



INFORMATION FOR Right-of-Way Construction Permit Submittal Requirements

PERMITTING & DEVELOPMENT
ENGINEERING
DIVISION
121 5th Avenue N
P: 425.771.0220

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the City for review.

A RIGHT-OF-WAY CONSTRUCTION PERMIT IS REQUIRED prior to entry into the City right-of-way (ROW) 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.

CITY RIGHTS-OF-WAY

Includes all public easements, licenses or other rights of entry owned by the City.

EXAMPLES REQUIRING PERMIT:

Utility installation, paving of driveway, traffic control, 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
Chapter 18.60

FEES

Permit Fee + Technology Fee
Inspection fee (each)

Additional fees that may apply: Overlay penalty cut fee, sidewalk/parking/alley disruption/closure fees

Refer to [Fee Schedule](#) for a complete list of fees

SUBMITTAL REQUIREMENTS:

- 1) Site Plan (sample attached) showing the following:
 - a. Location of construction, maintenance or repair.
 - b. Proposed construction
 - c. Existing utilities and improvements (water meter, catch basin, manholes, water valves, utility pole, pavement, sidewalks, curb/gutter, etc.)
 - d. Erosion and sedimentation control plan or methods (as applicable)
 - e. Proposed restoration limits
- 2) Traffic Control Plan (Vehicular & Pedestrian (as applicable)): Must comply with Manual on Uniform Traffic Control Devices (MUTCD) requirements. When applicable, one or more of the approved plans provided in the City Traffic Control Handout may be utilized. Please note – work within State Routes may require approval by WSDOT (as determined by City Engineering Division).
- 3) Complete ROW Construction Permit Application

DETERMINING LOCATION OF CITY RIGHT-OF-WAY

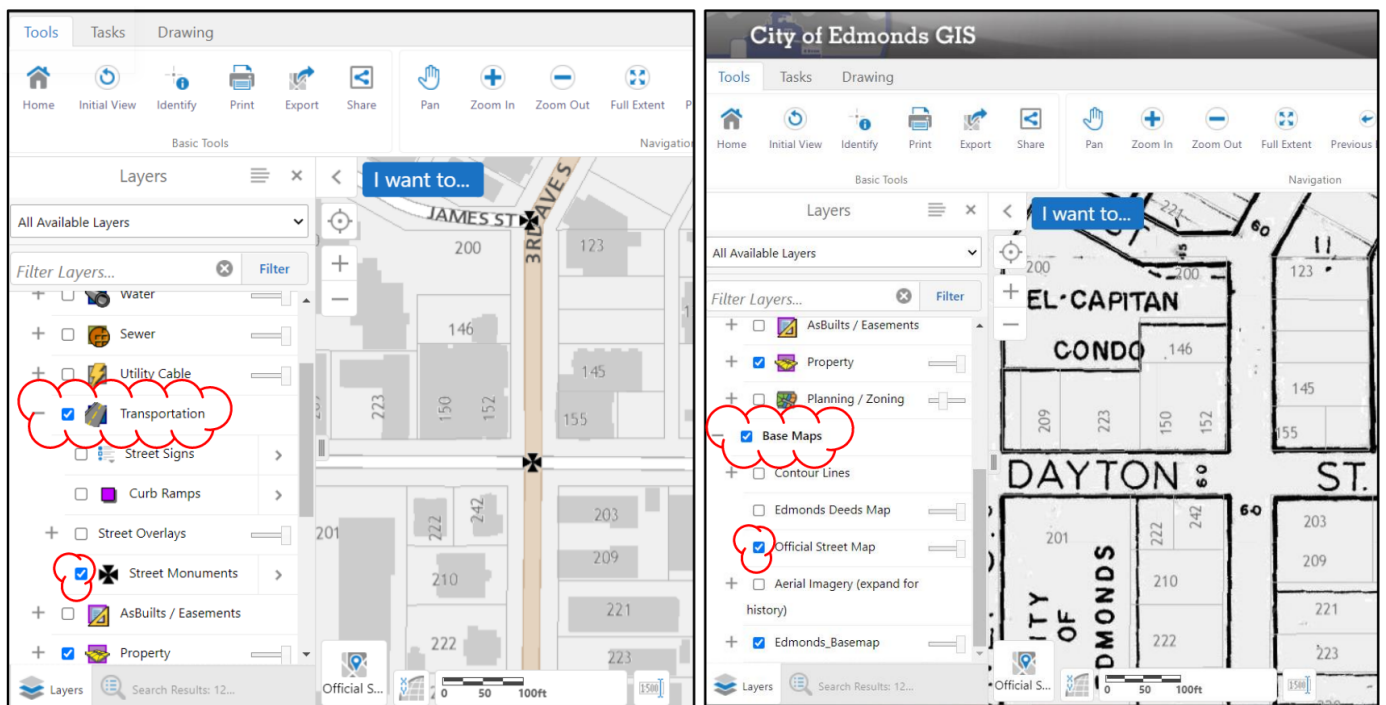
The width of the street right-of-way and street monument locations can be found on the City's GIS map. Street monuments indicate the centerline of the street ROW, which along with the width of the ROW can help determine the edge of the City ROW/private property line.

NOTE: The centerline of the paved surface does not necessarily indicate the centerline of the street ROW. By locating two street monuments the centerline of the ROW can be determined. The edge of ROW/private property does not typically align with the edge of pavement or sidewalk.

CITY GIS MAP - www.maps.edmondswa.gov

The City's GIS Map is to be used for reference only. **Only a licensed surveyor can determine the exact location of property lines, utilities, easements, etc.**

EXAMPLES SCREEN SHOTS FROM GIS MAP:



LOCATING EASEMENT AREAS

Recorded easement documents may provide the exact width and location of easements on private property. Reference to the recording document may be found in the title report for the subject property. City easement information may also be found on the City's GIS website, viewable under the transportation/easement layer. Private easement information may also be on file with Snohomish County.

UTILITY SEPARATION AND PIPE COVER REQUIREMENTS

(see also City of Edmonds Standard Details, located on the City's website.)

• **WATER**

Utility Separation

- 5' minimum horizontal separation between water mains and all other utilities, except sanitary sewer.
- 10' horizontal separation between sanitary sewer and water mains or services.
- 3' minimum horizontal separation between water services and all other utilities, except sanitary sewer.
- 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.

Minimum Cover

- 3' minimum cover for water mains.
- 18" minimum cover for water services.

• **SANITARY SEWER**

Utility Separation

- 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.

Minimum Cover

- 4' minimum cover for sewer **mains**.
- 2' minimum cover for **side sewers & laterals**.

• **STORM**

Utility Separation

- 5' minimum horizontal separation between storm **mains** and all other utilities.

Minimum Cover

- 2' minimum cover for storm systems. If 2' of cover cannot be achieved, ductile iron pipe or City approved equivalent may be used to allow for minimum 1' cover.

• **OUTSIDE AGENCY UTILITIES**

In addition to meeting minimum City requirements as outlined below, other industry standards may apply. Contact respective utility companies for specific requirements.

Utility Separation

- See above for specific separation requirements.

Minimum Cover

- 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

• Single-family Residential 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 (or concrete curb). Exposed aggregate concrete is permitted in these situations.
- 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 for additional requirements.

• Closure of Parking Lane(s) and/or Sidewalks

- In general, materials, equipment, and job trailers shall be located on private property.
- Pedestrian protection/scaffolding to be provided to maintain public access through sidewalk work areas.
- Requests to close public parking and/or sidewalks shall include the following information. Please note, approval by the City Engineer will be granted on a case-by-case basis.
 - a. Purpose of closure with detailed work plan indicating closure is the minimum necessary to perform proposed construction activity.
 - b. Days and hours of proposed closure
 - c. Dimensions of closure area (parking and sidewalk areas to be detailed separately)
 - d. Evidence that sight lines will be maintained at intersections, driveways, etc. Corner properties to provide clear sight lines for a distance of 50-ft in each direction.
 - e. Confirmation that closure area will not block or prevent access to fire hydrants, bus stops, etc.
 - f. Reflective barricades or cones at both ends of closure area.
 - g. Pedestrian detour route, as applicable. Refer to City traffic control handout for additional information.
 - h. Disruption fees will apply to closures that extend beyond a 72-hr period. Refer to City fee schedule.

• Cluster Mailboxes

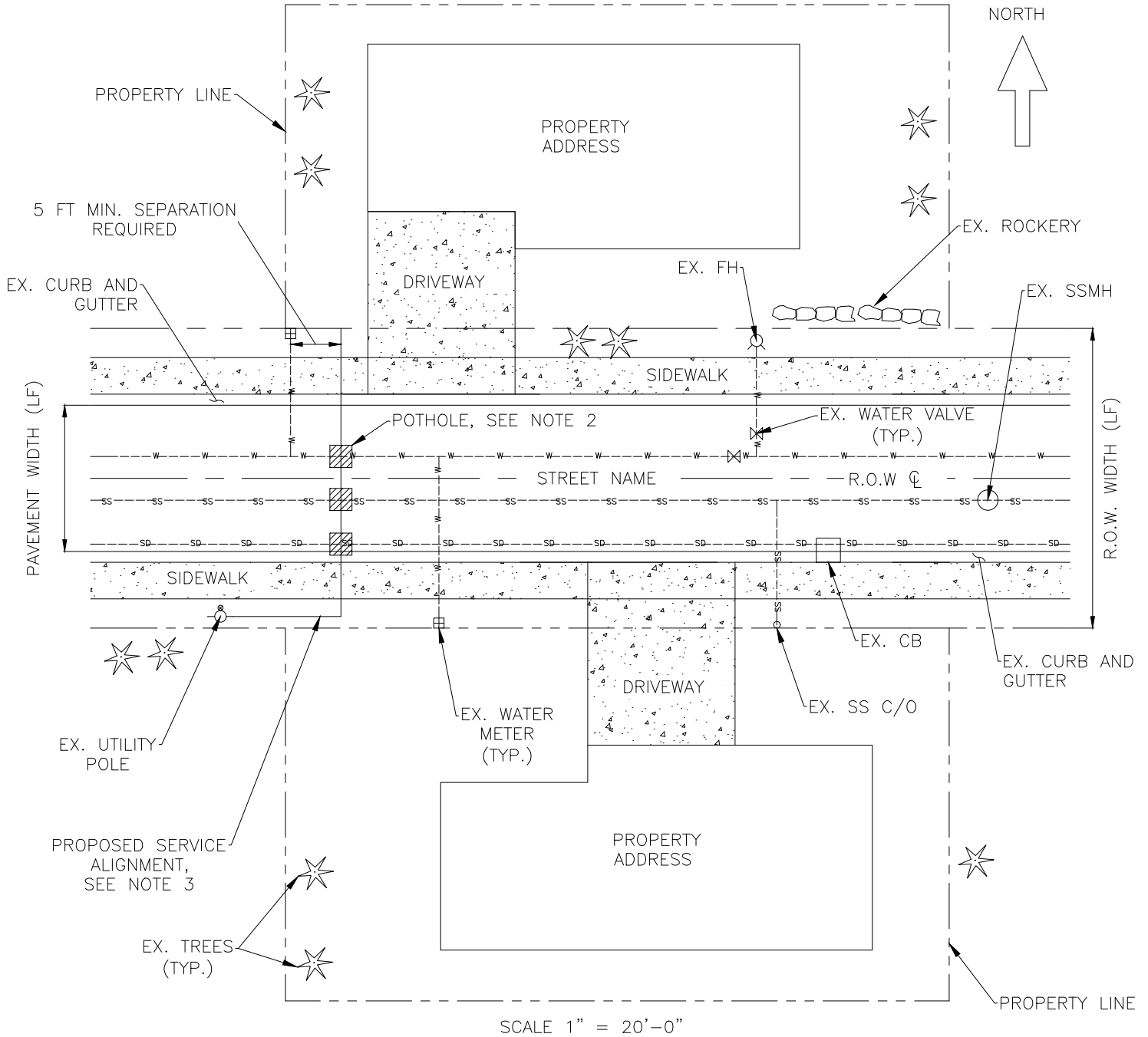
- Requires letter from Post Office approving new location.
- Refer also to City of Edmonds Standard Details

Refer also to:

- **City Policy on “Procedures for Obtaining Permit Approval for Tree Removal or Trimming in City Right-of-Way” dated November 20, 2014**
- **Edmonds Community Development Code Chapter 18.30 Storm Water Management**
 - Stormwater best management practices (BMP’s) shall be used to control and treat the quantity and quality of storm water before it leaves the site.
- **Edmonds Community Development Code Chapter 7.200 Illicit Discharges**
 - Illicit discharges, defined as “the direct or indirect non-stormwater discharge to the city’s storm drainage system, groundwaters, or water body ...” are prohibited.
 - Civil penalties may apply to any person who fails to comply with the provisions of this chapter.
- **Sample Project Utility Site Plan (next page)**

Note: This information should not be used as a substitute for City codes and regulations. Edmonds City Code may be viewed at <http://www.codepublishing.com/WA/Edmonds/>. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Engineering Division at (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.

PROPOSED UTILITY SITE PLAN



NOTES:

1. CALL DIAL-A-DIG (1-800-424-5555) PRIOR TO BEGINNING WORK.
2. POTHOLES REQUIRED OVER ALL EXISTING UTILITY CROSSINGS WITHIN PROPOSED SERVICE ALIGNMENT.
3. REQUIRED MINIMUM SEPARATION OF 5 FT (HORIZONTAL) AND 1 FT (VERTICAL) BETWEEN PROPOSED SERVICE ALIGNMENT AND EXISTING UTILITIES.
4. REMOVE SIDEWALK SECTIONS IN FULL PANELS, CALL CITY FOR FORM INSPECTIONS PRIOR TO POUR.
5. SEE CITY OF EDMONDS STANDARD DETAIL FOR RESTORATION LIMIT REQUIREMENTS.

PROJECT ADDRESS

CONTRACTOR

DATE

OWNER/DEVELOPER