

city of edmonds
development information



Right-of-Way Construction Permit Submittal Requirements

PERMIT REQUIRED: A Right-of-Way (ROW) Construction Permit is required prior to entry into the City right-of-way by any person for the purpose of excavation, construction, maintenance or repair. Only a licensed, bonded contractor can sign an application for a ROW Permit, unless otherwise approved by the Public Works Director or City Engineer.¹

City rights-of-way: Includes all easements, licenses or other rights of entry owned by the City.

Examples Requiring Permit: Utility installation, paving of driveway, job site fencing/trailer, tree trimming, project dumpster, scaffolding, sidewalk construction/closure, etc.

NOTE: When required, a separate building permit shall be issued in conjunction with the ROW Permit.

CODES: Edmonds Community Development Code (ECDC) Chapter 18.60
Uniform Building and Sign Code (Current Edition)

FEES: Permit fee \$185 + \$15 City Surcharge
Inspection fee \$60 (each)
Additional fees that may apply: Street disruption, sidewalk disruption/closure, parking disruption/closure, alley disruption/closure.

SUBMITTAL REQUIREMENTS:

1. Three (3) Site Plans (sample attached) showing the following:
 - a. Location of construction, maintenance or repair.
 - b. Proposed construction.
 - c. Existing utilities and improvements (water meter, catch basin, power pole, sidewalks, etc.)
 - d. Erosion and sedimentation control plan
 - e. Proposed methods of final site restoration.
2. Traffic Control Plan: Must meet minimum Manual on Uniform Traffic Control Devices (MUTCD) requirements. When applicable, one or more of the approved plans provided in the Traffic Control Handout (#E81) may be adopted. Please note: work within State Highway may require approval by WSDOT, as determined by City Engineering Division.

3. Complete Right-of-Way Permit application.
4. Separate Building Permit application form when applicable

DETERMINING LOCATION OF CITY RIGHT OF WAY

Contact the Engineering Division for a monument location map and the width of the street right-of-way (ROW). This map will be useful to help determine the edge of the City ROW and the start of private property. Street monuments indicate the centerline of the street ROW. Note, the centerline of the paved surface does not necessarily indicate the centerline of the street ROW.

- * For example, if a street ROW is 60' in width, by locating two street monuments and stringing a line between them, it is possible to measure back 30' (one half of the 60' ROW width) to determine the approximate edge of the ROW and of your private property. However, the only way to determine the exact location of the edge of the ROW is to have it located by a licensed surveyor.

LOCATING EASEMENT AREAS

Exact width and location of all easements on your property can be found within the legal description of your property. City easement information is on file with the City Engineering Division. Private easement information may be on file with Snohomish County.

TRENCHING AND UTILITY SEPARATION REQUIREMENTS

(see also City of Edmonds Standard Details, E2.3 and Section E4)

- WATER
 - 3' minimum cover for water **mains**.
 - 5' minimum horizontal separation between water **mains** and all other utilities, except sanitary sewer.
 - 18" minimum cover for water **services**.
 - 3' minimum horizontal separation between water **services** and all other utilities, except sanitary sewer.
 - 10' horizontal separation between sanitary sewer and water mains or services.
 - 12" minimum vertical separation, for perpendicular crossings, between water mains or services and all other utilities, except sanitary sewer.
 - 18" minimum vertical separation between water and sewer; sewer laid below water.
- SANITARY SEWER
 - 4' minimum cover for sewer **mains**.
 - 2' minimum cover for **side sewers & laterals**.
 - 5' minimum horizontal separation between sanitary sewer and all other utilities, except water.
 - 10' horizontal separation between sanitary sewer and water mains or services.
 - 12" minimum vertical separation, for perpendicular crossings, between sanitary sewer and all other utilities, except water.
 - 18" minimum vertical separation between water and sewer; sewer laid below water.

- STORM
 - 2' minimum cover for storm systems, unless ductile iron pipe is used.
 - 5' minimum horizontal separation between storm and all other utilities.
- OUTSIDE AGENCY UTILITIES
 - 36" minimum cover for joint gas, electric, telephone, cable tv service and conductors.
 - 36" minimum cover for a primary distribution system.

GUIDELINES TO FOLLOW, IN ADDITION TO SUBMITTAL REQUIREMENTS

- SFR Driveway Construction
 - Driveway approaches, at a minimum, shall extend from the edge of the existing street a distance of 20' or to the edge of the property line, whichever is greater. When concrete sidewalks are not present, the driveway approach must be constructed of asphalt. Concrete driveways (including exposed aggregate concrete) are not permitted within the City right-of-way in these situations.
 - When concrete sidewalks are present, the homeowner may choose to construct a concrete driveway from the house to the back of the sidewalk. Exposed aggregate concrete is permitted in these situations.
 - Removal and replacement of an existing driveway does not constitute new impervious surface area, with regards to drainage requirements.
 - Minimum driveway width (throat of the approach) within the City right-of-way is 12'.
 - Minimum driveway width on private property is 10'.
 - See also, City of Edmonds Standard Details E2.6, E2.6.1, E2.6.2 and E2.26.
- Job Site Fencing, Staging, job trailer:
 - Corner sites: Must provide for clear sight distance of a minimum of 50 feet, beginning at the corner of the property nearest the intersection and extending a distance of 50 feet in each direction.
 - No materials and/or objects are to project higher than 3' within the 50 foot clear sight area.
 - Reflective barricade/signage required at both ends of closure.
 - Include traffic control plan for sidewalk closure. Signage is required to safely direct pedestrians to cross the street at the nearest intersection prior to sidewalk closure.
- Cluster Mailboxes:
 - Requires letter from Post Office approving new location.
 - See also, City of Edmonds Standard Details E8.5, E8.6 and E8.7.
- Closure of Traveled Lane(s) and/or Sidewalks
 - A Traffic Control Plan must be submitted with permit application (see Traffic Control handout for more information).
 - All flaggers must be certified.
 - Signage is required to safely direct pedestrians to cross the street at the nearest intersection prior to the sidewalk closure.
 - Lighted barricades required for nighttime sidewalk closures.

CONSTRUCTION HOURS

Weekdays: 7am-6pm

Saturday only: 10am-6pm

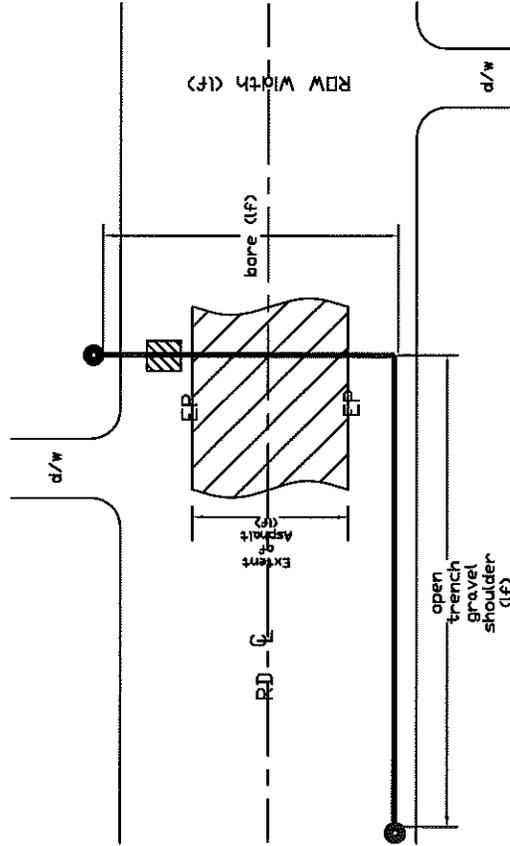
No work Sundays and Federal Holidays.

SEE ALSO:

- **Procedures for Obtaining Permit Approval for Tree Removal or Trimming in City Right-of-Way, dated December 9, 2002**
 - **Edmonds Community Development Code Section 18.30**
Storm Water Management
 - Storm water best management practices (BMP's) shall be used to control and treat the quantity and quality of storm water before it leaves the site.
 - Illicit discharges to storm drainage systems are prohibited.
 - **Edmonds City Code Title 7, amended by ORDINANCE NO. 3483 by the addition of Chapter 7.200 Illegal Discharges to Storm Water System and Watercourses.**
 - No person shall discharge or cause to be discharged into the municipal storm drain system or any watercourse any materials, (including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards) other than storm water, except as expressly exempted by this chapter.
 - Civil penalties may apply to any person who fails to comply with the provisions of this chapter.
- 1 **The following activities do not require signature by a licensed/bonded contractor on the permit application:**
- Trimming of tree branches using hand equipment, provided that no branches fall into traveled way (street, sidewalk, etc.).
 - Planting of Street Trees/Landscape Features with the use of hand tools and no disruption to traffic.

SAMPLE SITE PLAN Without Sidewalks

Address of Property



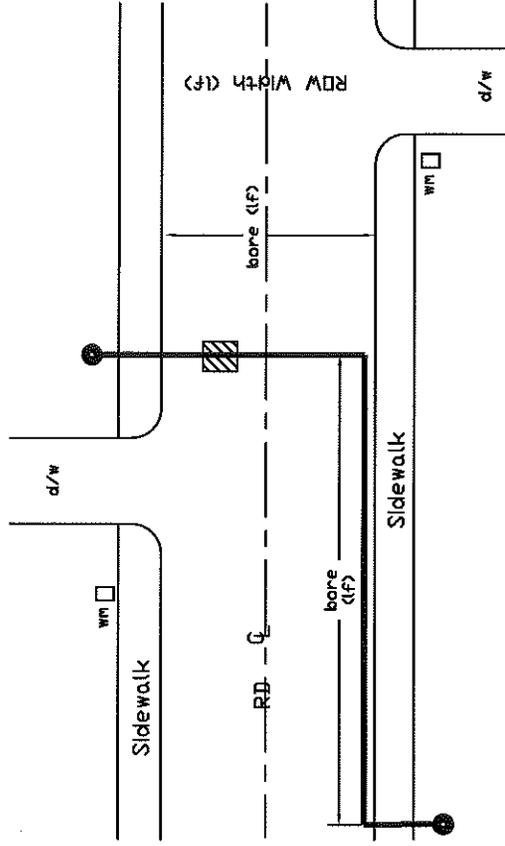
Address of Property

- Pothole water crossing
- Restore ROW per City Standards
- Restore landscape to like or better conditions
- CALL DIAL-A-DIG (1-800-424-5555) Prior to Beginning Work

PROJECT ADDRESS	CONTRACTOR
DATE	OWNER/DEVELOPER

SAMPLE SITE PLAN With Sidewalks

Address of Property



Address of Property

- Pothole water crossing
- Restore ROW per City Standards
- Remove sidewalk sections in full panels, call for form inspections prior to pour
- CALL DIAL-A-DIG (1-800-424-5555) Prior to Beginning Work

PROJECT ADDRESS	CONTRACTOR
DATE	OWNER/DEVELOPER