



PERMIT TO OCCUPY RIGHT OF WAY APPLICATION

Application fee of \$205 is due at application

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Business Owner Name:

Phone:

E-mail address:

Mailing Address:

Describe what you plan to do (Example: place planters and sidewalk seating for restaurant):

Required documents:

- **Site Plan** – scaled and dimensioned
- **Certificate of insurance** evidencing Commercial General Liability insurance of at least \$2,000,000 combined single limit per occurrence and no less than \$2,000,000 general aggregate. Coverage shall not exclude explosion, collapse and underground (XCU) where applicable.
- The certificate needs this statement listed in the comments section **“City of Walla Walla is named as Additional Insured for work in the public right-of-way”**.
- **Hold Harmless Agreement** – prepared by the city and signed by the property owner and business owner.

Date:

Signature of Property Owner, Owner’s Authorized Agent, OR Contractor

Applicant acknowledges by signing above that he/she agrees to familiarize himself/herself with the applicable City of Walla Walla standards, specifications, codes and ordinances and will abide by the same. The applicant understands that nonconformance with these documents may result in rejection, removal of the work, “stop work order” and the costs associated with the same will be the responsibility of the applicant.

PERMIT TO OCCUPY RIGHT-OF-WAY REQUIREMENTS

Outdoor dining facilities are recognized as contributing to the visual, cultural and economic vitality of downtown. This benefit must, nevertheless, be secondary to the basic purpose of safe pedestrian travel. A Permit to Occupy the Public Right-of-Way is reviewed by the Site Plan Review Committee (SPRC) with final approval by the City Engineer. The SPRC is responsible for balancing these interests to the best benefit of the downtown area when making a recommendation to the City Engineer. Please allow four weeks for review.

The requirements for outside seating are listed below:

1. **Placement Requirements:** Basic placement standards shall maintain a minimum of six (6) feet of unobstructed pedestrian walkway on the street side of the sidewalk. Dining area enclosures need to be designed to provide proper visibility for pedestrians, minimal damage to the sidewalk, minimal obstruction to pedestrian passage and maximum, protection against pedestrian fall or collision hazard.

SITE PLAN: Your site plan needs to be drawn to scale (1"=20' or 1"=30') showing the area between the property line, most commonly the front of the building in the downtown area, and the curb to include all permanent fixtures in or on the sidewalk such as: Light poles, traffic poles, signs, street trees, benches, garbage containers, and water meter location. If there are paver stones in the sidewalk, show where the transition is between the stones and the concrete sidewalk. Show the size and dimensions of the proposed seating area, table & chair layout, and lighting. Include a detailed drawing showing how the railing will be attached to the sidewalk. If an awning is required as part of the project, please include a detailed drawing of the awning; how it will be attached to the building.

2. **Certificate of insurance** evidencing Commercial General Liability insurance of at least \$2,000,000 combined single limit per occurrence and no less than \$2,000,000 general aggregate. Coverage shall not exclude explosion, collapse and underground (XCU) where applicable. The certificate needs this statement listed in the comments section **"City of Walla Walla is named as Additional Insured for work in the public right-of-way"**.
3. **Hold Harmless Agreement:** A Hold Harmless Agreement signed by the property owner and business owner is required agreeing not to hold the City liable should someone be injured. **Please provide legal names of both parties so the Hold Harmless Agreement can be prepared in our office and signed in front of the Notary Public.**

Application Process: To apply, submit a Commercial Alteration Application, the application fee, and the required detailed site plan to Development Services.