Public Services Department
9002 Main St. E., Suite 300
PO Box 7380
Bonney Lake, WA 98391-0944
Phone: 253-447-4356
Fax: 253-862-1116

Connection to Public Systems/ROW Permit Submittal Checklist

Does this project propose City of Bonney Lake Water or Sanitary Sewer Utility connection?

*If **Yes**, then the following applies:*

Connection permit is required and must comply with the requirements below.

Is this Project located within City of Bonney Lake Limits?

☐ ***Yes*** ☐ ***No*** *(skip to the next question)*

*If **Yes**, then the following fee applies:*

Civil Permit	$250	Connection to the public system (includes review, permit, and inspection) per City of Bonney Lake Municipal Code 3.68.040.
ROW Permit	$300	Work within public Right-of-way (includes review, permit, and inspection) per City of Bonney Lake Municipal Code 12.08.020.

Is this Project located within Pierce County ROW?

☐ ***Yes*** ☐ ***No*** *(see attached City of Auburn ROW Permit Application)*

*If **Yes**, then the following fee applies:*

Civil Permit	$250	Connection to the public system (includes review, permit, and inspection) per City of Bonney Lake Municipal Code 3.68.040.
ROW Permit	$300	Work within public Right-of-way (includes review, permit, and inspection) per City of Bonney Lake Municipal Code 12.08.020.
Pierce County FEE	*Fee charged to the City of Bonney Lake shall be charged to the developer per City of Bonney Lake Municipal Code 12.08.020. The subject fee must be prepaid and is calculated based on the current Pierce County criteria.*	
	$500 OR	Installing or trenching less than 100 LF (up to 99 LF), and/or Making an initial cut of less than 15 SF of pavement (up to 14 SF), and/or Removing 2 or fewer CC sidewalk panels, Drilling, etc.
	$1,100 OR	Installing 100 LF to 500 LF of utility, and/or Making a pavement cut between 15 SF to 150 SF, and/or Removing more than two panels of CC sidewalk, and/or Potholing in the pavement, and/or Open-cut Road Crossing.
	$3,250	Installing more than 500 LF of utility, and/or Making pavement cuts more than 150 SF.

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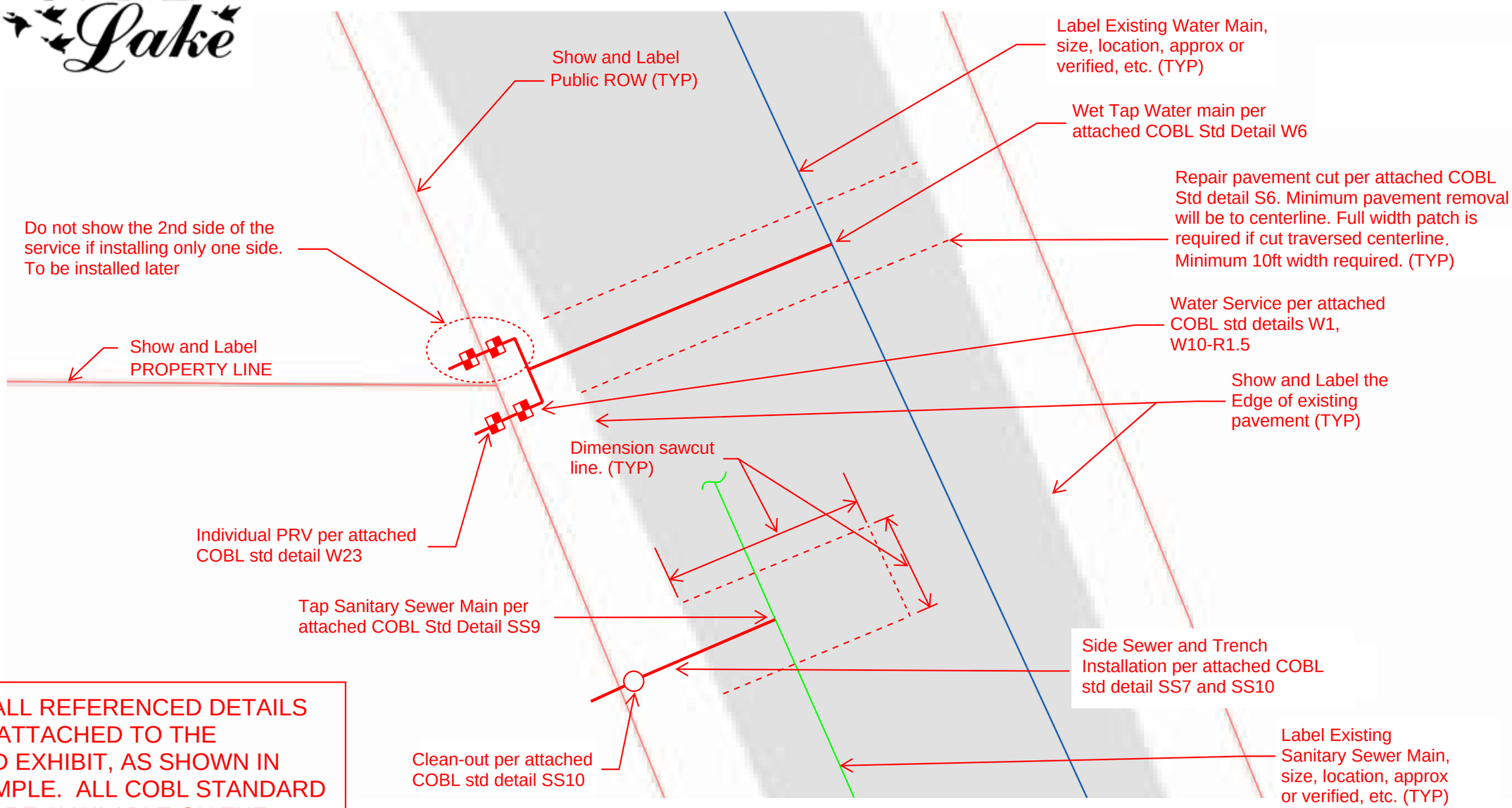
Please verify your submittal documents contain the following:

☐ ***Yes*** ☐ ***No***

☐	☐	Is there an existing water well on the property?
☐	☐	Project is located within City of Bonney Lake ROW.
☐	☐	Project is located within Pierce County ROW.
☐	☐	Project is located within the City of Auburn ROW. See attached application for fees. The applicant will make payment directly to the "City of Auburn".
Please verify your submittal documents contain the following:		
☐	1	Utility connection exhibit drawing per attached example.
☐	2	The applicant is showing saw cut lines and pavement restoration in compliance with City of Bonney Lake standard pavement restoration detail S6.
☐	3	All applicable City of Bonney Lake standard details are called out on the exhibit per attached example and all details are attached.
☐	4	$5,000 minimum Street Restoration Bond. Projects with larger scope of work must include ROW restoration Cost Estimate and the bond equal to the estimated amount.
☐	5	Liability Insurance with City of Bonney Lake included the City as additional insured.
☐	6	The Contractor's City License.

UTILITY CONNECTION EXHIBIT - EXAMPLE



NOTE: ALL REFERENCED DETAILS MUST BE ATTACHED TO THE REQUIRED EXHIBIT, AS SHOWN IN THIS EXAMPLE. ALL COBL STANDARD DETAILS ARE AVAILABLE ON THE CITY'S WEBSITE.

RIGHT-OF-WAY USE PERMIT APPLICATION

Form #FE068
Updated
January 2021

Physical Address:	Mailing Address:	Webpage & Email:	Phone & Fax:
Auburn City Hall Annex, 2nd Floor 1 East Main Street	25 West Main Street Auburn, WA 98001-4998	www.auburnwa.gov aolds@auburnwa.gov	Phone: 253-931-3010 Fax: 253-931-3053

APPLICATION TYPE Application Expires 180 Days After Date Submitted	FEES – All fees are non-refundable. Application Fees are due with the application submittal. Permit Fees are due upon permit approval prior to permit issuance.	FOR OFFICE USE ONLY
☐ Type B – Short Term – Up to 30 days.	Application Fee - $60.00	Permit #
☐ Type C – Long Term – Greater than 30 days up to 5 years	Application Fee - $250.00	Previous Permit #
☐ Type C – Surface Encroachment Ground level to 7'5"	Permit Fee - $120.00 per year, or portion thereof, up to 5 years. # of Years _____ Total $ _____	Date Received
☐ Type C – Non-Surface Encroachment Underground or above 7'5"	Permit Fee - $60.00 per year, or portion thereof, up to 5 years. # of Years _____ Total $ _____	
ADDITIONAL APPLICATION FEE – Permits that require a parking plan, traffic control plan, and/or pedestrian detour plan shall pay an additional application fee.		Total Fees $
☐ Additional Application Fee	Application Fee - $106.00	Receipt #
Applicant is responsible for providing traffic control plans and all traffic control signs, barricades to close streets, parking or sidewalks including advance warning signs. The City does not provide these services.		

APPLICANT INFORMATION (All information related to this application will be sent to this contact)		
Company Name		
Contact Person		
Address		
City, State, Zip		
Phone Number		
E-Mail Address		
I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.		
Date	**Signature**	**Title**

CONTRACTOR/CONSULTANT INFORMATION COORDINATING APPLICATION (All information related to this application will be sent to this contact)		
Company Name		
Contact Person		
Address		
City, State, Zip		
Phone Number		
E-Mail Address		
☐ Letter of Authorization – If Applicant is utilizing a contractor or consultant to apply for this Franchise Application on their behalf, a Letter of Authorization from the Applicant must be submitted with this application. Letter must be on company letterhead and notarized or accompanied by a power of attorney for the signature on the letter.		
I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.		
Date	**Signature**	**Title**

ADDITIONAL APPLICANT INFORMATION			
The City requires the name, daytime telephone and contact information of three (3) responsible persons from the Applicant, any of which can be contacted at any time during the life of the application and permit in the event the need arises.			
	1.	2.	3.
Company Name			
Contact Person			
Address			
City, State, Zip			
Phone Number			
E-Mail Address			

PROJECT/APPLICATION INFORMATION
Location of right-of-way
Date(s) and time requested for use.
Please explain your desired use of the right-of-way. If needed please attach a letter describing more detail regarding the request.

REQUIRED DOCUMENTS

☐ Signed and Notarized Hold Harmless Agreement – Form FE166

☐ Traffic Control Plan, Map, Diagram, Engineering Plans or Picture showing desired use of right-of-way. If request includes street, sidewalk or parking closures you must submit a traffic control plan that details how you intend to close all streets, sidewalk and parking per MUTCD standards. Additional Application Fees may be incurred.

☐ Certificate of Insurance, including the Additional Insured Endorsements naming the City as an Additional Insured per the requirements outlined in Form #FE035 General Process and Conditions for Issuance of ROW Use Permits. Insurance Certificates and Endorsements may be submitted upon permit approval but are required prior to permit issuance.

☐ Financial Security/Performance Bond. If required, the amount of the security/bond will be determined by the City Engineer and must be in a form acceptable to the City Engineer. Securities/bonds may be submitted upon permit approval but are required prior to permit issuance.

The City may require information and documentation at the applicants expense in addition to those items listed above in order to perform a complete review of your application. If required, the applicant will be informed and information is due as soon as possible so that City Staff can continue to review your application.

Additional information on ROW Use Permits can be found in Chapter 12.60 of the Auburn City Code.

Acceptance of this application by the City and payment of any fees by the applicant does not constitute approval or compliance with the rules, regulations or requirement of any other jurisdictions, which may relate to the above project.

Right-of-Way Use Permits are of a wholly temporary nature and vest no permanent rights whatsoever. Right-of-Way Use Permits, if approved are for the location and applicant listed on the permit and cannot be transferred to another location or to another applicant.

Right-of-Way Use Permit Applications generally take 4 weeks to process. Depending on the details of your particular request, the process could take less or significantly more time. Applicant is solely responsible for providing all elements of the application as the City determines is necessary to provide a complete and adequate application.

City staff will be happy to meet with you in person, speak with you over the phone or communicate through e-mail if you have questions as to the process, requirements, fees, review or status of your particular request at any stage of your application. Please contact Amber Olds, ROW Specialist at 253-804-3120 or aolds@auburnwa.gov.

CITY OF AUBURN WASHINGTON	**RIGHT-OF-WAY USE** **INDEMNIFICATION AND HOLD HARMLESS**	Form #FE166 Updated January 2021

Physical Address:	Mailing Address:	Webpage & Email:	Phone & Fax:
Auburn City Hall Annex, 2nd Floor 1 East Main Street	25 West Main Street Auburn, WA 98001-4998	www.auburnwa.gov aolds@auburnwa.gov	Phone: 253-931-3010 Fax: 253-931-3053

FOR OFFICE USE ONLY	
Permit #	**Date Received**

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Permittee shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless 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 Permittee or on the Permittee's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the Public Entity.

It is further provided that if the Permit authorizes the movement of an oversized load that the person or persons moving such oversized load shall indemnify and save harmless any franchisee or lessee and the City from any and all damages or claims of any kind or nature caused directly or indirectly for temporary arrangement of the lines and poles of a franchisee or lessee to accommodate the movement of such oversized load through the City.

However, should a court of competent jurisdiction determine that RCW 4.24.115 applies to this Permit, then the Permittee agrees to defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided herein constitutes the Permittee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

DATED THIS _____ DAY OF _____, 20____.

_____
SIGNATURE OF PERMIT HOLDER

_____
COMPANY OR ORGANIZATION

STATE OF WASHINGTON)
) ss.
County of _____)

On this day personally appeared before me _____, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as a free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20___.

_____
_____
NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, RESIDING AT _____

MY COMMISSION EXPIRES _____

CITY OF AUBURN WASHINGTON	**GENERAL PROCESS AND CONDITIONS FOR ISSUANCE OF RIGHT-OF-WAY (ROW) USE PERMITS – Chapter 12.60 ACC**	Form #FE035 Updated January 2021

Physical Address:	Mailing Address:	Webpage & Email:	Phone & Fax:
Auburn City Hall Annex, 2nd Floor 1 East Main Street	25 West Main Street Auburn, WA 98001-4998	www.auburnwa.gov aolds@auburnwa.gov	Phone: 253-931-3010 Fax: 253-931-3053

APPLICATION AND APPROVAL PROCESS

1. Applicant shall submit a complete ROW Use Permit Application and all associated documentation, plans and application fees to the City at the above listed address or e-mail.
2. The City will review the application and inform the applicant if additional information is needed to process the application.
3. If the application is to be approved conditions for the permit will be drafted. Periodically a permit is approved contingent upon certain conditions being met. Some conditions may be required to be met prior to the permit being issued. The City will notify the applicant of such conditions. These conditions could include but are not limited to: payment of outstanding permit fees, submittal of insurance documents, financial securities, plans, licenses, and/or agreements, etc. The permit will not be issued until such conditions have been met.
4. Once the permit is issued the applicant will be notified and sent a copy of the approved permit via e-mail.
5. Permits shall expire on the date specified on the issued permit unless sooner terminated by the City.
6. Type C – Long Term Permits may be renewed and the application fees waived if a complete application is submitted to the City prior to the current permit expiration. Permit fees will still apply. No permit shall be automatically renewed.
7. Timelines for processing permits vary depending on the type of permit and the specific request that is being applied for. Request for uses that impact the general public such as parades, road closures and uses over 30 days generally take longer to review. Applicants are solely responsible for providing all elements of the application and for planning in advance of the requested permit to allow sufficient time for City review and determination that the application is complete and adequate. Generally applications take about 4 weeks to process, though they could take less or more time.
8. Submittal of an application and payment of the application fee does not guarantee approval of the permit or limit in any way the conditions the City may place on the permit, if approved.

APPLICATION AND PERMIT FEES

The application fee for a Right-of-Way Use Permit shall be paid at the time the application is filed. Permit fees are in addition to application fees and shall be paid upon approval of the permit but prior to permit issuance. Right-of Way Use Permit Fees are per the City's adopted fee schedule *(Per Resolution No. 5549 and Ordinance No. 6125)*. Right-of-Way Use Permit application and permit fees are non-refundable and shall not be prorated.

Fees or cost associated with required police support for any permit shall be contracted separately as needed.

INSURANCE REQUIREMENTS FOR ROW USE PERMITS (unless otherwise noted in the special conditions for your permit)

A. Insurance Term

The Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Permittee's behalf with the issuance of this Permit.

B. No Limitation

The Permittee's maintenance of insurance as required by the Permit shall not be construed to limit the liability of the Permittee to the coverage provided by such insurance, or otherwise limit the City of Auburn's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Permittee shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from operations, products-completed operations, and stop-gap liability. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City of Auburn shall be named as an additional insured under the Permittee's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing at least as broad coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. Minimum Amounts of Insurance

The Permittee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than $2,000,000 each occurrence, $2,000,000 general aggregate and a $2,000,000 products- completed operations aggregate limit.

2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

E. Other Insurance Provision

The Permittee's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Auburn shall be excess of the Permittee's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Permittee shall furnish the City of Auburn with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Permittee before issuance of the Permit.

H. Notice of Cancellation

The Permittee shall provide the City of Auburn with written notice of any policy cancellation, within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Permittee to maintain the insurance as required shall constitute a material breach of the Permit, upon which the City of Auburn may, after giving five business days' notice to the Permittee to correct the breach, immediately terminate the Permit.

J. City of Auburn Full Availability of Permittee Limits

If the Permittee maintains higher insurance limits than the minimums shown above, the City of Auburn shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Permittee, irrespective of whether such limits maintained by the Permittee are greater than those required by this Permit or whether any certificate of insurance furnished to the City of Auburn evidences limits of liability lower than those maintained by the Permittee.

CONTACT INFORMATION

For questions regarding ROW Use Permit Applications please contact Amber Olds, ROW Specialist, Public Works, at (253) 804-3120 or send an email to: aolds@auburnwa.gov .

Public Works, Engineering Services (253) 931-3010
Office hours are Monday through Friday, except holidays, 8:00am-5:00 pm.