



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.

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 360.863.4501.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be sent as PDFs to building@monroewa.gov.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs Of each of the required items.

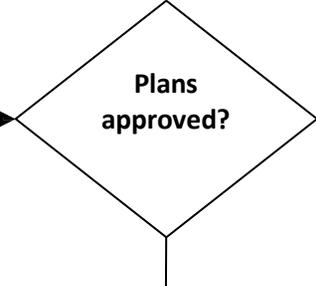
SUBMITTAL CHECKLIST

- Completed Combined Permit Application
- Set of plans showing work to be done. If larger than 11" x 17", show at a scale of 1" = 50' or larger
- 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).



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.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other
[] Residential Remodel
[] 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.

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 # _____

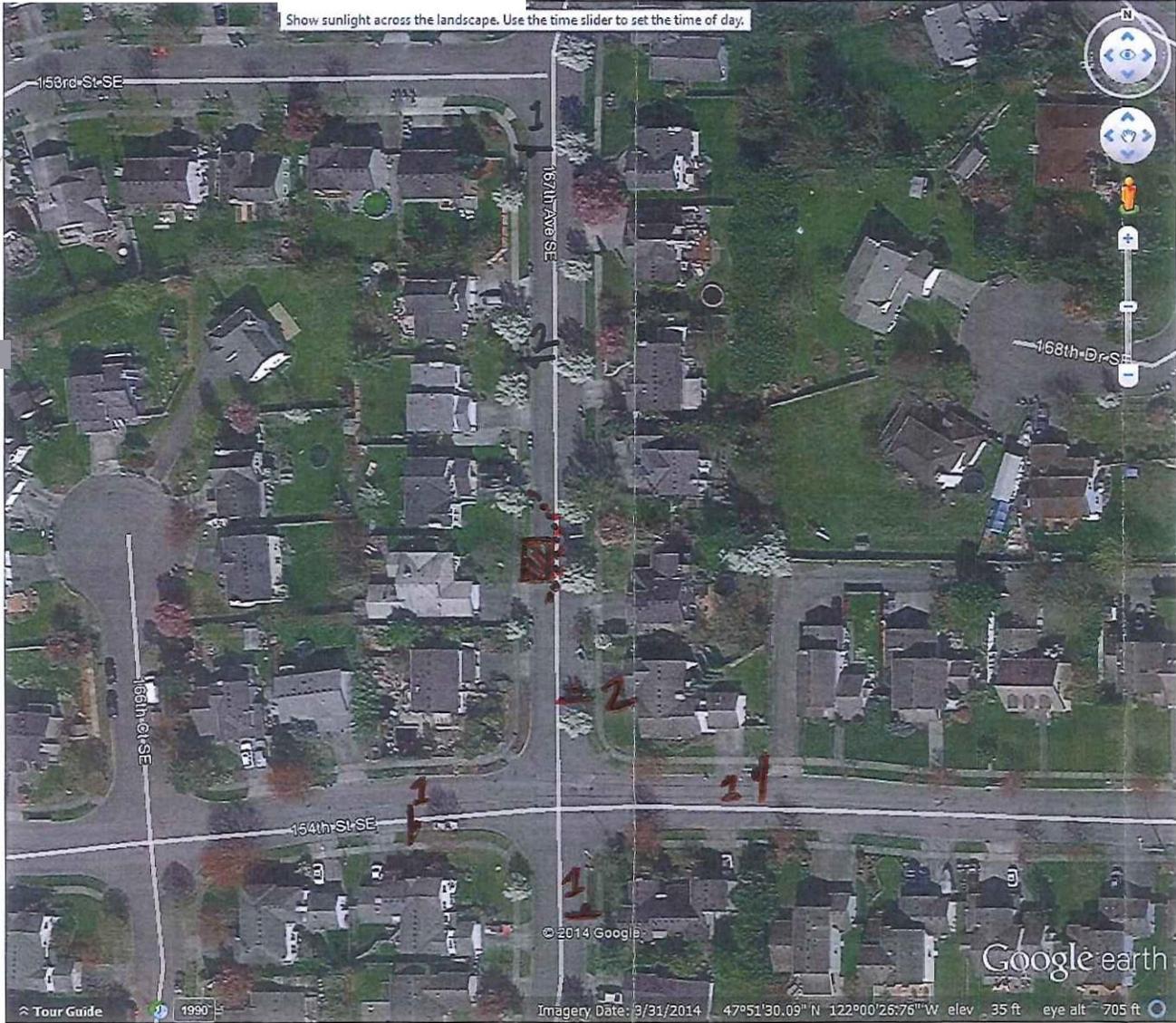
Fax # _____

Company Name: _____

Mailing Address: _____

Email: _____

Description of scope of work:



SAMPLE

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City of Monroe Lane/Road Closure Request Form

Please complete the information below if your ROWD Permit has already been approved and paid for. If you have any questions regarding the permitting process please contact Jesse Lether at 360-863-4527 or jlether@monroewa.gov.

All information below must be filled out and sent to roads@monroewa.gov at least **2 full business days prior** to the Lane/Road Closure for posting. Request forms are accepted Monday-Thurseday only. Permit approval is required prior to submitting a Lane/Road Closure Request form.

Point of Contact Information

Company Name: _____ Telephone: _____
Contact Name: _____ Email Address: _____

Closure Request

Application #: _____ Permit #: _____
Road: _____
Date of Closure: _____
Start Time of Closure: _____ End Time of Closure _____
At/Between: _____
Check All That Apply:
<input type="checkbox"/> Lane Closure <input type="checkbox"/> Road Closure <input type="checkbox"/> Sidewalk Closure
<input type="checkbox"/> Shoulder Closure <input type="checkbox"/> Lane Shift <input type="checkbox"/> Flaggers
<input type="checkbox"/> Detour (please include map)
Type (Ex: Closure of the southbound lane): _____
Project/Work Description: _____
