

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: <u>https://yarrowpointwa.gov/permit-forms/</u>

• A \$387.50 plan review fee and \$150.00 permit fee are included with all ROW permits. Please submit all permit documents in PDF format to permits@yarrowpointwa.gov

	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
				For Internal Use Only
				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 Ap	pplication Deemed Comp	plete:	/
			/

Notes:

Preserving and enhancing Yarrow Point's environment and community

### TOWN OF YARROW POINT COMMUNITY DEVELOPMENT



PERMIT NO.

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

4030 -95th Ave NE Yarrow Point, WA 98004 (425) 454-6994 Fax: (425) 454-7899

APPLICATION FOR RIGHT OF WAY USE PERMIT						
To be completed by owner or owner'	's agent:					
PROPERTY ADDRESS		ZONING				
		PHONE				
MAILING ADDRESS		EMAIL				
		EMAIL				
		PHONE				
ADDRESS		EMAIL				
		EMAIL				
	EXPIRES	TAX NO				
DESCRIPTION OF THE WORK TO BE PERFORMED:						
NATURE OF THE IMPROVEMENT:	·					
WILL THE WORK IMPACT THE PU	JBLIC PATHWAY ON 92 <sup>ND</sup> AVENUE NE?	O YES O NO				
EXISTING ROAD SURFACE: 0 GR	AVEL OLIGHT BIT. OASPHALT OCONCRET	TE O OTHER:				
	promises, on the part of the applicant and lic r property caused by the negligence of the ap	ensee, to save and hold the Town harmless plicant or licensee, his/her/its agents, in operation				

b 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 O AGENT O UTILITY REP O	DATE
To Be Completed by Town	າ:		PLAN REVIEW FEE:	\$
			PERMIT FEE:	\$
REVIEW COMPLETE / APP	ROVED FOR ISSUE:			
			PERFORMANCE DEPOSIT:	\$
			OTHER FEES:	\$
Town Engineer		Date		
			TOTAL FEES:	\$
	RCPT NO		LESS FEES PAID AT SUMBITTAL:	\$
	AMOUNT :		_	
	RCPT NO		_	
	AMOUNT:		BALANCE DU	JE: \$

General Permit Conditions:

- The owner, owner's agent, or utility representative may apply for a right of way use permit by submitting this 1. form to the Yarrow Point Town Hall, together with the necessary additional documentation, permit fees, shown to scale in electronic format, 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 to (permits@yarrowpointwa.gov).
- The Yarrow Point Town Engineer reviews permits, and the permit is issued by the Town Clerk. 2.
- Permits from other authorities may be required and include, but are not limited to: 3.
  - 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 termporary 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.
- All work within street areas must be performed in accordance with Standard Plans and Specifications of the Town. 6.
- Barricades with flashing lights of sufficient brilliancy to be seen for 300 feet must be maintained at all times during 7. 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.
- 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.

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

- 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.
- Additional permit conditions are imposed as follows: \_\_\_\_\_

15. The 40 foot vehicle length restriction must be adhered to. For a full list of exceptions, visit YPMC 10.12.020.

16. 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 \_\_\_\_



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## Liability Insurance Policy – Naming Yarrow Point as an additional insured.

## 12.04.020 Conditions of permit.

E. The applicant or their agent (contractor) shall deliver to the town satisfactory proof that the applicant or their agent has in full force and effect, for the period for which the permit is sought, a liability insurance policy with a reputable insurance company in the minimum limits of \$1,000,000 per individual and \$1,000,000 per accident for bodily injury and \$50,000 per accident for property damage, insuring the applicant and the town against liability for claims or demands for damages that might arise as the result of work done under the permit. Said insurance policy shall name the town of Yarrow Point as an additional insured.



# **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 03/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.								
IMPORTANT: If the certificate holder is If SUBROGATION IS WAIVED, subject	to the ter	ms and conditions of th	ne policy, certain p	olicies may i				
this certificate does not confer rights to	the cert	ficate holder in lieu of si	uch endorsement(s   CONTACT	; <u>)</u> .			NORTO DI COMPLETO DI MI	*****
PRODUCER **Marsh USA, Inc.			NAME:			FAV		
Two Alliance Center			PHONE (A/C, No, Ext):			FAX (A/C, No):	~~~~~	
3560 Lenox Road, Suite 2400			E-MAIL ADDRESS:					
Atlanta, GA 30326			IN	SURER(S) AFFOR	DING COVERAGE			NAIC #
CN102986923GAWU-22-23			INSURER A : Liberty Mu	tual Fire Insurance	e Company			23035
INSURED			INSURER B : LM Insurar	ce Corporation				33600
Prince Telecom, LLC 551A Mews Drive			INSURER C : Liberty Sur	olus Insurance Co	סזר			10725
New Castle, DE 19720			INSURER D : Liberty Inst					42404
			INSURER E :					-
			INSURER F :					
COVERAGES CERT		NUMBER:	ATL-005403769-01		REVISION NU	MBFR 1		
THIS IS TO CERTIFY THAT THE POLICIES			***		in the second			LICY PERIOD
INDICATED. NOTWITHSTANDING ANY REC CERTIFICATE MAY BE ISSUED OR MAY P EXCLUSIONS AND CONDITIONS OF SUCH F	QUIREMEN	NT, TERM OR CONDITION THE INSURANCE AFFORD	OF ANY CONTRACT	OR OTHER I	DOCUMENT WITH	RESPE	ст то	WHICH THIS
INSR	ADDL SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP (MM/DD/YYYY)		LIMIT	S	
LTR TYPE OF INSURANCE   A X COMMERCIAL GENERAL LIABILITY	INSD WVD	TB2-631-004260-012	01/31/2022	01/31/2023	EACH OCCURREN		s	5,000,000
					DAMAGE TO RENT PREMISES (Ea occ	ED	\$	1,000,000
								1,000,000
					MED EXP (Any one		\$	5,000,000
					PERSONAL & ADV		\$	10,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREC		\$	10,000,000
POLICY X PRO- JECT LOC					PRODUCTS - COM	P/OP AGG	\$ \$	10,000,000
		AS2-631-004260-022	01/31/2022	01/31/2023	COMBINED SINGLE	LIMIT	ֆ Տ	E 000 000
		NOL: 001:004200.022	UNUNZUZZ	0113112023	(Ea accident)			5,000,000
X ANY AUTO					BODILY INJURY (Pe		\$	
AUTOS ONLY AUTOS					BODILY INJURY (P	-		
X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY					(Per accident)		\$	
			<u> </u>				\$	
C X UMBRELLA LIAB X OCCUR		RFE-631-510733-142	01/31/2022	01/31/2023	EACH OCCURREN	CE	\$	5,000,000
EXCESS LIAB CLAIMS-MADE					AGGREGATE		\$	5,000,000
DED RETENTION \$		NUN 5 000 00 1000 000 11 001	04/04/0000	04/04/0000		ATU	\$	
B WORKERS COMPENSATION		WA5-63D-004260-032 (AOS)	01/31/2022	01/31/2023	X PER STATUTE	OTH- ER		
		WC5-631-004260-042 (MN,WI)	01/31/2022	01/31/2023	E.L. EACH ACCIDE	NT	\$	1,000,000
(Mandatory in NH)		WA7-63D-510689-512 (MA)	01/31/2022	01/31/2023	E.L. DISEASE - EA I	EMPLOYEE	\$	1,000,000
If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POL	ICY LIMIT	\$	1,000,000
		•						
							L	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE					ed)			
Town of Yarrow Point is/are included as additional insured v	where require	d by written contract with respect to	o general liability and auto I	iability.				
CERTIFICATE HOLDER			CANCELLATION				******	
							terren finktionen sik	
Town of Yarrow Point			SHOULD ANY OF	THE ABOVE D	ESCRIBED POLIC	IES BE C	ANCEL	LED BEFORE
Attn: Property Management 4030 95th Ave NE			THE EXPIRATION			WILL E	BE DE	ELIVERED IN
Yarrow Point, WA 98004	ACCORDANCE W	IH THE POLIC	T PROVISIONS.					
	AUTHORIZED REPRESE	NTATIVE		*****	and an obligation of the second			
	AVINUNILEU KEPKESE	14 1 PA FT V C						
	Marsh USA Inc.							
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	1911				ORD CORPOR	ATION.	All fig	ints reserved.
ACORD 25 (2016/03)	I he AC	ORD name and logo ar	e registered mark	s of ACORD				

### TOWN OF YARROW POINT COMMUNITY DEVELOPMENT

PERMIT NO.

#### **CONCRETE DELIVERY LOG** (Page | of |)

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	ТІМЕ	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:		Town Representative:		
Project Address:		Title:		
Contractor Name:		Signature:		
Signature:	_Date:	Date:		

ī

# **ASPHALT PAVEMENT PATCHING & RESTORATION - GENERAL NOTES**

- 1. A FULL DEPTH PATCH SUFFICIENT TO MATCH EXISTING PAVEMENT DEPTH OR SIX INCHES, WHICHEVER IS GREATER, SHALL BE CONSTRUCTED ON AND OVER THE DISTURBED AREA AND TO A MINIMUM LATERAL DISTANCE OF 12-INCHES BEYOND THE BOUNDARIES OF THE DISTURBED AREA.
- 2. A MINIMUM 2-INCH DEEP GRIND AND OVERLAY IS REQUIRED FOR THE RESTORED AREA BEYOND THE FULL DEPTH PATCH IF THE DISTURBED AREA IS GREATER THAN EITHER 5-FT TRANSVERSELY (PERPENDICULAR TO THE ROADWAY CENTERLINE) OR 5-FT LONGITUDINALLY (PARALLEL TO THE ROADWAY CENTERLINE).
- 3. FINAL RESTORATION SHALL USE IN-KIND PATCHING MATERIAL TO MATCH THE EXISTING PAVEMENT THAT WAS REMOVED, INCLUDING PERMEABLE PAVEMENT OR CONCRETE. ASPHALT CONCRETE MIX SHALL BE HMA CL ½" PG64-22.
- 4. ALL TRENCH BACKFILL UNDER ROADWAYS SHALL BE CRUSHED SURFACING TOP COURSE (CSTC) COMPACTED TO 95% MAXIMUM DRY DENSITY, OR CONTROLLED DENSITY FILL WHICH MEETS CURRENT WSDOT STANDARDS AS STATED IN 2-09.3(1)E OF THE STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION MANUAL M41-10.
- 5. NO IRREGULAR PATCH PERIMETER SHALL BE ALLOWED. EACH PATCH SHALL HAVE A SINGLE STRAIGHT EDGE IN BOTH THE TRANSVERSE (PERPENDICULAR TO THE ROADWAY CENTERLINE) AND LONGITUDINAL (PARALLEL TO THE ROADWAY CENTERLINE) DIRECTIONS.
- 6. ALL SAWCUTS SHALL BE VERTICAL. EXPOSED ASPHALT EDGES SHALL BE TACKED AND TOP SEALED WITH PG 64-22 OIL AND PROVIDED A SAND BLANKET TO ALLEVIATE TRACKING.
- 7. PAVING FABRIC IF FOUND, WILL NOT REQUIRE REPLACEMENT.
- 8. A PATCH SHALL BE EXTENDED TO THE CURB, THICKENED EDGE, OR EDGE OF LANE IF THE PATCH IS LOCATED WITHIN 36-INCHES OF SUCH FEATURE.
- 9. IF THE TRANSVERSE DIMENSION OF A PATCH IS GREATER THAN HALF THE LANE WIDTH, THEN THE PATCH SHALL BE EXTENDED FROM THE CURB/ EDGE OF PAVEMENT TO THE FULL LANE WIDTH OR THE CENTERLINE OF THE ROADWAY, WHICHEVER APPLIES.
- 10. IF TWO (2) OR MORE PATCHES ARE LOCATED WITHIN 48-INCHES OF EACH OTHER IN THE TRANSVERSE DIRECTION (PERPENDICULAR TO CENTERLINE) OR 10-FEET OF EACH OTHER IN THE LONGITUDINAL DIRECTION (PARALLEL TO CENTERLINE), THEY SHALL BE COMBINED INTO A SINGLE LARGER PATCH WITH GRIND AND OVERLAY.
- 11. IF A NEW PATCH IS MADE WITHIN ANY PORTION OF AN EXISTING PATCH, THEN THE ENTIRE ORIGINAL PATCH SHALL BE REPLACED.
- 12. IF A PATCH WILL EXTEND OVER A LANE EDGE OR CENTERLINE OF THE ROADWAY, THEN THE PATCH SHALL BE EXTENDED TO THE FULL ROADWAY WIDTH OR NEAREST LANE EDGE.
- 13. TEMPORARY PATCHING MAY BE ALLOWED AT THE DISCRETION OF THE TOWN ENGINEER AND ON SUCH TERMS AND CONDITIONS AS THE TOWN ENGINEER DETERMINES APPROPRIATE. HOWEVER, ALL PERMANENT PATCHING SHALL BE COMPLETED NO LATER THAN 30 CALENDAR DAYS AFTER THE ORIGINAL DATE OF THE TRENCH EXCAVATION.
- 14. THE TOWN ENGINEER SHALL INSPECT ALL PAVEMENT RESTORATION DURING AND AT THE COMPLETION OF SUCH WORK. NO PAVEMENT RESTORATION SHALL BE DEEMED COMPLETE UNTIL THE TOWN ENGINEER HAS APPROVED SUCH WORK IN WRITING.
- 15. ASPHALT DEPTHS IN EXCESS OF 3-INCHES SHALL BE DONE IN TWO LIFTS. AT NO TIME SHALL A SINGLE ASPHALT LIFT EXCEED 3-INCHES WITHOUT COMPACTION.

### TOWN OF YARROW POINT

4030 95TH AVENUE NE YARROW POINT. WA 98004 P: (425) 454-6994 F: (425) 454-7899 townhall@ci.yarrow-point.wa.us www.ci.yarrow-point.wa.us



ASPHALT PAVEMENT PATCHING AND RESTORATION GENERAL NOTES

RD-13a

LAST REVISED: 01/04/21







