adjacent streets.
 - Traffic Control Plan(s).
 - Indicate if any vendors or food trucks will be at this event.
- Right-of-Way Special Event Notifications/Flyers to Residents
 - Affected residents are to be notified of the event and road closure. Submit proposed wording of the event notification (door hanger/event flyer) with application.
- [Right-of-Way Special Event Agency Notification](#)

Additional Documents (may be required)

- Certificate of Liability Insurance
 - Required for all events that are *not* sponsored by Neighborhood Associations belonging to the City's Council of Neighborhoods.
 - Events sponsored by their Neighborhood Association are covered by insurance that is already on file with the City.
 - Provide certificate of liability insurance naming the City of Shoreline as additional insured. Review the City's [Certificate of Liability Insurance handout](#).
- [Neighborhood Association Sponsorship Letter](#)
 - Required for all events that are sponsored by Neighborhood Associations belonging to the City's Council of Neighborhoods.
- Other documents as required:
 - _____
 - _____