



City of Bainbridge Island

Public Works – Engineering

280 Madison Avenue N, Bainbridge Island, WA 98110
206.842.2016 | 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

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	Franchise Utility <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

- Site Plan
- Surety Bond
- Insurance Certificate
- TCP
- TIF (+ Detour Form for Rd Closures)
- Other: _____
- *Other: _____

\$ _____ 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

- "A" – Short Term Use (30-days)
- "B1" – Disturbance of ROW (30-days)
- "B2" – Bulk Utility (30-days)
- "C" – Long-Term Use (5-years)
- "D" – Maintenance
- Sidewalk Café Use (BIMC 12.36)

FEE - See Fee Schedule

Link below:

www.bainbridgewa.gov/DocumentCenter/View/21993

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



City of Bainbridge Island

Public Works Engineering

206.842.2016 Fax 206.780.3710 – ROWPermit@bainbridgewa.gov

TRAFFIC IMPACT FORM

Note: This information will be published on the City's Traffic Notification Webpage.

At time of insurance, please update start & end traffic dates.

www.bainbridgewa.gov – Quick Links – Traffic Notification OR www.bainbridgewa.gov/794

PROJECT NAME: _____

ROW PERMIT # _____

Company: _____

Contact Name: _____

Phone #: _____

Email: _____

PRIMARY ROAD: _____

FROM: _____ to _____
Nearest Cross Street. or # Nearest Cross Street. or #

START DATE: _____ **END DATE:** _____

Note: May use terms such as early, mid, or late month if specific dates are unknown and to be updated at Issuance

RESTRICTION:

- | | |
|--|---|
| <input type="checkbox"/> One lane w/flaggers continuously | <input type="checkbox"/> One lane w/flaggers intermittently |
| <input type="checkbox"/> Shoulder Work – No flaggers | <input type="checkbox"/> Shoulder Work – w/flaggers |
| <input type="checkbox"/> Full Road Closure-Attach PDF Road Closure Route Map | <input type="checkbox"/> Other: |

Describe Road Closure in words:

BRIEF DESCRIPTION OF WORK: Use checkboxes below:

or type in "Other" using non-technical terms for general public's use:

- | | |
|---|---|
| <input type="checkbox"/> New Utility Installation | <input type="checkbox"/> Repair/Replace overhead/underground service |
| <input type="checkbox"/> Repair/Replace existing utility connection | <input type="checkbox"/> Repair/Replace existing structures in right-of-way |
| <input type="checkbox"/> Extend Existing utility service connection | <input type="checkbox"/> Park in right-of-way |

Other: _____

TRAFFIC IMPACT FORM MUST BE SENT TO COBI ENGINEERING ROWPermit@bainbridgewa.gov

10-WORKING DAYS PRIOR TO CONSTRUCTION START DATE



Contact Information - Preferred Method of Correspondence <input type="checkbox"/> E-mail <input type="checkbox"/> Mail			
Applicant's Name:	Date:	Permit #	
Applicant's Mailing Address:	City:	State:	Zip:
Day Phone:	Cell Phone:	Email:	
Site Address:		Parcel #	

Connection #1 Attribute Information						
Connection Location Coordinate (Mark Unit Type Below)		Type of facility connecting to: (catch basin, ditch, swale, pond, stream) _____			# of pipes _____	
<input type="checkbox"/> Latitude/Longitude	<input type="checkbox"/> UTM	<input type="checkbox"/> Northing/Easting	UTM Zone _____	State Plane Zone _____	Datum _____	
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 1) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 2) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 3) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____		

Connection #2 Attribute Information						
Connection Location Coordinate (Mark Unit Type Below)		Type of facility connecting to: <input type="checkbox"/> catch basin, <input type="checkbox"/> ditch, <input type="checkbox"/> swale, <input type="checkbox"/> pond, <input type="checkbox"/> stream			# of pipes _____	
<input type="checkbox"/> Latitude/Longitude	<input type="checkbox"/> UTM	<input type="checkbox"/> Northing/Easting	UTM Zone _____	State Plane Zone _____	Datum _____	
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 1) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 2) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 3) _____		Pipe Diameter _____	Pipe Invert _____	Flow Direction (Azimuth in Degrees) _____		

Use additional forms for more than two connections.

Processing Information		
Reviewed by _____	Location Verified _____	New Location (Circle one UTM, Lat/Long, Northing/Easting); Zone 1) _____
Review Date _____		2) _____
		3) _____

The information provided supports the maintenance of a computer-based map of all connections to the MS4 (BIMC 15.22) as required by Department of Ecology to meet the City's Phase II Municipal Stormwater Permit condition S5.C3.a.ii.