



# City of Bainbridge Island

## Public Works – Engineering

280 Madison Avenue N, Bainbridge Island, WA 98110  
206.842.2016 | [ROWPermit@bainbridgewa.gov](mailto:ROWPermit@bainbridgewa.gov)

Permit Number: _____
External Ref. #: _____

### RIGHT-OF-WAY (ROW) USE APPLICATION & PERMIT (BIMC 15.12)

For ROW Use Application & Permit instructions, see following link: [www.bainbridgewa.gov/1223](http://www.bainbridgewa.gov/1223)

PROJECT NAME: \_\_\_\_\_

Note: The Permittee is responsible for all permit fees, and other terms as outlined on page 2 of this application.

PROJECT ADDRESS: \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

PERMITTEE:  Contractor  Owner  Authorized Agent

#### APPLICANT INFORMATION

Permittee: _____	Email: _____
Address: _____	Contact Name: _____
City/State/Zip: _____	24-Hour Phone: _____
Phone: _____	Other: _____

#### OWNER INFORMATION

Name: _____	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	Other: _____

#### REQUIRED WITH APPLICATION:

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Insurance Certificate (BIMC 15.12.230)
<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Surety Bond (If applicable)
<input type="checkbox"/> Traffic Impact Form (if applicable)	<input type="checkbox"/> Fee

#### IMPACTED INFRASTRUCTURE – (check all that apply)

<input type="checkbox"/> Asphalt Street	<input type="checkbox"/> Curb Ramp	<input type="checkbox"/> Planting Strip	<input type="checkbox"/> Soft Surface
<input type="checkbox"/> Concrete Street	<input type="checkbox"/> Apron	<input type="checkbox"/> Trees	<input type="checkbox"/> No Impact
<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Paved Shoulder	<input type="checkbox"/> Unimproved ROW	<input type="checkbox"/> Other ROW: _____
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Unpaved Shoulder	<input type="checkbox"/> Utility Structures	<input type="checkbox"/> _____

#### IMPACTED MOBILITY – (check all that apply)

<input type="checkbox"/> Road Closed	<input type="checkbox"/> Parking Lane Closed	<input type="checkbox"/> Shoulder Closed	<input type="checkbox"/> No Impact
<input type="checkbox"/> Single-Travel Lane Closed	<input type="checkbox"/> Bike Lane Closed	<input type="checkbox"/> Alley Closed	<input type="checkbox"/> _____
<input type="checkbox"/> Multi-Travel Lanes Closed	<input type="checkbox"/> Sidewalk Closed	<input type="checkbox"/> Sidewalk Partially Closed	

#### DESCRIPTION OF PROPOSED WORK IN RIGHT OF WAY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### COST ESTIMATE:

Valuation of portion of project located within the right-of-way \$ \_\_\_\_\_

Note: If estimate is over \$2000.00, Permittee must provide or reference an active surety device.

#### PROPOSED CONSTRUCTION:

<input type="checkbox"/> Driveway	<input type="checkbox"/> Landscaping	<b>Franchise Utility</b> <input type="checkbox"/> Existing Overhead <input type="checkbox"/> Existing Underground
<input type="checkbox"/> Awning, Marquee, Canopy	<input type="checkbox"/> Paving	
<input type="checkbox"/> Bus Shelter Installation	<input type="checkbox"/> Public Art Installation	<input type="checkbox"/> Sidewalk Use – Café (BIMC 12.36) <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear and Grub	<input type="checkbox"/> Seasonal Lighting	
<input type="checkbox"/> Fence, Rockery, Wall	<input type="checkbox"/> Sidewalk Repair/Construction	
<input type="checkbox"/> Grade and Rock - Temporary	<input type="checkbox"/> Tree – Prune/Plant/Remove	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Special Event Permit (Type A)	

**TERMS**

**Indemnification**

The Permittee agrees to defend, indemnify, and hold harmless the City of Bainbridge Island, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee’s use or occupancy of the public right-of-way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

**Acceptance of terms, conditions, and requirements**

Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the City of Bainbridge Island, Public Works - Engineering. Permittee further agrees to comply with all applicable city ordinances, including but not limited to, Title 12 BIMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

**Applicant or Authorized Agent Statement**

I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant AND the Owner OR the authorized agent of the owner; that the information provided herein is correct and complete; and that I have the authority to bind the owner to this application.

**Deposits, Charges, and Future Billings.**

The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Permittee. Any charges in excess of the deposit will be billed to the Permittee.

**PERMITTEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(Official Use)**

**REQUIRED PRIOR TO ISSUANCE (If applicable)**

**FEE**

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan             | <input type="checkbox"/> TIF (+ Detour Form for Rd Closures) |
| <input type="checkbox"/> Surety Bond           | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Insurance Certificate | <input type="checkbox"/> *Other: _____                       |
| <input type="checkbox"/> TCP                   |  |

\$ _____	Munis Receipt #: _____
----------	------------------------

\* Stormwater Conveyance System Connection Application and/or Noise Variance (BIMC 16.16.030)

**COMMENTS/CONDITIONS OF:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICATION APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ISSUED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **DATE EXPIRES:** \_\_\_\_\_

**EXTENSION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **DATE EXPIRES:** \_\_\_\_\_

**INSPECTION UPON CONSTRUCTION COMPLETION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FINAL INSPECTION – 12-MONTH BOND RELEASE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PERMIT TYPE**

- |  |   |
|--|---|
| <input type="checkbox"/> "A" – Short Term Use (30-days)      | <input type="checkbox"/> "C" – Long-Term Use (5-years)  |
| <input type="checkbox"/> "B1" – Disturbance of ROW (30-days) | <input type="checkbox"/> "D" – Maintenance              |
| <input type="checkbox"/> "B2" – Bulk Utility (30-days)       | <input type="checkbox"/> Sidewalk Café Use (BIMC 12.36) |

**FEE - See Fee Schedule**

Link below:

[www.bainbridgewa.gov/DocumentCenter/View/17178](http://www.bainbridgewa.gov/DocumentCenter/View/17178)

ADDITIONAL INSPECTIONS – (See Fee Schedule)

## **PERMIT CONDITIONS**

1. For the purposes of inspection or reference, the contractor is required to have this permit, and approved plan set(s), in their possession at the permitted work location.
2. This permit is subject to all terms, conditions, and provisions set forth in Bainbridge Island Municipal Code (BIMC), [Chapter 15.12](#), Right-of-Way Use, and in the surety provided pursuant to Bainbridge Island Municipal Code Section 15.12.220.
3. The City may revoke, annul, revise, or terminate the permit if the applicant fails to comply with any of the provisions of the permit, Bainbridge Island Municipal Code Chapter 15.12, the surety bond, or any notices given by the City.
4. The applicant and/or assigns shall have the right and authority to enter upon the rights-of-way of the City as indicated on the front of the issued permit for the purpose of completing the proposed work.
5. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the City from granting other permits or franchise rights to any other party.
6. In accordance with [RCW 58.04.015](#), survey monumentation in or adjacent to any right-of-way shall not be disturbed.
7. Applicant shall notify utilities "[One Call](#)" [locator service \(811\)](#) before commencing any surface/subsurface work as required by [RCW Chapter 19.122](#).
8. Before commencing work, applicant shall submit and have a completed and City approved Traffic Impact Form and Traffic Control Plan for any projects impacting traveled roadways, sidewalks, or other non-motorized pathways, in accordance with the [Manual of Uniform Traffic Control Devices \(MUTCD\)](#).
9. Traffic control signs and devices shall be positioned beyond sidewalk and accessible shoulder surfaces to the maximum extent possible.
10. In accordance with [BIMC 15.22](#), permitted activities shall not discharge any pollutants or waters containing pollutants to the municipal separate stormwater system, stormwater conveyances, or the waters of the State.
11. Applicant shall provide project drawings to a working scale, showing location of work, name and width of streets and the relative position of proposed work to existing utilities.
12. All rights-of-way shall be fully restored to as good or better and safe a condition as before commencement of work by applicant. Any damage of any kind by the applicant and/or assigns shall be repaired at applicant's sole cost and expense.
13. Upon completion of the work, the applicant will request that the City inspect the work to determine if the work has been completed and that City facilities have been restored and no damage has occurred.
14. If Applicant or designee fails to complete the proposed work, the PW Director or his designee may complete the work, or have it completed in order to restore the rights-of-way to an acceptable condition. The City shall obtain the proceeds from any surety or invoice the applicant for reimbursement for all costs associated with said restoration. Ref: BIMC 15.12.220.

**Know What's Below, Call 811 Before You Dig**