

Right-of-Way Permit Submittal Checklist

ROW Use Permit

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



Right-of-Way **Use** Permit applications are required with all new construction permits for installation of driveways, and for installation of frontage improvements or drainage systems in the public right-of-way. It is also required for tree removals, maintenance and new tree plantings in the public right-of-way.

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's [Right of Way Permits handout](#) or Section 2.2 of the [Engineering Development Manual](#) to learn more about ROW permitting requirements. If you have questions about the 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](http://shorelinewa.gov/checklists)



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

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.

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

- Application
 - For most items, a [Right-of-Way Use Permit Application](#)
 - For tree removals, maintenance and plantings, a [Right-of-Way Tree Permit Application](#)
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- Proof of License, Bonding and/or Insurance

- For any work in the public right-of-way public liability insurance is required. All contractors not working for a franchised utility company and/or individuals must provide a certificate of liability insurance naming the City of Shoreline as additional insured.
- ☑ Right-of-Way Frontage Improvement Plans
 - Drawings prepared by a licensed civil engineer will be required for projects which include curb, gutter, sidewalk, street widening and storm drainage system improvements.
 - Refer to the [Civil Engineering Plans Handout](#) for plan sheet requirements.
- ☑ Traffic Control Plan
 - See City or WSDOT standard plans for reference. For large commercial or multifamily developments, a site-specific traffic control plan will be required.

Additional Documents (Possibly Required)

- ☐ Approval Letter from Utility Company
 - Required for utility extensions or connections. Provide a letter indicating approval of the proposed utility locations from the appropriate utility provider (ex: North City Water District, Seattle Public Utilities, Seattle City Light, etc.).
- ☐ Geotechnical or Soils Report
 - Required for projects that are proposing infiltration facilities within the Right-of-Way. Refer to Section 4.6 of the [Engineering Development Manual](#) for more information.
- ☐ Surface Water Report
 - Required for projects in the right-of-way proposing 2,000 square feet or more of new and replaced hard surfaces. The report must follow the guidelines in Appendix C of the City's [Engineering Development Manual](#).
 - A separate Surface Water Report is not required for a ROW permit for frontage improvements associated with private development.
- ☐ Other documents as required:
 - _____
 - _____