

City of Bainbridge Island
280 Madison Avenue N., Bainbridge Island WA 98110
Right-of-Way Construction Permit Procedures

All construction to be done in a publicly owned right-of-way requires a permit from the Public Works Department, Engineering Division. Listed below are the steps to follow when applying for a permit.

1. Submit completed applications to the Engineering Division. A complete application includes a receipt for the permit fee (per Section 13 of the City of Bainbridge Island Fee Schedule), pertinent construction drawings or plans, and proof of a standing or project specific surety bond. The surety bond must be in an amount equal to 125% of the value of that portion of the project (exclusive of materials that will not be owned by the city) which lies within the right-of-way. This bond is for twelve months from the acceptance of the completed construction.
2. A permit number is assigned and the complete application is reviewed by the city engineer or designee for design approval. This review process may include a site visit. A copy of the submitted permit will be provided to the applicant only when requested by the applicant.
3. When approved: A letter of approval will be sent to the applicant advising them that the permit is approved and stating any applicable special conditions. The approval is valid for 90 days. The approved permit must be issued to the contractor before construction may start. If the permit is not issued within the 90 day period it will become invalid and a new application will be required, unless a hold is requested.

When disapproved: A letter will be sent to the applicant stating the reasons the permit was not approved.

4. A permit is not valid until issued and a copy of the issued permit must be on site at all times during the construction.

Failure to obtain a permit before commencement of work in the Right-of-Way or working with an expired permit, is subject to a fine of not over \$500.00 for each offense as stated in BIMC 15.12.050.

5. The applicant is required to notify the Engineering Division at the completion of construction. After a satisfactory final inspection, the permit will be closed and the 12 month bonding period will commence.

For questions regarding the Right-of-Way Construction Permit application process contact the Engineering Division at 206-842-2016.

RIGHT-OF-WAY USE PERMITS

(Ordinance 92-24, Resolutions 99-20 and 2000-33)

Work in the Right of Way – Initial Application (including one inspection)		
If a paved road way is cut perpendicular to the centerline	\$17.70	
		Per Square Foot of trench cut
If a paved road way is cut other than perpendicular to the centerline (Cuts not perpendicular to the centerline require the repaving of all lanes cut to a distance of at least ten feet beyond the cut in both directions parallel to the flow of traffic.)	\$100.00	flat fee
Work in the right of way that does not involve cutting a paved road	\$100.00	flat fee
Work in the Right of Way – Renewal (includes no additional inspections)		\$50.00

Work In the Right of Way – Bulk Purchase

Annual Fee	\$500.00
Processing Fee (includes one inspection per cut or use)	50.00
Available only to utility companies: (1) that fully comply with all City Engineering standards for road restoration using CDF for perpendicular cuts and full lane repaving for all others, and (2) guarantee restoration of any failure at no cost to the City within 2 years of the last day of work at the site in question or the date of the next pavement overlay of the restoration in question, whichever occurs first, and (3) secured by a bond payable to the City.	

Additional Inspection **\$100.00**

Work In the Right of Way – Daily Use Fee for Construction Uses

(In addition to all other fees. May be waived for City need.)

Partial Blockage (after 72 hours in any 90 day period. Fees apply for blockage during the period of 6:00 AM to 7:00 PM)		
Secondary Arterials		\$.20/car/day
Collectors	Flat Rate	\$100.00/day
Residential Access	Flat Rate	\$50.00/day
Full Blockage		
Secondary Arterials		\$1.00/car/day
Collectors	Flat Rate	\$500.00/day
Residential Access	Flat Rate	\$250.00/day

RIGHT-OF-WAY CONSTRUCTION PERMIT

**Permit #: CP
ROW**

Applicant: _____
Please print legibly

Phone: _____

Project Address or Location: _____
Major street and cross street

Section: _____ Township: _____ Range: 2E W.M. Subdivision: _____

Description of Project: _____

Plans *must be* attached: _____

Valuation of portion of project within Right-of-Way: _____

Permit Fee: (per Section 13 of Bainbridge Island Fee Schedule.) _____

Surety Bond filed with the City 125% of Valuation: _____

Contractor: _____

Bonding Company: _____

Contractor's License No.: _____

Estimated Start Date: _____

City of Bainbridge Island Business License No.: _____

Receipt Number: _____

All applications for a Right-of-Way Construction Permit shall be accompanied by a surety bond in the amount of 125% of the estimated construction cost (exclusive of materials that will not be owned by the City). The applicant is required to keep the surety bond in full force and effect for a period of at least 12 months following the completion of the work authorized by the permit. All proposed construction estimated to cost in excess of \$1,500.00 must be accompanied by a detailed cost estimate and two copies of adequately prepared construction drawings, one set to be retained by the city engineer.

Special Inspections: If in the opinion of the city engineer special conditions of any kind including but not limited to; failure of the contractor to perform in compliance with bedding and/or compaction requirements, the city engineer or his designee may provide, or require the applicant to provide, full time or specialized inspection at the sole expense of the applicant.

I understand that the terms and conditions set forth in this permit and Bainbridge Island Municipal Code Section 15.12 are binding upon the applicant, his successors and assigns, and agree to do the work in accordance with that code. I have read and understand the attached permit conditions and understand that this application is subject to the department's inspection and approval.

This permit is valid for 10 working days from issue date.*

 Applicant's signature or authorized representative Date

 Applicant's mailing address City State Zip Code

Applicant's Email Address: _____

Permit Issued to: (Applicant or Contractor Signature) _____ Date _____

EXPIRATION DATE

Design Approved - Engineering Division	Date	Issued for Construction - Engineering	Date*
Inspected - Engineering	Date	Final Inspection / Bond Release - Engineering	Date

PERMIT CONDITIONS

1. Applicants for permits to occupy City property with utilities, or holders of granted franchise rights contemplating work upon, along, over, under or across any City, road, bridge, wharf, trestle, public place, street, avenue or alley or property in the City, shall first file with the City Engineer his or her application to do such work.
2. Applicant shall provide project drawings to a working scale, showing position and location of work, names or numbers and width of roads, streets, etc. showing their location 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.
3. The applicant, his successors and assigns shall have the right and authority to enter upon the right-of-way of the City 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 City Engineer.
4. The applicant shall take all necessary precautions to protect survey monumentation in and adjoining the right-of-way.
5. The applicant (or authorized representative) by accepting this permit agrees to notify utilities or the one number locator service before commencing work as required by RCW Chapter 19.122.
6. The location, type of work, materials, and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance project petitioned for shall be approved by the City Engineer prior to start of work and shall be subject to the inspection of the City Engineer so as to assure proper compliance with the terms of the permit.
7. The applicant, his successors and assigns shall leave all roads, streets, alleys, public places and structures after installation and operation or removal of utility in as good and safe a condition in all respects as same were in before commencement of work by applicant. In case of any damage of any kind of said work by the applicant, his successors and assigns, he will at once repair said damage at his own sole cost and expense.
8. The City Engineer or his designee may do, order, or have done any and all work considered to be necessary to restore to a safe condition any street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the applicant's facility or its installation as permitted herein, and upon demand the applicant shall pay to the City all costs of such work and material.
9. If at any time the City deems it advisable to widen, grade, regrade, plank, pave, improve, alter or repair any road, street, public place or structure, the applicant upon written notice by the City Engineer or his designee, 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 City.
10. If upon written notice by the City Engineer the applicant fails to relocate any portion or all of the project as granted under this permit, the City, its agents or representatives may do any such work at the cost and expense of the applicant, and all costs to remove or reconstruct same shall be the sole cost and expense of the applicant.
11. All such changes, reconstruction or relocation by the applicant, his successors and assigns, shall be done in such manner as will cause the least interference with any of the City's work and shall be subject to the same provisions which control an original installation. The City shall in no way be held liable for any damage to the applicant by reason of any such work by the City, its agents or representatives, or by the exercise of any rights by the City's alleys, roads, streets, public places or structures in question. The grantee shall have twenty four (24) hours written notice by the City Engineer or his designee of any blasting contiguous to the applicant's permit rights in order that he may protect his interests.
12. In accordance with Bainbridge Island Municipal Code Section 15.12.030, upon completion of the work, the applicant will notify the engineer, or his designee, who has the right to make an inspection to determine if the work has been completed and that the City facilities have been restored and that no damage to city property has occurred. If satisfied with the work performed, the City engineer or his designee will direct the surety bond be returned to the applicant after the expiration of 12 months after the completion of the work.
13. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the City from granting other permits or franchise rights to any other party.
14. The City Engineer or his designee may revoke, annul or terminate the permit if the applicant fails to comply with any of the provisions of the permit, Bainbridge Island Municipal Code Chapter 15.12, the surety bond or any notices given to him by the City.
15. All the provisions, conditions, regulations and requirements herein contained shall be binding upon the successors and assigns of the applicant and all of the privileges of the applicant shall insure to such successors and assigns as if they were specifically mentioned.
16. In accepting this permit the applicant, his successors and assign will protect and save the City harmless from all claims, actions or damage of any kind which may be the result of any negligence by the applicant, and the applicant shall be required to defend such action on behalf of the City at its sole cost and expense.
17. This permit is subject to all terms, conditions and provisions set forth in the permit, in Bainbridge Island Municipal Code, Chapter 15.12 and in the surety bond provided pursuant to Bainbridge Island Municipal Code Section 15.12.025.

City of Bainbridge Island
PUBLIC WORKS DEPARTMENT
Engineering @ 206.842.2016
Fax – 206.780.3710



TRAFFIC IMPACT FORM

This form must be used for any road closures and/or partial road closures for any significant project or whenever a collector is reduced to one lane with flaggers for more than half a day.

PROJECT NAME: _____

CONTACT NAME & NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Permit Reference, if applicable: _____

PRIMARY ROAD: _____

From: _____ To: _____

DETOUR ROUTE: _____

START DATE: _____

END DATE: _____

RESTRICTION: One-Lane with Flaggers, Road Closed with Detour, Other _____

DESCRIBE TYPE OF WORK: _____

*This form must be filled out and faxed (206.780.3710) or e-mailed
(pwadmin@ci.bainbridge-isl.wa.us) to Public Works Administration
10 days before construction starts.*



CITY OF BAINBRIDGE ISLAND
Department of Public Works - Engineering

August 18, 2011

RE: RIGHT OF WAY USE PERMIT INSPECTION FEES

Dear Applicant,

Thank you for participating in the City of Bainbridge Island's right of way use permitting procedures. This letter is simply a courtesy reminder regarding the inspection fees for right of way use permits.

As stated on the permit itself, one inspection is included in the cost of the Right of Way Use Permit, and any permit requiring more than one inspection will incur an additional inspection fee of \$100 per inspection.

Thank you again for your participation in our Right of Way permitting program, and please let me know if you have any questions or concerns.

Respectfully yours,

K. Chris Hammer, P.E.
Engineering Manager
Public Works / Engineering
City of Bainbridge Island

ADDITIONAL RIGHT OF WAY USE PERMIT
INSPECTIONS PERFORMED



RIGHT OF WAY USE PERMIT #: CP _____ - _____ ROW _____

Location of Work: _____ Reference #: _____

Inspector: _____

DATE OF INSPECTION	INSPECTOR NOTES	INSPECTOR INITIALS	AMOUNT TO BE BILLED	DATE BILLED