

**APPLICATION TO PERFORM WORK ON COUNTY ROAD RIGHT-OF-WAY**  
*Island County Public Works • P.O. Box 5000, Coupeville, WA 98239 • (360) 679-7331*

Fee \_\_\_\_\_ (Please make Checks payable to Island County Engineering) PERMIT NO. \_\_\_\_\_  
Receipt No. \_\_\_\_\_ Received: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

The undersigned hereby applies for permission to: **(Include a brief description in the space provided and attach a detailed drawing)**

The estimated time required for completion of the above work is \_\_\_\_\_, which the petitioner agrees to prosecute with all diligence and speed with due regard for the rights, interests, and conveniences of the public. Petitioner further agrees to perform the work in strict compliance with the provisions enumerated below and states that he has read and will adhere to the general provisions applicable to permits contained on the reverse side of this form.

**Signature Applicant/Agent** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

Water System & ID # (if applicable) \_\_\_\_\_ Job/Work Order No. \_\_\_\_\_

**Parcel Number** \_\_\_\_\_ **Sec.** \_\_\_\_\_ **Twp.** \_\_\_\_\_ **Rge.** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Arch Site:** Yes / No **Eagle/Heron Habitat:** Yes / No **Wetlands:** Yes / No **Critical Drainage:** Yes / No

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**NOTE:** If it is determined the proposed work is in a sensitive area, issuance of the permit will be held until a final determination is made.

Franchise No. \_\_\_\_\_  Current \_\_\_\_\_  Revision Required \_\_\_\_\_ Date: \_\_\_\_\_

Health Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Inspector's Report**

**RECOMMENDATION:** ( ) Grant ( ) Grant as modified ( ) Deny (see below)

Inspector's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection Required, contact:

Print Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**PLEASE READ PERMIT CONDITIONS CAREFULLY PRIOR TO THE START OF WORK**

Subject to all the terms, conditions, and provisions written or printed below or on any part of this form. Access to be installed per County standards and all permit conditions as stated on the reverse side, SUBJECT TO THE FOLLOWING:

- ( ) RCW 46.61.570 – Reserved Parking prohibited. – see attached
- ( ) Work must be performed in accordance with the "Accommodations of Utilities on County Road Right of Way for Island County". – see attached
- ( ) Criteria for Sewage Work Design – C1-9 Special Requirements. – see attached
- ( ) Parcel located in close proximity to a known archaeological site. – see attached
- ( ) Culvert ends must be beveled.
- ( ) Applicant is required to join the Washington Utilities Coordinating Council One Call Center – 1-800-424-5555.
- ( ) Install \_\_\_\_\_ feet of \_\_\_\_\_ inch Culvert in County ditch.
- ( ) Must call appropriate shop 24 hours prior to the start of work.
- ( ) All utilities must be a minimum of 36" in depth (fiber optic 42").
- ( ) All utilities shall be installed to the outer most portion of County Right of Way
- ( ) All drain ways shall be opened and functional at the close of business nightly.
- ( ) Lines crossing under roadway shall be sleeved.
- ( ) All road crossings shall be pushed or bored.
- ( ) Applicant will handle all drainage at applicant's expense.
- ( ) All damages to roadway or right of way shall be repaired by the applicant at his expense.
- ( ) Best Management Practices (BMP's) shall be in place prior to the start of work.
- ( ) All areas shall be returned to present or better condition.
- ( ) Must maintain a 5' cleared vegetation radius around all above ground equipment.
- ( ) Trenches left open past normal working hours shall be fenced and barricaded to insure a safety area around open trench.
- ( ) All excavated material shall be removed from site and back filled with suitable road ballast.
- ( ) See Additional Conditions, Comments, and/or Attachments

( ) A bond, in the amount of \_\_\_\_\_, is required to insure compliance with the above conditions. Said bond to be kept in full force and effect for a period of \_\_\_\_\_ following completion of work authorized by this permit. No work shall be done under this permit until the party or parties to whom it is granted shall have communicated with and received instructions from Engineering.

**Appropriate Best Management Practices (BMP's) shall be employed to meet Erosion and Sedimentation Control requirements. Immediately upon completion of work any disturbance of ground cover or soils within the right-of-way must be restored**

**APPROVAL OF UTILITY PERMIT IS FOR WORK WITHIN COUNTY RIGHT-OF-WAY ONLY. OTHER PERMITS MAY BE REQUIRED. APPLICANT WILL NEED TO CONTACT APPROPRIATE DEPARTMENT.**

**It is the responsibility of the applicant to notify all utilities and private property owners when such property is liable to cause injury or damage through the performance of the above work and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.**

Denied  Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
County Engineer

**UTILITY DAMAGE IS COSTLY**

**811**

**CALL BEFORE YOU DIG**

## FINAL INSPECTION REPORT

The work covered by this permit has been performed and completed in compliance with Island County Standards and the provisions specified herein.

Date: \_\_\_\_\_ Island County Inspector: \_\_\_\_\_

### INSTRUCTION FOR APPLICANTS

Applicants for permits to occupy county property with utilities, or holders of granted franchise rights contemplating work upon, along, over, under or across any county road, bridge, wharf, trestle, public place, street, avenue or alley on property in the County, shall first file with the County Engineer, his application to do such work.

Such applications shall be accompanied by drawings if required by the County Engineer. Drawings shall be to a working scale, showing position and location of work, names or numbers and widths of roads, streets, etc. showing their locations in plats, or subdivisions of sections, township and range, showing the relative position of such work to existing utilities, constructed, laid, installed or erected upon such roads, streets or public places. The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished. All such materials and equipment shall be of the highest quality and the manner of excavation, fills, construction, installation, erection of temporary structures, traffic turnouts, road obstruction, barricades, etc. shall meet with provisions of the County Utility Accommodation Policy (WAC 13-40), and shall require approval by the County Engineer. Signing, barricades and traffic control in the vicinity of the work shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways." The applicant shall pay to the County all costs of, and expenses incurred in the examination, inspection and supervision of such work as a result of the issuance of said permit(s).

The actual location of the work to be done under this permit, its depth below or above surface or grade of any County structure, road, street, avenue, alley or public place shall be approved by the County Engineer before any work shall be done by the Petitioner:

### PERMIT CONDITIONS

1. The petitioner, designated herein as the "grantee," his successors and assigns, shall have the right and authority to enter upon the right of way of the County road, street, alley, public place or structure as indicated on the front of this form, for the purpose of doing such work as applied for, and approved by the County Engineer. During the progress of the work such barriers shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public, the barriers shall be properly lighted at night.
2. The location, type of work, materials and equipment used, manner or erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance of project petitioned for, shall be approved by the County Engineer prior to start of work and shall be subject to the inspection of the County Engineer so as to assure proper compliance with the terms of this permit.
3. The grantee shall commence work within 30 days after the granting of this permit. If, at the end of six (6) months after date of granting permit, the grantee has not completed the installation, then the rights herein conferred shall cease and terminate.
4. The grantee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of utility in as good and safe condition in all respects as were in before commencement of work by grantee. The party or parties to whom this permit is issued shall maintain at his or their sole expense the structure or object for which this permit is granted in a condition satisfactory to the County.
5. In case of any damage to any roads, streets, public places, structures or public property of any kind on account of said work by the grantee, he will at once repair said damage at this own sole cost and expense.
6. The County Engineer, his agents or representatives may do, order, or have done any and all work considered necessary to restore to a safe conditions any street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the grantee's facility or its installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material.
7. If at any time the County deems it advisable to widen, grade, regrade, plank, pave, improve, alter or repair any road, street, public place or structure, the grantee upon written notice by the County Engineer, his representatives or agents, will at his own sole cost and expense, raise, lower, change, move or reconstruct such installations to conform to the plans of work contemplated or ordered by the County.
8. If upon written notice by the County Engineer the grantee fails to relocate any portion or all of the project as granted under this permit, the County, its agents or representatives may do any work at the cost and expense of the grantee, and all costs to remove or reconstruct same, shall be borne by the grantee.
9. All such changes, reconstruction or relocation by the grantees shall be done in such manner as will cause the least interference with any of the County's work and shall be subject to the same provisions which control an original installation. The County shall in no way be held liable for any damage to the grantee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the county upon roads, streets, public places or structures in question. The grantee shall have twenty-four (24) hours written notice by the County Engineer or his representatives or agents of any blasting contiguous to the grantees permit rights in order that he may protect his interests.
10. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the County from granting other permits or franchise rights of like or other nature to other public or private utilities, nor shall it prevent the County from using any of its roads, streets, public places for any and all public use, or affect its jurisdiction over all or any part of them.
11. All the provisions, conditions, regulations and requirements herein contained shall be bound upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically mentioned.
12. The County Engineer may revoke, annul or terminate this permit if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given him or if the work herein permitted is not installed or operated and maintained in conformity herewith or at all.
13. The Board of County Commissioners may at any time change, amend, modify, amplify or terminate any of the conditions herein enumerated so as to conform to any state statute or County regulation pertaining to the public welfare, safety, health or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The Board may terminate this permit if grantee fails to comply with any such changes.
14. Petitioner by accepting this permit agrees to notify and check with all utilities regarding their installations before commencing work, together with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.
15. In accepting this permit the petitioner, his successors and assigns agree to protect and save harmless the County from all claims, actions or damages of any kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation maintenance and operation or by the improper occupancy of rights of way or public place or public structure, and in case any such suit or action is brought against said County for damages arising out of or by reason of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them or commencement of such action defend the same at his or their sole cost and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined, if adversely to the County.
16. The applicant shall perform location services at no cost to Island County for any and all future projects by Island County. This locate service will include location to the extent that visual observations can be made of fiber optic facilities.
17. Applicant is responsible for properly marking all structures in the County right of way owned by applicant before the mowing of ditches. Failure to comply will eliminate the fiscal responsibility by the County to replace any damaged structures due to mowing.
18. Structures shall be cleared of tall grass and brush (suggest 5-foot radius) at all times so County vehicles may easily see said structures.