



## RIGHT OF WAY PERMIT APPLICATION

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Contractor:

Phone:

E-mail address:

WA State Contractor's License (required):

Describe, in detail, what you plan to do (Example: Replace sewer service to house, patch road, replace existing curb, and install new sidewalk.):

Permit location property type:    **COMMERCIAL**    **RESIDENTIAL**

**CHECK ALL THAT APPLY:**

**NEW**

**REPLACE EXISTING**

- Curb and gutter
- Driveway approach
- Sidewalk
- Sanitary Sewer Service
- Domestic Water Service

Occupy the Right-Of-Way only (Example: Temporary Dumpster):

Underground sprinkler system in the planting strip.

Fire Line.

Private Utility (Circle one): PP & L, Cascade Gas, Spectrum, Pocket Inet, Century Link, Zipl

Other?: Please describe:

Yes                  No

Do you want the City to do a street patch and bill you?

Will emergency vehicles be able to pass the closure safely?

## Terms of this permit

- **Expected dates of work to be completed (provide 7-calendar day range):** \_\_\_\_\_ to \_\_\_\_\_
  - Work needing more than 7 calendar days, please provide a reason why below.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Road closures shall be communicated to the City Engineering Division seven (7) days prior to expected closure so proper notification can be provided.**
- **Cold mix patching is required immediately when final patching does not occur within 24 hours.**
  - Final patching shall occur within 30 days of completing right-of-way work.
    - Exception: Work completed during the winter, when asphalt plants are not open, shall complete final patches by the following April 15, or the city will perform the patch and the applicant will be billed for all time and materials cost.
- Applicant understands that all work must be inspected and approved by City of Walla Walla, and any required corrections made prior to the permit expiration date.
- Applicant understands that they are responsible for safety and compliance with City standards, specifications, codes and ordinances at the permit site. Noncompliance may result in rejection, removal of the work, “stop work orders” and the costs associated with the same will be the responsibility of the Applicant.
- **WARRANTY:**
  - **The party performing the work (“guarantor”) warrants all materials, labor, and equipment, as it pertains to this right of way permit, for two (2) years from the date of final acceptance of the infrastructure by the City. Guarantor understands that the City may inspect any improvements at any time. If a problem, failure, installation defect, or noncompliance with city standards is discovered, guarantor shall be responsible for all necessary correction costs. Guarantor may also be responsible for reimbursing the city for all costs associated with discovery of the problem, failure, defect, or noncompliance. Guarantor understands that if the repairs are not made, the city, or their designee, has the right to commence and complete the work and charge such costs to the guarantor.**

**Initials of person/contractor performing work:** \_\_\_\_\_

**Applicant Initials:** \_\_\_\_\_

## Required documents:

- **Legible Site Plan** (See attached example and blank page for use)
- **Traffic control/pedestrian protection plan** may be required for traffic revisions in some locations (call to inquire – 509-527-4537).
- The City requires that all flaggers on city streets or rights-of-way are certified by the State of Washington pursuant WAC 296-155-305.
- **Signed utility locate sheet** (on next page)
- **If Applicant is not the Contractor**, applicant shall require the Contractor, in a written contract to abide by all the requirements of this Permit Agreement, and to procure, maintain and provide to the city proof of the insurance and indemnification/defense/hold harmless requirements, including additional insured status of City workers.
- **Property owner as applicant shall sign a hold harmless agreement** from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on the Applicant's behalf out of issuance of this permit.
- **Applicant to provide certificate of insurance** demonstrating the following insurance from insurers with a current A.M. Best rating of not less than A: 1) Commercial General Liability insurance of at least \$2,000,000 per occurrence and no less than \$2,000,000 general aggregate, naming the City of Walla Walla as an additional insured for work in the public right-of-way using endorsement CG 20 12 or at least as broad coverage, and \$2,000,000 products-completed operations aggregate limit for the **duration of the project**. Coverage shall not exclude explosion, collapse and underground (XCU) where applicable. Coverage shall include, but not be limited to, contractual, completed operations and stop gap (employer's) liability. 2) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. City of Walla Walla reserves the right to require complete, certified copies of all required insurance policies at any time. In the event that any policy is cancelled, Applicant agrees to notify the City within two business days after receipt of notice. Failure on the part of the Applicant to maintain insurance as required herein may result in this permit being voided.
- Applicant to provide copy of endorsement, ISO Additional Insured-State or Political Subdivisions – Permits CG 20 12 05 09 or a substitute endorsement providing at least as broad coverage.

Date:

Signature of: (Select One) **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.

## UTILITY LOCATE SERVICES PROVIDED BY THE CITY OF WALLA WALLA

- All locate requests are to be made through the Once Call System at the Northwest Utility Notification Center.
- When the City of Walla Walla performs the locates, all services are provided as a public service at no cost to the requestor.
- The City of Walla Walla makes no guarantee as to the accuracy of the locates. There are numerous factors that can affect the accuracy including soil type, other utilities in the area and debris in the ground.
- It is the responsibility of the Contractor to exercise caution and use prudent measures to excavate/dig in the vicinity of any utilities. The City of Walla Walla has no liability for damage caused by operator error or incautious procedures used by the Contractor.
- The locates generally indicate a utility within two feet on either side of the locate mark. If the Contractor is unable to locate the utility within this area, it is the Contractor's responsibility to contact the City for additional locates and coordination on finding the utility before proceeding outside the utility area. If the Contractor proceeds to excavate outside of this area using incautious measures/means without the concurrence of the City, any damage will be the responsibility of the Contractor. This does not absolve the Contractor from liability as established by RCW 19.122.
- When excavating to establish connections to or to perform work on City utilities, when crossing under or over City utilities, the location of the utility shall be confirmed by pot-holing before commencing the work. If the utility is not found, it is the Contractor's responsibility to contact the City for additional locates and coordination. All pot-holing shall be at the expense of the persons performing the work.
- Once marked by the City, the excavator is responsible for maintaining the markings.
- The City is not required to indicate the presence of existing service laterals or appurtenances if the presence of existing service laterals or appurtenances on the site of the construction project can be determined from the presence of other visible facilities, such as buildings, manholes, or meter and junction boxes on or adjacent to the construction site.
- If the excavator, while performing the contract, discovers underground facilities which are not identified, the excavator shall cease excavating in the vicinity of the facility and immediately notify the City.

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

FIRM REQUESTING LOCATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

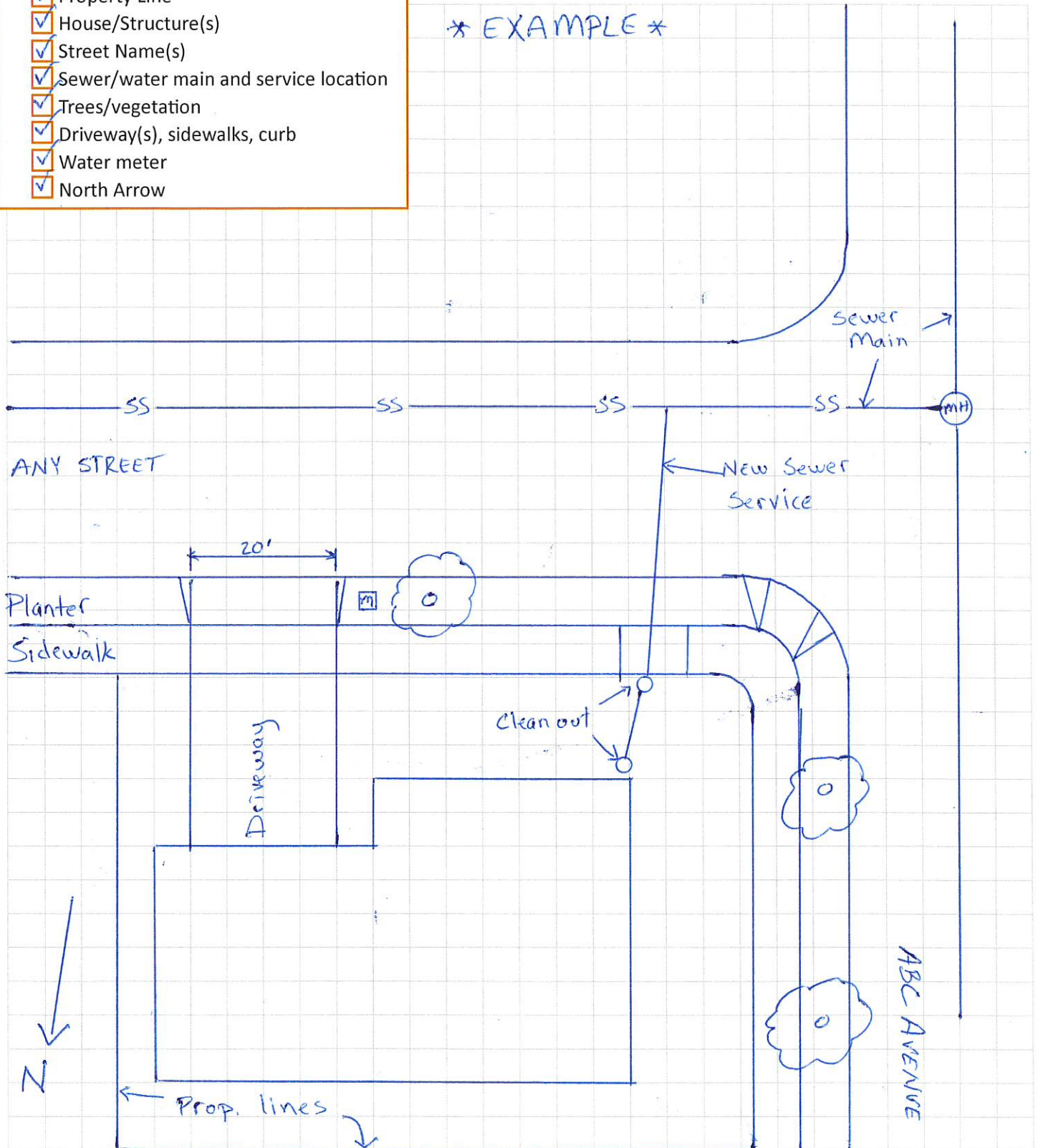
# SITE PLAN

Address: 123 Any Street

At a minimum, include the following:

- Property Line
- House/Structure(s)
- Street Name(s)
- Sewer/water main and service location
- Trees/vegetation
- Driveway(s), sidewalks, curb
- Water meter
- North Arrow

\* EXAMPLE \*



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A large grid area for drawing the site plan, consisting of a 20x20 grid of squares. The grid is intended for the user to draw the site plan details listed in the checklist.

# TRAFFIC/PEDESTRIAN CONTROL PLAN

Address: 123 Any Street

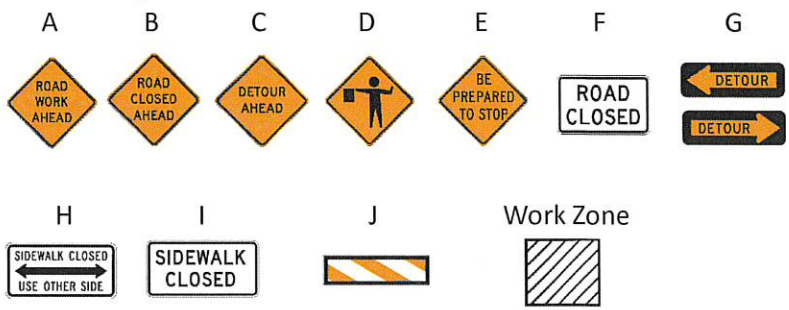
At a minimum, include the following:

- Work site
- Pedestrian signs
- Traffic signs and barricades
- Street Name(s)
- Vehicle detour route
- North Arrow

\*Traffic/pedestrian control plans shall meet MUTCD requirements.

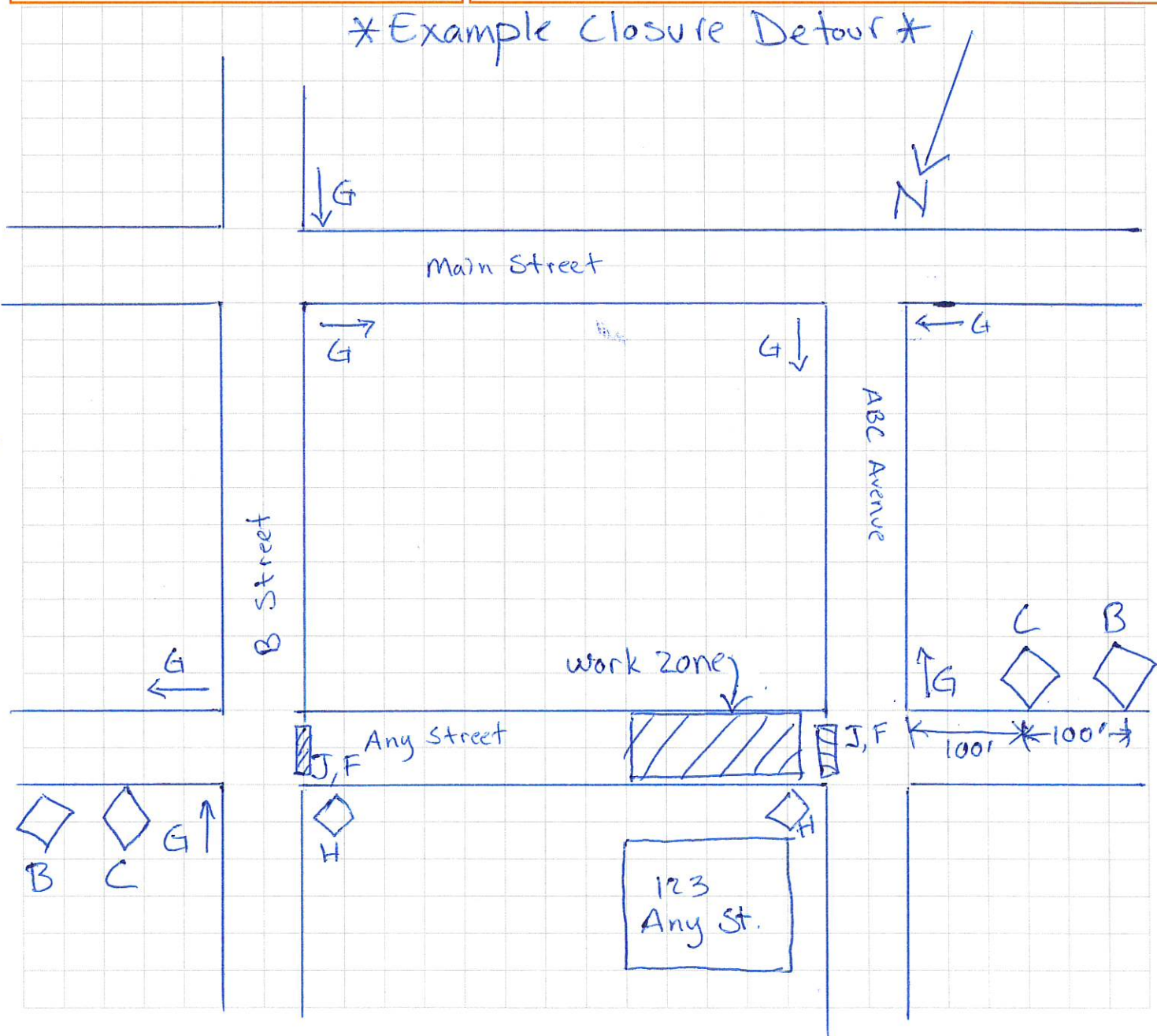
\*\*Major roads may require more signage.

Common signs used:



(Type 3 Barricade)

*\*Example Closure Detour\**









## TYPICAL CITY OF WALLA WALLA STANDARD PLAN REQUIREMENTS BY WORK TYPE

\*This list is for reference only. Visit <https://www.wallawallawa.gov/government/public-works>, for latest version and applicability of all standard plans.\*

<u>Work Type</u>	<u>Typical applicable Standard Plan Numbers</u>
Replace sewer service:	1-4, 1-5, 1-7, 2-5a, 2-7, 2-11, 2-12, 3-1, 3-9, 3-10, 3-12
Replace sidewalk:	2-7, 2-8, 2-9
Replace driveway:	2-6a, 2-7, 2-10, 2-11, 2-12
Fire Service:	1-4, 1-5, 1-7, 2-5a, 2-6a, 2-7, 4-1a, 4-1c, 4-2a, 4-14, 4-15, 5-6, 5-8, 5-9a, 5-9b

## Why is this Required?

Owners or operators of Municipal Separate Storm Sewer Systems (MS4s) in Eastern Washington are required by the State to be covered under the Eastern Washington Phase II Municipal Stormwater Permit.

The Phase II permit requires the owners/operators to uphold the requirements within the permit including compliance with the federal Clean Water Act, federal Safe Drinking Water Act and the state Water Pollution Control Act. This applies to your project.

## Lot Development

A Lot Development is a connected area where separate construction activities may happen at different times, on different schedules, under one proposed plan or independent of a proposed plan.

### Examples of Lot Development include:

- Individual home construction
- Home or landscaping improvements
- Commercial/industrial sites
- Phased projects



Some Lot Development may be governed by a Construction General Stormwater Permit established at the time of larger development initial construction.

Erosion and sediment control is required regardless of the size or shape of a project. Whether it is a single home, landscaping improvements, office building, or large subdivision, it is required to keep water, dirt, and other construction material on site.

## Protect Water

When sediment is carried offsite by rain, vehicles, wind, and materials placed on the roadway, the sediment and pollutants within can harm lakes, streams, wetlands and groundwater or plug a storm system causing flooding.

The U.S. Environmental Protection Agency estimates that a one-acre construction site can lose as much as 20 to 150 tons of soil every year due to erosion and stormwater runoff.



### What can you do to protect receiving waters from pollution?

See the **10 steps to Stormwater Pollution Prevention** inside of this pamphlet to learn ways to minimize sediment from leaving your construction site. By selecting and applying the appropriate steps, you can help keep our water clean!

### Check local governing agency for specific erosion and sediment control requirements.

#### City of Walla Walla

[wallawalla.gov/government/public-works/stormwater](http://wallawalla.gov/government/public-works/stormwater)  
Spill Response: (509) 527-4363



#### Walla Walla County

[https://www.co.walla-walla.wa.us/government/public\\_works/stormwater.php](https://www.co.walla-walla.wa.us/government/public_works/stormwater.php)  
Spill Response: (509) 524-2710

## Erosion and Sediment Control for Commercial and Residential Construction

Each municipality has an adopted Illicit Discharge Program describing allowable and prohibited discharges to the city's storm drain system.

Contractors/Owners found discharging pollutants to the city's storm drain system are subject to enforcement procedures as described within each city's Municipal Code. Penalties can range from civil infraction (monetary fine) to a criminal citation.

### Municipal Code Illicit Discharge Codes:

City of Walla Walla: Chapter 13.15  
City of Walla Walla: Chapter 13.16  
Walla Walla County: Chapter 11.05

### Common BMPs

Chapter 7.3 of the Stormwater Management Manual for Eastern Washington provides standards and specifications for Construction Site Best Management Practices for runoff prevention. Common BMPs are:

- BMP C105E: Stabilized Construction Access
- BMP C151E: Concrete Handling
- BMP C152E: Sawcutting and Surfacing Pollution Prevention
- BMP C154E: Concrete Washout Area
- BMP C220E: Inlet Protection
- BMP C233E: Silt Fence

# 10 Steps to Stormwater Pollution Prevention on Construction Sites

**NOTE:** This graphic does not address post-construction stormwater treatment permit requirements

## 1 Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees

If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

Save time and money by preserving existing mature trees during construction. Preserving mature trees minimizes the amount of soil that needs to be stabilized once construction is complete, and minimizes the amount of runoff during and after construction activity.

## 2 Stockpile Your Soil

Operators shall try and preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, coving the entire pile with a tarp may be sufficient.

## 3 Protect Construction Materials from Run-On and Runoff

At the end of every workday and when rain is expected, provide cover for materials that could leach pollutants.

## 4 Designate Waste Disposal Areas

Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

## 5 Install Perimeter Controls on Downhill Lot Line

Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site. Make sure to remove accumulated sediment whenever it has reached halfway up the control. Some jurisdictions may require additional perimeter controls.

## 6 Install Inlet Controls

Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever the device becomes nonfunctional. Some jurisdictions may require additional perimeter controls.

## 7 Install a Concrete/Stucco Washout Basin

Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

## 8 Maintain a Stabilized Exit Pad

Minimize sediment track out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric, a shaker rack, or a wash rack at the construction site exit. If sediment track-out occurs, sweep and remove deposited sediment within 24 hours of discovery or earlier if rain is expected. Never wash track-out to a catch basin or water body.

## 9 Keep an Up-to-Date Copy of Your SWPPP on Site

Keep a copy of your complete and up-to-date SWPPP and/or Erosion and Sediment Control Plan showing where each BMP is or will be installed. If required, records of the site inspections completed by a trained inspector shall be on site and easily available.

## 10 Site Stabilization

Immediately stabilize exposed portions of the site with rock, mulch or hydro-seed whenever construction work will stop for 14 or more days, even if work is only temporarily stopped. Remember, final stabilization is required prior to terminating permit coverage.

Keep in mind that temporary or permanent stabilization must be completed within 7 days if your project is within 1 mile of a special or impaired water.

Graphic courtesy of US EPA.

