

APPLICATION TO PERFORM WORK ON COUNTY ROAD RIGHT-OF-WAY
Island County Public Works • P.O. Box 5000, Coupeville, WA 98239 • (360) 679-7331

PERMIT NO.: _____ Fee: _____ (Please make checks payable to Island County Engineering)

Date Issued: _____ Date Received: _____ Receipt No.: _____

NO WORK SHALL BEGIN UNTIL APPROVED BY COUNTY ENGINEER OR DESIGNEE

INSTRUCTIONS FOR APPLICANT

All applicable fields in the **black box below** shall be filled out completely and accurately by the applicant.

Applications shall be accompanied by drawings. Drawings shall be to a working scale, showing position and location of work, names or numbers and widths of roads, streets, etc. showing their locations in plats, or subdivisions of sections, township, and range, showing the relative position of such work to existing utilities, constructed, laid, installed, or erected upon such roads, streets, or public places. The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished. All such materials and equipment shall be of the highest quality and the manner of excavation, fills, construction, installation, erection of temporary structures, traffic turnouts, road obstruction, barricades, etc. shall meet with provisions of the County Utility Accommodation Policy (WAC 13-40) and shall require approval by the County Engineer or designee. Signing, barricades and traffic control in the vicinity of the work shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways." The applicant shall pay to the County all costs of, and expenses incurred in the examination, inspection, and supervision of such work as a result of the issuance of said permit(s).

The County Engineer or designee shall either grant or deny the work within a 15 working day period, commencing on the date the application as accepted as complete by the County Engineer or designee.

APPLICANT: _____ Date: _____

Mailing Address: _____

Email Address: _____ Phone: _____

The undersigned hereby applies for permission to: **(Include a brief description in the space provided and attach a detailed drawing)**

The estimated time required for completion of the above work is _____, which the petitioner agrees to prosecute with all diligence and speed with due regard for the rights, interests, and conveniences of the public. Petitioner further agrees to perform the work in strict compliance with the provisions enumerated below and states that he has read and will adhere to the general provisions applicable to permits contained on page three (3) and four (4) of this permit.

Check if installing: Culvert (36in +): _____ Wall: _____ Catch Basin: _____

SIGNATURE: _____ PRINT NAME: _____

Water System & ID # (if applicable): _____ Job/Work Order No.: _____

Parcel No: _____ Sec.: _____ Twp.: _____ Rge.: _____

Project Location: _____

Arch Site: Yes / No Eagle/Heron Habitat: Yes / No Wetlands: Yes / No Critical Drainage: Yes / No

Reviewed by: _____ Date Reviewed: _____

NOTE: If it is determined the proposed work is in a sensitive area, issuance of the permit will be held until a final determination is made.

Development Coordinator Approval: _____ Date: _____

() Storm water management review will be required under a building permit or land use application.

Franchise No. _____ Current _____ Revision Required _____ Date: _____

Health Department Approval: _____ Date: _____

ROAD SHOP REPORT

RECOMMENDATION:

() *Grant* () *Grant as modified* () *Deny* (see below)

Supervisor/Foreman: _____

Date _____

Signature: _____

Phone _____

PERMIT CONDITIONS

PLEASE READ CAREFULLY PRIOR TO THE START OF WORK

Subject to all the terms, conditions, and provisions written or printed below or on any part of this form. Work to be installed per County standards and all permit conditions as stated on the rest of this permit, **SUBJECT TO THE FOLLOWING:**

- () RCW 46.61.570 – Reserved Parking prohibited. – see attached
- () Work must be performed in accordance with the “Accommodations of Utilities on County Road Right of Way for Island County”. – see attached
- () Criteria for Sewage Work Design – C1-9 Special Requirements. – see attached
- () Parcel located in close proximity to a known archaeological site. – see attached
- () Culvert ends must be beveled. – see attached
- () Install _____ feet of _____ inch Culvert in County ditch.
- () Must call appropriate shop 24 hours prior to the start of work.
- () All utilities must be a minimum of 36” in depth (fiber optic 42”).
- () All utilities shall be installed to the outer most portion of County Right of Way.
- () All drain ways shall be opened and functional at the close of business nightly.
- () Line crossing under roadway shall be sleeved.
- () All road crossings shall be pushed or bored.
- () Applicant will handle all drainage at applicant’s expense.
- () All damages to roadway or right of way shall be repaired by the applicant at his expense.
- () Best Management Practices (BMP’s) will apply: <https://apps.ecology.wa.gov/publications/SummaryPages/1910021.html>.
- () All areas shall be returned to present or better condition.
- () Must maintain a 5’ cleared vegetation radius around all above ground equipment.
- () Trenches left open past normal working hours shall be fenced and barricaded to insure a safety area around open trench.
- () All excavated material shall be removed from site and back filled with suitable road ballast.
- () All traffic control will conform with the Manual on Uniform Traffic Control Devices (MUTCD) <http://mutcd.fhwa.dot.gov/>
- () See Additional Conditions, Comments, and/or Attachments.

() _____

() _____

() _____

() A bond, in the amount of _____, is required to insure compliance with the above conditions. Said bond to be kept in full force and effect for a period of _____ following completion of work authorized by this permit. No work shall be done under this permit until the party or parties to whom it is granted shall have communicated with and received instructions from Engineering.

Final Inspection Required

When the work is completed, please contact:

Name: _____ Phone Number: _____

APPROVAL OF UTILITY PERMIT IS FOR WORK WITHIN COUNTY RIGHT-OF-WAY ONLY. OTHER PERMITS MAY BE REQUIRED. APPLICANT WILL NEED TO CONTACT APPROPRIATE DEPARTMENT.

It is the responsibility of the applicant to notify all utilities and private property owners when such property is liable to cause injury or damage through the performance of the above work and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.

Denied Approved by: _____ DATE: _____

COUNTY ENGINEER or DESIGNEE

UTILITY DAMAGE IS COSTLY

CALL “811”

BEFORE YOU DIG

FINAL INSPECTION REPORT

The work covered by this permit has been performed and completed in compliance with Island County Standards and the provisions specified herein.

Signature: _____ Date: _____

ADDITIONAL PERMIT CONDITIONS

1. The petitioner, designated herein as the “grantee,” his successors and assigns, shall have the right and authority to enter upon the right of way of the County road, street, alley, public place or structure as indicated on the first page of this form, for the purpose of doing such work as applied for, and approved by the County Engineer or designee. During the progress of the work such barriers shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public, the barriers shall be properly lighted at night.
2. The location, type of work, materials and equipment used, manner or erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance of project petitioned for, shall be approved by the County Engineer or designee prior to start of work and shall be subject to the inspection of the County Engineer or designee so as to assure proper compliance with the terms of this permit.
3. The grantee shall commence work within 30 days after the granting of this permit. If, at the end of six (6) months after date of granting permit, the grantee has not completed the installation, then the rights herein conferred shall cease and terminate.
4. The grantee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of utility in as good and safe condition in all respects as were in before commencement of work by grantee. The party or parties to whom this permit is issued shall maintain at his or their sole expense the structure or object for which this permit is granted in a condition satisfactory to the County.
5. In case of any damage to any roads, streets, public places, structures or public property of any kind on account of said work by the grantee, he will at once repair said damage at this own sole cost and expense.
6. The County Engineer, his agents or representatives may do, order, or have done any and all work considered necessary to restore to a safe conditions any street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the grantee’s facility or its installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material.
7. If at any time the County deems it advisable to widen, grade, regrade, plank, pave, improve, alter or repair any road, street, public place or structure, the grantee upon written notice by the County Engineer, his representatives or agents, will at his own sole cost and expense, raise, lower, change, move or reconstruct such installations to conform to the plans of work contemplated or ordered by the County.
8. If upon written notice by the County Engineer the grantee fails to relocate any portion or all of the project as granted under this permit, the County, its agents or representatives may do any work at the cost and expense of the grantee, and all costs to remove or reconstruct same, shall be borne by the grantee.
9. All such changes, reconstruction or relocation by the grantees shall be done in such manner as will cause the least interference with any of the County’s work and shall be subject to the same provisions which control an original installation. The County shall in no way be held liable for any damage to the grantee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the county upon roads, streets, public places or structures in questions. The grantee shall have twenty-four (24) hours written notice by the County Engineer or his representatives or agents of any blasting contiguous to the grantees permit rights in order that he may protect his interests.
10. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the County from granting other permits or franchise rights of like or other nature to other public or private utilities, nor shall it prevent the County from using any of its roads, streets, public places for any and all public use, or affect its jurisdiction over all or any part of them.
11. All the provisions, conditions, regulations and requirements herein contained shall be bound upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically mentioned.
12. The County Engineer or designee may revoke, annul or terminate this permit if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given him or if the work herein permitted is not installed or operated and maintained in conformity herewith or at all.

