



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

RIGHT-OF-WAY PERMIT APPLICATION

Incomplete Submittals Will Not Be Accepted

1. CONTRACTOR INFORMATION:

Name of Contractor: _____

Contractor's Mailing Address: _____

Contact Name: _____

Contact phone: _____

Contact Email: _____

Contractor's License #: _____

Expiration Date: _____

UBI #: _____

City Business License (CBL) status: Active CBL endorsement Applied

If you don't already have a CBL or have not applied,  Application will not be accepted. (Apply online at bls.dor.wa.gov)

2. PROJECT INFORMATION:

Abutting property street address (provide primary if multiple): _____

Tax parcel number of abutting property (provide primary): _____

Is the Project located within 200' of the Shoreline? No Yes *If yes, contact Permit Center for requirements.*

Will any asphalt or concrete be disturbed in the right-of-way (street or sidewalk)? Yes No

Details of Excavation: Depth: _____ x Width: _____ x Length: _____ (in feet)

Water Main Extension: _____ Lin. ft.

Sewer Main Extension: _____ Lin. ft.

Location of work (e.g., street, sidewalk, shoulder, etc.): _____

Project Description (be specific): _____

Cost Estimate: \$ _____ *Provide the project cost estimate for the work which disturbs the right-of-way, such as excavation and boring, even when it is not in asphalt, concrete or paved areas.*

Proposed timeframe of work (Specify expected starting & completion date): Expected Start: _____

Note: Permit expires in 180 days, unless otherwise specified on the permit. Expected Completion: _____

3. BOND INFORMATION:

A Performance Surety is required in the amount of 150% of project cost.

NOTE: All sureties must use a City-approved form. Forms are available upon request at the Permit Center.

Surety type: Bond Cash Set-aside Other _____

Check the appropriate box for this submittal and complete the information:

Surety is for this project only (submit original): Bond / Account # _____

Surety provided under a previous permit (submit copy):

Permit #: _____ Bond / Account # _____

Continuous Bond (Continuation Certificate) on file: Bond # _____

When using a continuous bond, there must be sufficient reserves to cover the amount for this project.

SUBMITTAL REQUIREMENTS:

- Completed Right-of-Way Application.**
- Site Plan.**
Must show project site and location of work in the right-of-way. This can be an engineer's drawing, or drawn on County Assessor's aerial map printed from website: <https://psearch.kitsapgov.com/pdetails/Default.aspx>.
- Traffic Control Plan. Note: Certified flaggers are required.**
All work within the City right-of-way requires a traffic control plan as approved in the Manual of Uniform Traffic Control Devices (MUTCD). Samples can be found at: http://www.wsdot.wa.gov/design/standards/plansheet/tc_1_19.htm.
- Street Restoration Detail Drawing**, if applicable. If pavement is disturbed, show the extent of pavement restoration in compliance with COPO Standard Drawing 404 (*Drawing is available on Permit Center webpage*).
- Performance Surety for 150%* of project cost:**
NOTE: If submitting a project-specific surety, the original is required with notarized signature.
- Engineers Estimate or Cost Breakdown of Project** (*As applicable. Only if required by City Engineer*).
Other documentation may be required in addition to what is listed above.

Pursuant to the requirements of Chapter 12.04 POMC, any work done in a City of Port Orchard right of way requires a permit from the City. Upon completion of the work, the right of way shall be restored to a surface that is consistent with the surrounding street/sidewalk surface, and/or to the prior condition for any other area within the right of way where work occurs. The City has the right to specify the fill material for excavation and to require proper compaction at no cost to the City. The surface and sub-grade restoration shall be approved by the City Engineer. The Contractor is responsible for the proper disposal of any waste material. The Contractor shall repair all damaged underground utilities at no cost to the City. All work within City right-of-way will require a Manual of Uniform Traffic Control Devices (MUTCD)-approved traffic control plan. The City requires the Contractor to submit a proper notice of a traffic control plan 7 days prior to the approval of street closures. All work in City right of way requires utility locates (1-800-424-5555). WSDOT needs to be notified separately regarding utility locates for work in State right of way (360-357-2616).

All work and bonding shall be consistent with the requirements of Chapter 12.04 POMC. A Performance Bond or other surety in the amount of 150% of the anticipated construction costs shall be provided to the City prior to the commencement of work to compensate for any work by the Contractor which is not completed. An engineer's estimate or cost breakdown may be required to verify project valuation. The performance bond will be released upon completion and acceptance of the work by the City Engineer, and upon receipt of a 2-year maintenance bond in the amount of 20% of the construction costs to guarantee against defective materials, equipment and workmanship for the two year period, including over two winters. Bonds must be in a form approved by the City.

It is the responsibility of the Applicant to schedule inspection(s) upon completion of the work, and after two years when the maintenance amount is ready to be released.

All site practices shall comply with the City of Port Orchard stormwater manual.

An approved application shall be deemed abandoned 60 days after approval unless the permit has been issued. The permit will expire 180 days after issuance unless otherwise stated on the permit. The Contractor may request an extension in writing prior to permit expiration. The Director may grant an extension of up to 60 days.

JACK HAMMERING IS NOT ALLOWED. SAW CUT ONLY.

Contractor's Signature

Print Name

Date