



## RIGHT OF WAY PERMIT APPLICATION

216 E Main Ritzville, WA 99169  
509-659-1930 City Hall 509-659-0253 Fax  
renee.arp@ritzville-wa.us

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

### CONTACT INFORMATION

Applicant:

☐ Owner

☐ Applicant (other than owner)

\$25.00 permit fee

Applicant Name:	
Address:	
Phone #:	
Email Address:	

Company Name:	
Contact Person:	
Address:	
Work Phone:	
Email Address:	

### PROJECT DETAILS

Description of proposed use and associated activities associated with the project (attach any additional information necessary):




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Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Underground Utility Install | <input type="checkbox"/> Emergency Work            |
| <input type="checkbox"/> Underground Utility Repair  | <input type="checkbox"/> Culvert Installation      |
| <input type="checkbox"/> Bore Road                   | <input type="checkbox"/> Utility Pole Installation |
| <input type="checkbox"/> Bore Driveway               | <input type="checkbox"/> Utility Pole Replacement  |
| <input type="checkbox"/> Trench Shoulder             | <input type="checkbox"/> Property Improvements     |
| <input type="checkbox"/> Open Cut Road               | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Open Cut Driveway at _____  |  |

Project Duration:

Working Days: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Working hours/days of operation (if applicable): \_\_\_\_\_

Estimated value of ALL work to be performed in the city right of way: \$ \_\_\_\_\_

### GENERAL PERMIT CONDITIONS

#### 19.10.070 Right-of-way dig permits.

- A. No person shall dig up, undermine or in any way disturb or obstruct any streets, alleys or public places, or cause the same to be done, or fill in or upon any such place, any dirt, offal or rock or any other matter or thing tending to disturb the same without first obtaining a permit from the public works director and/or city engineer.
- B. Applications for a right-of-way dig permit shall be made to the public work director and/or city engineer on forms prescribed and provided by the city. The application shall contain such information necessary, as determined by the public works director and/or city engineer, including but not limited to a full and complete description of the work to be performed within the street, alley, and/or public place, approved by construction plans when applicable and the duration of such proposed use. The decision to issue or not issue a right-of-way dig permit, as authorized under this chapter, shall be at the sole discretion of the city. An application fee shall be paid at the time of the application, as established by the city council from time-to-time.
- C. The public works director and/or city engineer shall issue a permit only upon a determination that the requirements deemed relevant by the public works director and/or city engineer are met. The requirements shall include, but are not limited to the following:
  1. The proposed activity will not occur in such a manner as to create a likelihood of endangering the use of such public place by vehicle or pedestrian traffic.
  2. The requested activity must meet all other replicable requirements of the municipal code, regulations, and ordinances.
  3. The applicant shall be required to indemnify and hold the city harmless from all claims for bodily injury or property damage that may arise out of or in connection with the applicants permitted use.
  4. The applicant shall post a surety with the city pursuant to the provision of this title.



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5. Appropriate measures have been proposed and accepted to maintain the safety of vehicles and pedestrians in the area of excavation.
- D. The applicant shall notify the public works director and/or city engineer within 24 hours of required inspections, including final inspection upon completion, and the work shall not be covered until the necessary inspections have occurred and the work has been approved for cover.
- E. After all other work is completed and before final acceptance, the entire roadway, including, with out limitation, the roadbed, plating, sidewalk areas, shoulders, driveways, alley, and side street approaches, slopes, ditches, utility trenches and construction areas shall be neatly finished to the lines, grades, and cross sections for a new street consistent with the provisions of this title and the original street section.
- F. Any violation of a right-of-way dig permit shall be subject to the enforcement provisions of the city's development regulations ordinance. (Ord. 2001 1, 2006.)

### INSTRUCTIONS FOR APPLICANT

By signing this application, the applicant agrees that all activity authorized under this permit will comply with the City of Ritzville Road Standards.

No person, partnership, joint venture, corporation or other public or private legal entity shall construct, adjust, alter, repair, or relocate any utility line or construct any new roadway feature in City of Ritzville right-of-way without first obtaining a permit from the City of Ritzville Public Works department. Once the city approves a permit, the petitioner, designated herein as the "grantee", has authority to enter upon the city right-of-way described in the permit for purposes of completing work described in said permit.

All Right of Way permit applications shall include a copy of all sketches or plans and an accurate traffic control plan. The drawings (or sketches) shall be completed to a working scale. The drawings shall adequately describe the location of the project, the type and extent of work to be complete, signage and traffic control measures to be utilized, and the types of structures and material to be utilized in the project. Signage and traffic control measures shall strictly conform to the previsions of the "Manual of Uniform Traffic Control Devices for Streets and Highways." All materials and workmanship shall meet the requirements of the current version of the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction.

Before the work is accepted by the city, all costs and expenses associated with administering the permit, in accordance with the current City of Ritzville Fee Schedule and the City of Ritzville Road Standards, must be paid by the applicant to the city.

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Print Name

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Signature

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Date

Approval: \_\_\_\_\_

Public Works Director

Date