



RIGHT OF WAY DISTURBANCE COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for right of way disturbance review. Below outlines the minimum information that must be provided on your plan sheets. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4527.

SUBMITTAL CHECKLIST

- Completed Combined Permit Application
- Three (3) sets of plans showing work to be done. If larger than 11" x 17", show at a scale of 1" = 50' or larger
- Three (3) copies of aerial photo (using Google Earth or similar – see attached example) for traffic control plan **OR** scaled engineered traffic control plan
- Conform to most current MUTCD as much as feasible
- The use of Standard Details is **NOT** allowed for traffic control plans
- Proposed schedule showing:
 - Anticipated start date and time
 - Duration of work
 - Time of closures and detours
 - When sidewalks and/or streets are to be repaired
- Copy of valid insurance ACORD Certificate of Liability for commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence (\$2,000,000 aggregate).
- An insurance endorsement (Form CG 2012 is preferable) naming the City of Monroe as an additional insured. (Wording: "The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employees or authorized volunteer".)

Right-of-Way Disturbance Permit Process Flow Chart

1. Application Submittal
Submit a complete permit application with required plans and supporting documents. See the appropriate submittal checklist or plan review comment notice for required information. At time of submittal the required plans/documents will be reviewed for accuracy and completion. If it is determined that the required information is not provided, the application and plans will be returned to the applicant.

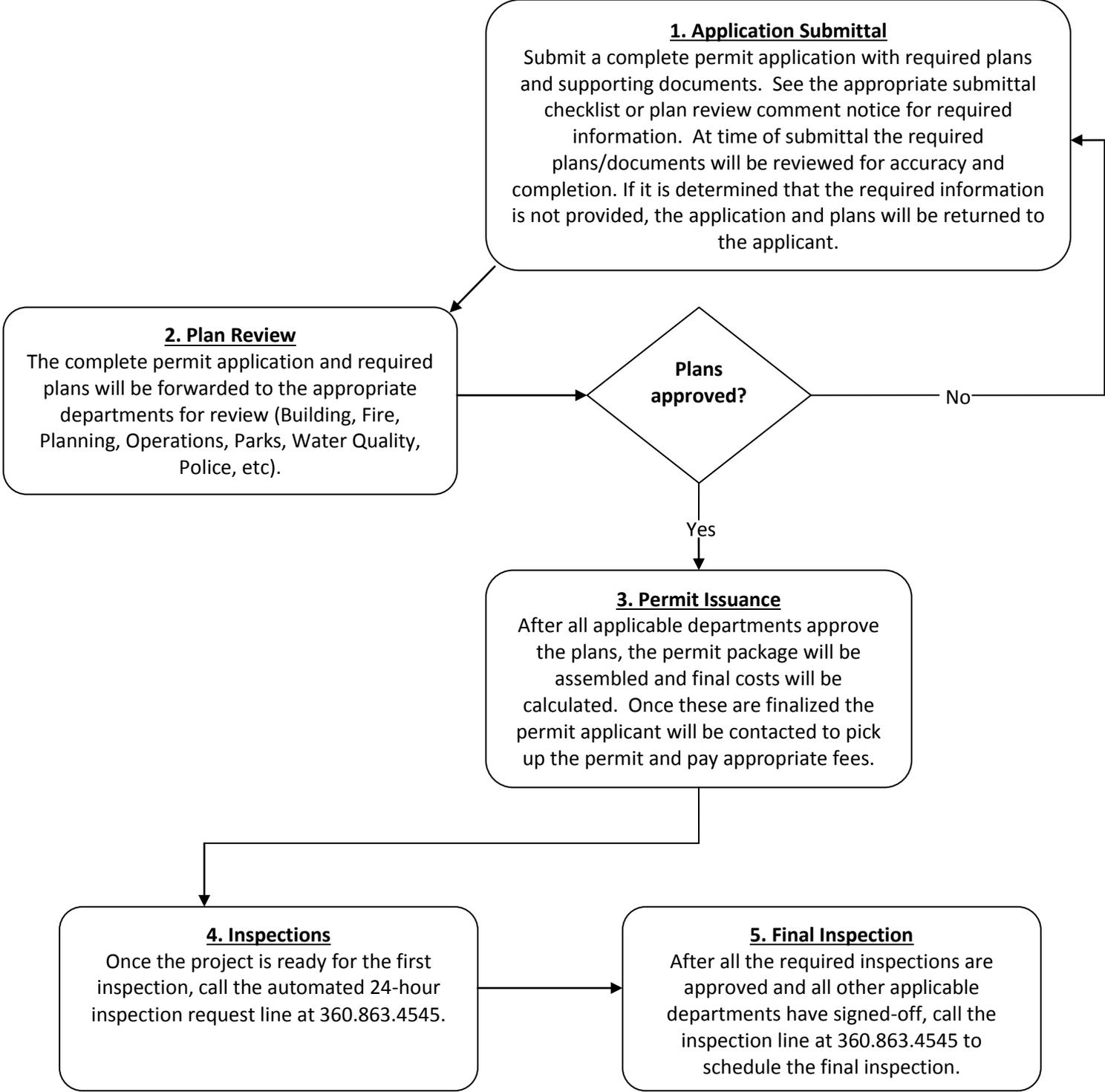
2. Plan Review
The complete permit application and required plans will be forwarded to the appropriate departments for review (Building, Fire, Planning, Operations, Parks, Water Quality, Police, etc).

Plans approved?

3. Permit Issuance
After all applicable departments approve the plans, the permit package will be assembled and final costs will be calculated. Once these are finalized the permit applicant will be contacted to pick up the permit and pay appropriate fees.

4. Inspections
Once the project is ready for the first inspection, call the automated 24-hour inspection request line at 360.863.4545.

5. Final Inspection
After all the required inspections are approved and all other applicable departments have signed-off, call the inspection line at 360.863.4545 to schedule the final inspection.





FOR OFFICE USE ONLY

PERMIT #(s) _____

CITY OF MONROE
 806 West Main Street • Monroe, WA 98272
 Phone: (360) 794-7400 • Fax: (360) 794-4007

COMBINED PERMIT APPLICATION

Permit Submittal Hours Monday through Friday:
8:00 am – 12:00 & 1:00 pm – 5:00

- | Building | Other | Fire | Land Use |
|--|---|---|---|
| <input type="checkbox"/> Building (new construction)
<input type="checkbox"/> Commercial T/I
<input type="checkbox"/> Demolition
<input type="checkbox"/> Garage/Carport
<input type="checkbox"/> Mechanical
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Residential Remodel
<input type="checkbox"/> Sign
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Engineering Review
<input type="checkbox"/> Fencing
<input type="checkbox"/> Grading
<input type="checkbox"/> Retaining wall
<input type="checkbox"/> Rockery
<input type="checkbox"/> Right-of-Way Disturbance
<input type="checkbox"/> Special Flood Hazard Area
<input type="checkbox"/> Utility Service | <input type="checkbox"/> Fire Alarm
<input type="checkbox"/> Fire Sprinkler
<input type="checkbox"/> High Piled Storage
<input type="checkbox"/> Hood Suppression
<input type="checkbox"/> Spray Booth
<input type="checkbox"/> Tents & Canopies
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Short Plat
<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____ |
- NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.**

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

***Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

****Property Owner(s):** By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

Combined Permit Application - Page 2

A right-of-way disturbance permit is required whenever work is performed or staged in the public right-of-way.

These activities may involve construction, disturbance, modification, or other uses, as shown below:

1. Street Disturbance: any activity which digs up, breaks, excavates, tunnels, undermines or in any manner disturbs any street.
2. Sidewalk, Curb and Gutter Disturbance: activities which disturb curbs, gutters and sidewalks.
3. Side Sewers and Water Connections.
4. Miscellaneous Activities: activities which may involve disturbance to the rights-of-way, but more generally involve a long-term permanent installation of above-ground features such as street trees or vegetation, bus shelters, fountains, clocks, flag poles, awnings, marquees, benches, permanent sales structures, permanent signs, fixed street furniture or similar fixtures.

Contact Person: _____ Phone # _____

Utility Work Order Number: _____

Installer Name: _____ Phone # _____

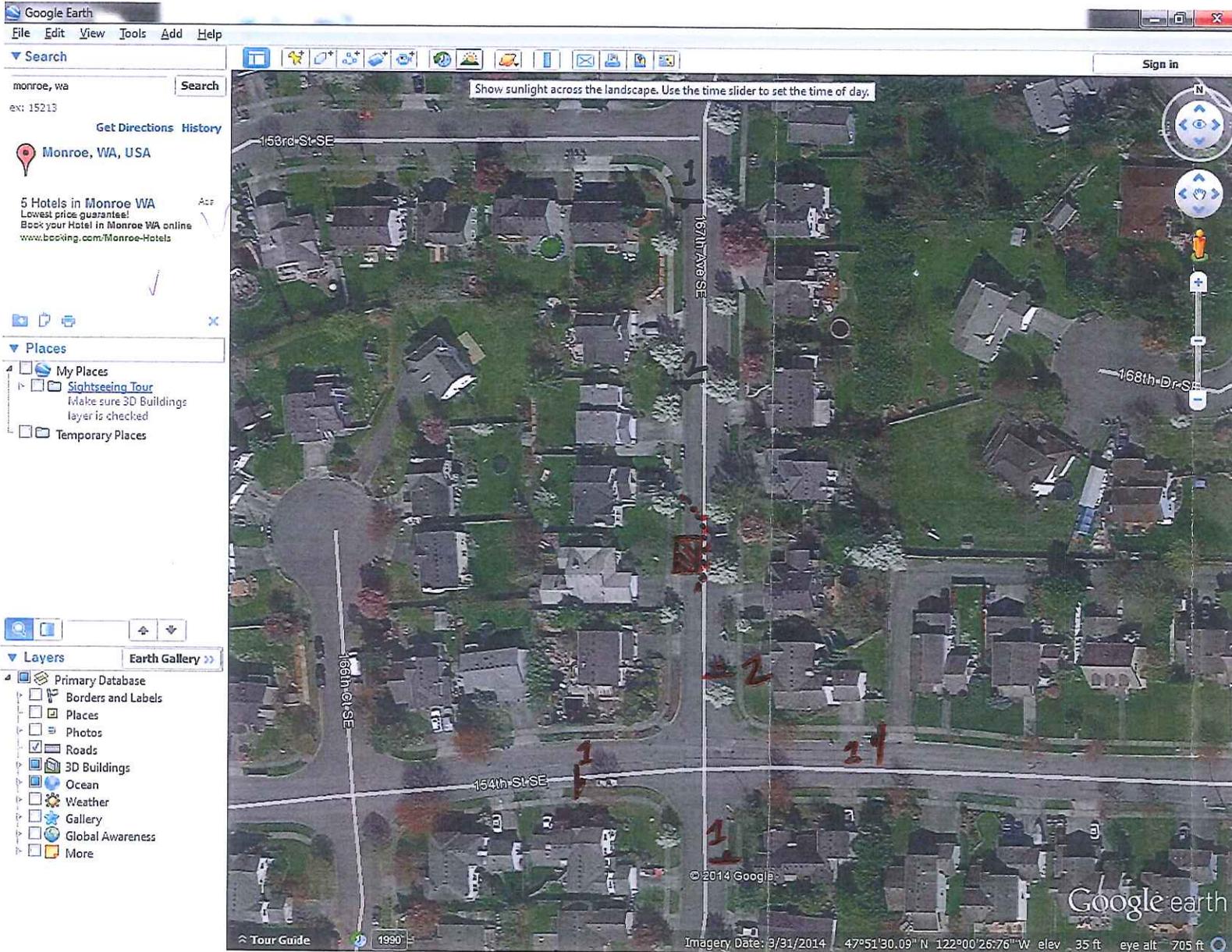
Fax # _____

Company Name: _____

Mailing Address: _____

Email: _____

Description of scope of work:



SAMPLE

- 1- W20-1 ROAD CONST. AHEAD
- 2- W20-7A FLAGGER SIGN