



CITY OF DES MOINES

RIGHT-OF-WAY USE PERMIT APPLICATION

21650 11th Avenue South, Des Moines Washington 98198 Tel: (206) 870-6566 Email: permitintake@desmoineswa.gov

Date: ____ / ____ / ____ Company Job No. ____ Permit No. **ENG** ____

Applicant: _____

Address of Applicant: _____

Site Address or Cross Street: _____

Project Description: _____ (**Building Permit No. BLD** _____)

Type of Opening: Asphalt ☐ Concrete ☐ Unsurfaced Area ☐ Cut ☐ Bore ☐ Other _____

Expected Start Date: ____ / ____ / ____ Expected Date of Completion: ____ / ____ / ____

Contact Person: _____ Phone: (____) _____

Alternate: _____ Phone: (____) _____

Plans and Estimates Enclosed ☐ Estimated Cost of Project: \$ _____

This right of way permit is subject to the following conditions:

- 1. This permit is subject to: The City of Des Moines Right-Of-Way Construction Standards**, Chapter 12 of the Des Moines Municipal Code, and the most recent edition of the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction. This information can be found at www.desmoineswa.gov/row.
- 2. Hold harmless.** The applicant agrees to defend, save, keep, and hold harmless the City of Des Moines, its officers, agents, employees, and volunteers from any and all damages, costs, or expenses in law or equity that may any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of, or which may be occasioned by any willful or negligent act or omission of the applicant arising out of the activities for which this permit has been issued.
- 3. Relocation of facilities.** The City of Des Moines reserves the right to require the applicant to relocate any facilities installed by authority of this permit when the City of Des Moines, in its sole discretion, determines that relocation of such facilities is required by public convenience and necessity. Relocation of facilities shall be at the sole expense of the applicant unless otherwise provided in an approved tariff filed with the Washington Utilities and Transportation Commission.
- 4. Inspections.** It is required that inspection requests be scheduled at least 24 hours in advance by the contractor. To schedule inspections please call the **Inspection request line: (206) 870-6531**.
- 5. Work must begin within 90 days of approval date or the permit will be void.**
- 6. Traffic Control Plan.** A traffic control is required prior to construction within City Right-of-Way, and should be submitted with the permit application for review by the Transportation Engineer.
- 7. Restoration.** Restoration plans may be required and/or restoration type and limits determined by the City in the field. To be in compliance with City of Des Moines code and standards, which can be found at www.desmoineswa.gov/row.

By signing below, I acknowledge that I have read, understand, and agree to the above conditions

SIGNATURE of Applicant/Agent: X _____ Date: ____ / ____ / ____

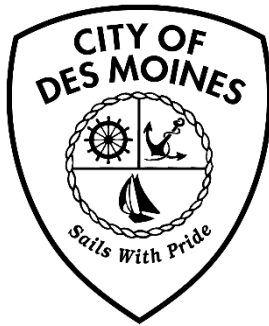
-----**(Do not write below this line.-----Administration use only)**-----

Permit Type: _____ Surety Bond: \$ _____ Permit Fee: \$ _____

Inspection Fee: (\$125 per hour) \$ _____

Total Fees: \$ _____

Permit Application Approved: _____ Date: ____ / ____ / ____



CITY OF DES MOINES WA

RIGHT- of - WAY USE PERMIT

INSTRUCTIONS - FEES

QUESTIONS (206) 870-6566

Email: permitintake@desmoineswa.gov

Chapter 12.05 of the Des Moines Municipal Code, the City of Des Moines Right-of-Way Use Code, requires a right-of-way use permit for any private use of a public right-of-way. A type B permit authorizes activities that will alter the appearance of or disturb the surface, supersurface, or subsurface of the right-of-way on a temporary or permanent basis, and includes boring, culverts, street trenching, and utility installation, repair and/or replacement. A type A and C permit authorizes long term and permanent activities for extended periods of time which will not physically disturb the right-of-way, but involves the use of a right-of-way for structures, facilities, haul routes and uses that involve capital expenditures and long-term commitments, and includes underground rights and utility facilities. An estimate of the construction cost must accompany the permit application. Work within the public right-of-way will be charged a variable permit fee based on a fee schedule approved by the City.

RIGHT-OF-WAY FEE SCHEDULE

Type A, and C Permits: Allow the use of the City right-of-way for activities that will not cause any physical disturbance to the right-of-way and will be subject to:

A non-refundable application fee of \$280, a cash bond minimum of \$1,000, and a daily use fee (**see hourly rate**) that will compensate the City for monitoring and inspection of the permitted use. Applicant must supply a security device or insurance in a form acceptable to the Public Works Director (Des Moines Municipal Code Sec 12.05.120).

Type B-1 Permit: Includes disturbance of hard paved surfaces (asphalt, concrete) within the right-of-way and new construction.

\$555 base fee plus 3% of construction costs of projects exceeding \$5,000. (Typical examples include trenching within paved travel and parking lanes, cuts across sidewalks, etc.)

Type-B-2 Permit: Includes disturbance of non-hard paved surfaces (graveled, native, or landscaped areas).

\$415 base fee plus 2% of the construction cost of projects exceeding \$2,000. (Typical examples include trenching within a gravel shoulder or landscaped area.)

Type-B-3 Permit: Includes miscellaneous or incidental work of a minor nature outside of the hard paved surface.

\$285 flat fee will be assessed. (Typical examples include setting a power pole and raising a valve in a gravel shoulder or natural area in the right-of- way.)

Work must begin within 90 days of the approval date or the permit will be void.

Information concerning Right-Of-Way Construction Standards & Requirements can be found at: www.desmoineswa.gov/row

Hourly Rate: There will be a charge of \$125 per hour for additional use of staff time. This hourly rate will be assessed to projects in half-hour intervals. Fees will be associated with, but not limited to, **additional** inspections, **repeated** site visits and reviews, **multiple** bond releases, construction meetings, code enforcement issues, and other circumstances that require excess use of staff time. The hourly rate can be associated with all right-of-way use permits.

Bonding Requirements: All projects that are not covered under a franchise agreement will be required to post a bond to cover 150% of the cost of the project. A minimum cash bond of \$1,000 will be required for all projects to cover construction and any excess inspection time required to satisfactorily complete the improvements. (Des Moines Municipal Code Sec12.05.120)

Upon completion and acceptance of the bonded item by the City of Des Moines, ninety percent (90%) of the bond will be released to the applicant. The remaining ten-percent (10%) will be held for a period of one year for maintenance purposes.

Note: The estimated cost of the project within the right-of-way should include an itemized cost for trenching, disposal of the any material or debris, installation of any street improvements or approved structures, and any personnel, equipment, or materials required to completely restore the public right-of-way.

When construction has been completed, it will be the responsibility of the applicant/contractor involved to restore the right-of-way to its original condition or better. If restoration fails within a period of one year from the time of the completion date, it will be the responsibility of the applicant/contractor to repair the area in question.

**The 24 hour Inspection Schedule
Request Line: (206) 870-6531**

Revised: July 16, 2019