Right-of-Way Use Permit Application Submittal Requirements

www.redmond.gov/PublicWorks

Submit each of the numbered items below to obtain a Right-of-Way Use Permit

(These requirements may change periodically)

1. Application

- Completed Right-of-Way Use Permit Application

2. Site Plan - Include the following items

- Sidewalk locations
- Existing and proposed driveways, intersections and channelization
- Existing and proposed roadway improvements including sidewalks, curb/gutter, tapers and street lights
- Existing right-of-way and easements
- Location and size of water facilities including water meters and side sewers
- Location and size of sanitary sewer facilities
- Location and size of storm water facilities
- Location of power, power poles, gas, telephone and cable
- Location of fire hydrants
- Location of vaults
- Location of junction boxes
- Location of underground duct runs

3. Traffic Control Plan - Required if impacts to pedestrian or vehicular traffic will occur

- Traffic Control Plans shall be submitted for approval with the Right-of-Way Use Permit Application.
- Signs, cones, barricades and all other traffic control devices to control the work area shall be used in accordance with the latest version of the "Manual on Uniform Traffic Control Devices for streets and highways (MUTCD), Part IV".
- Vehicle and pedestrian access to properties shall be maintained at all times and coordinated with the affected property owners.
- Permits will only be issued after the Traffic Operations Engineer has approved the Traffic Control Plan.

Electronic Submittal Requirements

Electronic plans shall meet the submittal requirements listed below.
An incomplete application will require revision and resubmittal.

- The required submittal documents must be named as follows:

  Right-of-Way Use Permit Application
  Site Plan
  Traffic Control Plan

- Additional documents such as **calculations, reports, photos,** etc. should be named according to their content.
- All documents must be submitted in a PDF format.
- All site plans must be drawn to scale with the scale clearly indicated on each page.
- The site plans should be in landscape format.

Submit the application and all supporting documents to:

ROWpermit@redmond.gov **Or** **City of Redmond**
Construction Engineering/Inspection, 1NPW
15670 NE 85th Street
Redmond, WA 98052
Attn: Right-of-Way Program

For further clarification, call 425-556-2723

Revision date 1/7/13

After Submittal

Upon review of your submittal, a Performance Bond may be required. Your completed application, including all supporting documents will be reviewed by City staff.

To track information associated to your permits or request inspections, go to the E-Track Portal.