



TOWN OF YARROW POINT  
 4030 - 95<sup>th</sup> Avenue NE  
 Yarrow Point, WA 98004  
 (425) 454-6994 Fax: (425) 454-7899

Submittal Date: \_\_\_\_\_

Project: \_\_\_\_\_

### ROW Permit Complete Application Checklist

The following items must be included with right-of-way use permit applications in the Town of Yarrow Point unless otherwise determined by staff. Only complete applications may be accepted. Forms may be obtained at Town Hall or at the Yarrow Point website: <http://www.ci.yarrow-point.wa.us/page.cfm?id=58>

- A \$387.50 plan review fee and \$150.00 permit fee are included with all ROW permits.

	Staff Use Check if Required	Staff Use Check if Accepted	No. of Copies	Description
1			1	Yarrow Point right-of-way use permit application form (YPMC 12.04.010)
2			2	Site plan(s) at min. 1"=20' scale using COB Datum (YPMC 12.04.030(A))
3			2	Traffic Control Plan(s) (YPMC 12.04.030(A))
4			1	Contractor Business License Information including expiration (YPMC 12.04.020(A))
5			1	Liability Insurance Policy – naming Yarrow Point as an additional insured (YPMC 12.04.020(E))
6			1	Yarrow Point Concrete Delivery Log
<b>For Internal Use Only</b>				
				Cash Deposit/ Bond (YPMC 12.01.020(G))
				Clyde Hill right-of-way use permit approval
				Encroachment Agreement (YPMC 12.24)
				92 <sup>nd</sup> Ave NE Pathway Impact Fee (YP Resolution 306)
				Public Property Tree Code (YPMC 12.26)

- Submittal of a complete right-of-way use permit application as determined by Town staff does not guarantee permit issuance. Compliance with minimum requirements of all applicable state and local ordinances is required and must be confirmed through Town review
- Site Development, Building, and Mechanical permits are separate applications based on the project requirements
- All actual fees are due at time of permit issuance. Actual fees are based upon Town of Yarrow Point Resolution No. 306

Right-of-way Use Permit Application Deemed Complete: \_\_\_\_\_/\_\_\_\_\_

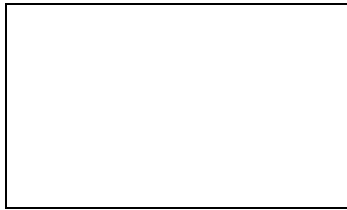
**Notes:**

*Preserving and enhancing Yarrow Point's environment and community*

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**



4030 -95<sup>th</sup> Ave NE  
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**PERMIT NO.**

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FOR RIGHT OF WAY USE PERMIT**

To be completed by owner or owner's agent:

PROPERTY ADDRESS _____	ZONING _____
PROPERTY OWNER _____	PHONE _____
MAILING ADDRESS _____	EMAIL _____
OWNER'S AGENT _____	PHONE _____
ADDRESS _____	EMAIL _____
UTILITY REPRESENTATIVE _____	PHONE _____
ADDRESS _____	EMAIL _____
CONTRACTOR NAME _____	PHONE _____
ADDRESS _____	EMAIL _____
LICENSE NO. _____ EXPIRES _____	TAX NO. _____

DESCRIPTION OF THE WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE OF THE IMPROVEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL THE WORK IMPACT THE PUBLIC PATHWAY ON 92<sup>ND</sup> AVENUE NE?  YES  NO  
EXISTING ROAD SURFACE:  GRAVEL  LIGHT BIT.  ASPHALT  CONCRETE  OTHER: \_\_\_\_\_

**The undersigned hereby agrees and promises, on the part of the applicant and licensee, to save and hold the Town harmless because of any injury to person(s) or property caused by the negligence of the applicant or licensee, his/her/its agents, in operation under the authority of any permit issued by the Town upon this application; and that he/she/it shall be bound by all the terms and conditions set forth upon such permit and as provided by applicable ordinance.**

SIGNATURE \_\_\_\_\_ OWNER  AGENT  UTILITY REP  DATE \_\_\_\_\_

To Be Completed by Town:	PLAN REVIEW FEE:	\$ _____
	PERMIT FEE:	\$ _____
REVIEW COMPLETE / APPROVED FOR ISSUE:	TECHNOLOGY FEE:	\$ _____
	PERFORMANCE DEPOSIT:	\$ _____
_____	OTHER FEES:	\$ _____
Town Engineer _____		
		TOTAL FEES: \$ _____
RCPT NO. _____		LESS FEES PAID AT SUBMITTAL: \$ _____
AMOUNT: _____		
RCPT NO. _____		
AMOUNT: _____		BALANCE DUE: \$ _____

General Permit Conditions:

1. The owner, owner’s agent, or utility representative may apply for a right of way use permit by submitting this form to the Yarrow Point Town Hall, together with the necessary additional documentation, permit fees, and three (2) copies of a drawing, drawn to scale, showing the property lines, the edge (s) of the roadway pavement and the location of the proposed work in the right of way, including the location of existing utilities associated with the permit work.
2. The Yarrow Point Town Engineer reviews permits, and the permit is issued by the Town Clerk.
3. Permits from other authorities may be required and include, but are not limited to:
  - **Electrical permits** are issued by the Washington State Dept. of Labor & Industries.
  - **Plumbing permits** are issued by the King County Department of Health.
  - **Building, mechanical, fire sprinkler, demolition, and site development permits** are issued by the Town’s building department.
4. This permit does not constitute permission to connect to utilities. You must contact each utility, as applicable, to obtain utility permits..
5. This permit is wholly of a temporary nature, vests no permanent rights whatsoever, and is revocable under governing ordinances. Permit is valid for one (1) year. Rights acquired under this permit are inferior to those acquired under existing or future street improvement contracts.
6. All work within street areas must be performed in accordance with Standard Plans and Specifications of the Town.
7. Barricades with flashing lights of sufficient brilliancy to be seen for 300 feet must be maintained at all times during the hours of darkness at the points of obstruction of excavation of any public place.
8. Mixing of concrete or mortar on streets and rights of way is prohibited.
9. Unless otherwise described on the permit drawings or under Item 14 below, all backfill must be approved pit-run gravel compacted in 8 –inch layers to not less than 98% density. Crushed rock base and paving shall be per Town Standard Specifications. All trench backfilling and street restoration is subject to inspection and approval of the Town Engineer and must be performed in accordance with the specifications of the utility franchise.
10. Construction hours are as follows. These hours are STRICTLY enforced. Violation will result in a STOP-WORK ORDER.

<b>Monday through Friday</b>	<b>7 AM – 6 PM</b>
<b>Saturday</b>	<b>9 AM – 5 PM</b>
<b>Sunday and Holidays</b>	<b>No Work Allowed</b>

11. Contractors must comply with the Town’s parking regulations. If a contractor needs temporary relief from these restrictions, he/she must file a parking plan with the Town. The town engineer will review this plan and forward a copy of it to the Clyde Hill Police Department. Without this plan on file, the Clyde Hill Police will issue tickets to vehicles parked in violation of the Town’s parking regulations.
12. Contractors are responsible for removing dirt and construction debris from the roadway and for protecting neighboring properties from runoff. Contractors must first sweep the street before washing the roadway.
13. Contractors should code sales tax on job-related costs to **State Revenue Code 1730**.
14. Additional permit conditions are imposed as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. If a performance deposit is required at the time permit is issued, the property owner may request a refund after one year has elapsed from the time of street restoration. When a refund is requested, the Town Engineer will inspect the street repair to determine if the refund should be made. A pathway repair fee may be required.

**I certify that I have read the general permit conditions listed above and that I understand that failure to comply with these and any other permit conditions listed on the permit card or imposed during construction may result in a Stop Work Order.**

SIGNATURE \_\_\_\_\_ OWNER O AGENT O UTILITY REP O DATE \_\_\_\_\_

**CONCRETE DELIVERY LOG (Page 1 of 1)**

The Town of Yarrow Point's stormwater system is compromised by contractors and their suppliers who use the public catch basins as a concrete wash out area. Per YPMC 20.04.030 and YPMC 20.16.020(A), it is illegal to discharge pollutants, including concrete, into the Town's storm and surface water system. To monitor and ensure that contractors and their suppliers do not use the Town's storm and surface water systems as concrete washout areas, we are requiring all contractors working in Yarrow Point to log all concrete deliveries to your project and specify the method of concrete disposal.

DATE	TIME	QUANTITY (CY)	CONCRETE SUPPLIER NAME / ADDRESS	CONCRETE SUPPLIER DRIVER NAME	CONCRETE SUPPLIER PHONE NUMBER	METHOD OF DISPOSAL	CONTRACTOR SUPPLIER NAME	CONTRACTOR SUPPLIER PHONE NUMBER

The concrete Delivery Log is a part of your permit package and will be required to achieve final permit approval pursuant to YPMC 20.12.010(B).

**Project Owner / Agent:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_