

# RIGHT-OF-WAY ACCESS APPLICATION

Under authority of Lacey Municipal Code Ch. 12.16  
Public Works Department (360) 491-5600

Date: \_\_\_\_\_ H.T.E. # (for internal use): \_\_\_\_\_

**PRESS HARD YOU ARE MAKING THREE COPIES**

THIS APPLICATION BECOMES A PERMIT ONLY AFTER APPROVAL BY THE CITY OF LACEY PUBLIC WORKS DEPARTMENT IS GRANTED

The undersigned hereby applies for permission to excavate, construct, and/or otherwise encroach on public right-of-way, as described below, and agrees to do the work in accordance with all laws, ordinances, and City standards. Work within the right-of way is subject to inspection and approval of the City of Lacey, Public Works Department.

Issuance of this permit **does not** authorize trimming, removing, cutting roots, or otherwise affecting street trees. Contact the City inspector to coordinate **any** impacts to trees.

The City of Lacey requires directional drilling or boring excavators to determine the precise location of all City of Lacey owned utilities within the drilling path. Pot holing of Lacey utilities and visual verification is required before crossing Lacey utilities with the drill or boring head. If the location of a Lacey owned utility cannot be determined after pot holing in accordance with RCW 19.122.030, a phone call shall be made to the City of Lacey during normal business hours (7:00 a.m. to 3:30 p.m. call (360) 491-5644) requesting verification and re-marking of the utility in question. Any and all additional pot holing or time locating the utility shall be done at the expense of the excavator or contractor and at no cost or liability to the City of Lacey. If the utility cannot be found after additional locating attempts by the City and additional pot holing performed by the contractor a determination may be made by the City to halt boring or drilling operations and require the excavator to use conventional excavation techniques within the area in question which may include hand digging.

**Permittee shall be responsible for:**

- Providing a safe work environment for its employees in accordance with OSHA/WISHA standards.
- Locates to be performed prior to any excavation work. **Two working days prior to digging, the permittee shall call 811 or 1-800-424-5555 in accordance with the requirements of RCW: 19.122 "Dig Law"**
- Providing adequate work zone safety controls for protection of pedestrian and vehicular traffic in and around the site. All traffic control and construction signage for work performed on or adjacent to public streets shall conform to the standards contained in the "Manual on Uniform Traffic Control Devices" (MUTCD) for streets and highways issued by the Department of Transportation Federal Highway Administration and amended by the Washington State Department of Transportation (WSDOT)
- Site security during non-construction hours including providing adequate warning devices and barriers to hazardous conditions.
- Complying with all applicable provisions of clearing and grading ordinances to prevent hazards to public safety, health and welfare. Streets shall be kept free of dirt and debris on a continuous basis per city standards.
- Protecting utilities from damage while excavation work is being performed.
- Damage to private property due to damage to utilities, such as water pipes, sewer, gas pipe, electric conduit or other utilities.
- Protection of all foundations, buildings, fences, walls or other property likely to be damaged during progress and shall be responsible for repair of any damaged items. Every effort shall be made to keep adjoining properties free of debris.
- Complete restoration of all site areas to their original condition as near as possible.
- The security and protection of any supplies, debris, unguarded machinery, equipment or other devices having the characteristics of an attractive nuisance likely to attract children or others.
- All clean-up of debris at the location of the permitted project. Prompt removal of loose material from travel section of streets is essential for the safety of pedestrian and vehicular traffic.

Permittee acknowledges by signing below that he/she agrees to familiarize himself/herself with the applicable City of Lacey standards, specifications, codes and ordinances and will abide by the same. The permittee understands that nonconformance with these documents 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.

The City of Lacey requires that all flag persons on City of Lacey streets or right-of-way are certified by the State of Washington pursuant WAC 296-155-305

Permittee is to provide certificate of insurance evidencing: 1) commercial General Liability insurance of at least \$1,000,000 per occurrence and no less than \$2,000,000 general aggregate, and \$2,000,000 products-completed operations aggregate limit, naming the City of Lacey as an additional insured. 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 with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

Permittee to provide copy of endorsement, ISO Additional Insured State or Political Subdivisions – Permits CG 20 12 005 09 or a substitute endorsement providing equivalent or better coverage.

**INDEMNIFICATION AND HOLD HARMLESS**

Applicant shall defend, indemnify, and hold the City of Lacey, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses and suits including attorney fees, arising out of or in connection with activities or operations performed by the applicant or of the applicant's behalf out of issuance of this permit. Applicant also agrees to comply with all Federal, State and local regulations in the performance of the permitted work.

I have read and will comply with the City of Lacey Right-of-Way construction requirements.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Applicant: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_ License: \_\_\_\_\_  
Scheduled Starting Date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_  
Job Location: \_\_\_\_\_ Between \_\_\_\_\_ and \_\_\_\_\_

DESCRIPTION OF WORK - Check and complete appropriate items.

### Sidewalks, Curbs and Gutters Construction or Restoration:

SF of Sidewalk \_\_\_\_\_  LF of C/G \_\_\_\_\_  Handicap Ramp \_\_\_\_\_  
 No. Driveway Approaches \_\_\_\_\_  S/W Width \_\_\_\_\_  Planter Strips \_\_\_\_\_  
 Other \_\_\_\_\_

### Street Excavation and Paving Construction or Restoration:

Pipe/Conduit Diameter \_\_\_\_\_ Trench Depth \_\_\_\_\_ Trench Width \_\_\_\_\_ Trench Length \_\_\_\_\_  
Street Surface:  Asphalt  Concrete  Other \_\_\_\_\_  
Shoulder:  Asphalt  Gravel  Other \_\_\_\_\_

### Utilities Construction or Restoration:

Gas  Power  Phone  Cable TV  Other \_\_\_\_\_  
 Install Service  Abandon Service  Repair  New Construction  
 Underground  Overhead  Utility Work Order Number \_\_\_\_\_

Lane or Sidewalk Closure(s) Required (Notify Police and Fire Departments) Explain: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

NOTE: A City hydrant meter is required to secure water from a City of Lacey fire hydrant. (Must Call (360) 491-5644)

### Official Use Only

<input type="checkbox"/> Performance Bond @ \$ _____	Permit Fee: \$ _____
<input type="checkbox"/> Maintenance Bond @ \$ _____	*Plan Check Fee: \$ _____
<input type="checkbox"/> Certificate of Public Liability Insurance: _____	*Inspection Fee: \$ _____
<input type="checkbox"/> Traffic Control Plan _____	Distribution Fee \$ _____
<input type="checkbox"/> Construction Drawings – 3 sets _____	(12.16.055)
<input type="checkbox"/> Preconstruction Meeting, Date _____	
<input type="checkbox"/> Other _____	<b>Total Fees: \$ _____</b>

\*For utilities. Applies if "main" is extended. Single service off existing main is exempt from fee.

Inspector's report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/> Permit Approved By: _____	Date: _____	5 m check _____
<input type="checkbox"/> Permit Expires: _____	(60 days from approval)	11 m check _____
<input type="checkbox"/> Ext. Accepted By: _____	Date: _____	
<input type="checkbox"/> Work Accepted By: _____	Date: _____	
<input type="checkbox"/> Perf. Bond Release By: _____	Date: _____	
<input type="checkbox"/> Maint. Bond Release By: _____	Date: _____	