

Issued for Construction. *JS* 5/21/25



## San Juan County Right of Way Permit Application

Permit # (STAFF USE ONLY)

**ROW-** 25-0018

### Public Works

(APPLICATION QUESTIONS)

Phone: (360) 370-0500

Email: [pubwks@sanjuancountywa.gov](mailto:pubwks@sanjuancountywa.gov)

### Community Development

(PERMIT SUBMISSIONS AND FEES)

Phone: (360) 378-2354

Email: [dcdpermits@sanjuancountywa.gov](mailto:dcdpermits@sanjuancountywa.gov)

P.O. Box 947 ♦ 135 Rhone St  
Friday Harbor, WA 98250

**PROJECT TYPE:** Check one or more boxes below to indicate what type of Right of Way permit(s) you are applying for.

☐

DRIVEWAY ACCESS

☐

FRONTAGE IMPROVEMENTS

☒

UTILITY

☐

OTHER

### PROJECT LOCATION:

Site Address &/or County Road

Tuesday Way

Tax Parcel Number:

Island: San Juan

### PROJECT DESCRIPTION: (describe work or installations affecting county roads or right of way)

(e.g. "install new driveway off the County road, to access my barn"; "utility crossing and 100 ft. of parallel trenching in County road Right of Way, for OPALCO connection"; "construct temporary access off the County road, for moving house onto lot")

Install 8" C900 water main on Tuesday Way from Terrace Dr. to Little Creek. The new pipe will replace the old high pressure 6" AC that's been problematic with several breaks the past few years. The purposed dig will be approximately 11 feet from the existing main, approximately 4 from the the road edge in the right of way. All native material will be hauled away and new pipe will be bedded and backfilled with 5/8- gravel.

ATTACH A MAP OR SITE PLAN SHOWING THE LOCATION OF THE WORK, RELATIVE TO THE RIGHT OF WAY AND PROPERTY BOUNDARIES

**APPLICANT / OWNER:** In most cases, the 'Applicant' is the owner of the property where the work will occur. For utility franchise work the 'Applicant' is the Franchisee ( i.e. the utility company).

Name of Owner: Town of Friday Harbor

Phone: (360) 378-8353

Mailing Address: PO Box 219

City: Friday Harbor

Email: kaseya@fridayharbor.org

State: WA

Zip: 98250

**CONTACT PERSON / AUTHORIZED AGENT:** This is the person whom we will communicate with throughout the life of the permit application. If someone other than the owner, fill out the contact details and attach an 'Agent Authorization Form' signed by the owner.

Contact Name: Kasey Anderson

Phone: (360) 378-8353

Email: kaseya@fridayharbor.org

Phone: (360) 821-4736

ATTACH AGENT AUTHORIZATION FORM IF CONTACT PERSON IS NOT OWNER

**CONTRACTOR:** All work in the County road Right of Way must be by a general contractor who has been pre-approved by the Dept. of Public Works (RCW 18.27 & SJC §12.04.040). Contractor selection is not required at time of application. You may check 'Deferred Selection' below.

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

☐

CHECK BOX IF DEFERRED CONTRACTOR SELECTION REQUESTED

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# Right of Way Permit Application – page 2

Staff Use Only  
Permit # **ROW-25-0018**

PROJECT DETAILS: Complete only the sections that apply. Check all boxes that apply.

DRIVEWAY ACCESS TO COUNTY ROAD &/or FRONTAGE IMPROVEMENTS			
ACCESS TYPE:	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> PRIVATE ROAD	<input type="checkbox"/> TEMPORARY ACCESS
	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> FARM / FIELD / OTHER	<input type="checkbox"/> PEDESTRIAN
PROPOSED WORK:	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RELOCATE	<input type="checkbox"/> IMPROVE OR MODIFY
	<input type="checkbox"/> NO WORK PLANNED	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> CURB/GUTTER/SIDEWALK

FEES	
PERMANENT ACCESS	\$100 (PER LOCATION)
TEMPORARY ACCESS	\$50 (PER LOCATION)

UTILITY INSTALLATIONS IN COUNTY RIGHT OF WAY	
<input checked="" type="checkbox"/> NEW INSTALLATION	
<input type="checkbox"/> REPAIR	<input type="checkbox"/> Emergency REPAIR (AFTER-THE-FACT)
TRENCHING ALONG THE COUNTY ROAD?	<input checked="" type="checkbox"/> YES ESTIMATED # OF FEET <b>700</b>

FEES	
NEW INSTALL	\$300 (EACH LOCATION)
REPAIRS	\$150 (EACH LOCATION)
TRENCHING	+ \$0.25 PER LINEAR FOOT

OTHER WORK OR INSTALLATIONS IN COUNTY RIGHT OF WAY	
<input type="checkbox"/> INSTALLATIONS	(MISC. INSTALLATIONS IN COUNTY ROAD RIGHT OF WAY)
<input type="checkbox"/> TEMPORARY USE	(MISC. WORK IN COUNTY ROAD RIGHT OF WAY)


FEES	
\$100	(EACH INSTALLATION)
\$50	(EACH LOCATION)

☒ PAYMENT SUBMITTED WITH APPLICATION: \$ **300.00**  
☐ PLEASE CALCULATE MY FEES FOR ME

TOTAL ESTIMATED FEES \$ **300.00**

## PRINT & SIGN THE APPLICATION:

I certify that I am the owner or the authorized agent; I have reviewed the information provided and verify that is true and correct; I further signify that the owner grants permission for San Juan County employees to enter the premises for the purpose of permit inspections.

 (SIGNATURE OF OWNER OR AUTHORIZED AGENT)	<u>Town of Friday Harbor</u> <u>Jesse Douglas-Scitz</u> (PRINTED NAME)	<u>5/19/25</u> (DATE)
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public works Director

## DIRECT QUESTIONS REGARDING APPLICATION TO:

[San Juan County Public Works](#)  
Email: [pubwks@sanjuancountywa.gov](mailto:pubwks@sanjuancountywa.gov)  
Phone: (360) 370-0500


## SUBMIT APPLICATION & FEES TO:

[SJC Dept. of Community Development](#)  
Mailing address: P.O. Box 947, Friday Harbor, WA 98250  
Email: [dcdpermits@sanjuancountywa.gov](mailto:dcdpermits@sanjuancountywa.gov) Phone: (360) 378-2354

## ADDITIONAL INFORMATION FOR APPLICANTS:

[San Juan County Code](#)  
Chapter 18.60.090 Roads – Public Roads

[Revised Code of Washington](#)  
Title 36, Chapter 75 Roads and Bridges

SAN JUAN COUNTY STAFF USE ONLY			
PERMIT ISSUED:		ACCEPTANCE OF WORK:	
 (APPROVED BY)	<u>5/21/25</u> (DATE)	 (APPROVED BY)	 (DATE)
EXPIRATION: <u>1-year</u>	EXTENSION:	COUNTY ROAD #	MP
CONTRACTOR APPROVAL: <input type="checkbox"/> PENDING <input type="checkbox"/> VERIFIED		2ND COUNTY ROAD #	MP

ROW-25-0018



**SAN JUAN COUNTY  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
APPROVED SITE PLAN**

This site plan is consistent with the County land use and development codes, subject to the terms and conditions of Permit No. ROW-25-0018

Signed and dated:  
5/20/25

*Marc P. Santos*

Keep SJCC inadvertent discovery plan on site and follow it

ANY DEVIATION IN CONSTRUCTION FROM APPROVED PLANS REQUIRES PRIOR REVIEW AND APPROVAL



Scope of Permit: This permit covers only the work and installations within the County road right-of-way.

Verification of Right-of-Way: It is the applicant/owners' responsibility to:

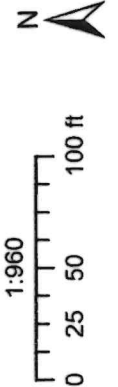
- 1) Verify the County right-of-way in relation to the planned work;
- 2) Obtain any additional permits, as needed, for work or installations outside of the right-of-way.

Per SJCC SJCC 18.35.030(C)(1) Installation and construction of: electrical, telecommunications, cable, water, sewer, and other utility lines and equipment within existing structures, facilities, infrastructure systems, development areas and uses, utility easements, and public and private rights-of-way permitted so long as the following are met: a. There is no further intrusion into geologically hazardous areas, frequently flooded areas, wetlands, or fish and wildlife habitat conservation areas or their buffers; b. Soil erosion is controlled; c. Disturbed areas are promptly stabilized; and d. Any adverse impacts to critical areas are mitigated in accordance with SJCC 18.35.040

Per SJCC 18.60.150 (B) Environmental impacts resulting from installation or maintenance of utilities shall be minimized. Areas disturbed during construction shall be replanted with native vegetation and maintained until firmly established. Clearing shall be confined to that necessary to allow installation and to prevent interference by vegetation once the system is in operation.



This map is derived from San Juan County's Geographic Information System (GIS). It is intended for reference only and is not guaranteed to survey accuracy. The information represented on this map is subject to change without notice.



Polaris Webmap

ROW-25-0018



# RIGHT OF WAY PERMIT CONDITIONS

Permit #	ROW-25-0018
Site Address:	Tuesday Way
Project Name:	TOWN OF FRIDAY HARBOR

CONDITION NAME	CONDITION DETAILS
<b>PW-SCOPE OF PERMIT &amp; VERIFICATION OF ROW</b>	Scope of Permit: This permit covers only the work and installations within the County road right-of-way. Verification of Right-of-Way: It is the applicant/owners' responsibility to: 1) Verify the County right-of-way in relation to the planned work; 2) Obtain any additional permits, as needed, for work or installations outside of the right-of-way.
<b>PW-APPROVED CONTRACTOR</b>	Approved Contractor: All work in the County Road Right of Way must be performed by a Public Works Approved Contractor. Applicant must submit name of contractor for verification, prior to commencing work. A list of Approved Contractors is available on request, or on our website at <a href="http://www.sanjuanco.com/334/Permits-Forms">http://www.sanjuanco.com/334/Permits-Forms</a> .
<b>PW-REQUIRED NOTIFICATIONS</b>	Required Notifications: Applicant (or Contractor) is required give notice to San Juan County Public Works for the following events: 1) Contractor Selection 2) Planned Start Date (48-hours prior to construction) 3) Completion of Work (request final inspection)
<b>PW-STANDARD PLANS 300 &amp; 305- UTILITY ACCOMMODATION</b>	San Juan County Standard Plans 300 (UTILITY ACCOMMODATION STANDARD) & 305 (UTILITY ACCOMMODATION DETAILS) apply. Variance from Standard requires written approval.
<b>PW-STANDARD PLAN 310 – UTILITY TRENCH REPAIR</b>	San Juan County Standard Plan 310 (UTILITY TRENCH REPAIR DETAILS) applies. Variance from Standard requires written approval.
<b>PW-CALL BEFORE YOU DIG</b>	Call Before You Dig! - State law requires you call for utility locates at least two business days before you dig. (Dial 811)
<b>PW-COPY OF PERMIT AT WORK SITE</b>	Copy of Permit at Work Site: The contractor, or person performing the work, shall keep a complete copy of the permit, including approved construction plans, onsite at all times work is being performed.
<b>PW-HOURS OF WORK</b>	Hours of Work: All work shall be performed between 7 a.m. and 6 p.m.
<b>PW-TRAFFIC CONTROL</b>	Traffic Control: Work zone safety is the applicant's responsibility. All necessary traffic control will be provided in accordance with State law & the Manual on Uniform Traffic Control Devices (MUTCD).
<b>PW-CONSTRUCTION STAGING</b>	Construction Staging: Staging of equipment or materials within the County road right-of-way requires WRITTEN APPROVAL of County Engineer.
<b>PW-STORM WATER BMP'S</b>	Storm Water BMP's: Erosion prevention measures and Best Management Practices (BMP's) for storm water runoff, shall be employed at all times.
<b>PW-ARCHAEOLOGICAL SITES</b>	Archaeological Sites: Work shall cease and Public Works shall be notified if archaeological objects are encountered.
<b>PW-SURVEY MONUMENTS</b>	Survey monuments are commonly set along the Right of Way and at property corners. The contractor shall take care, when performing excavations in the Right of Way, not to disturb existing monuments. Any land boundary survey monuments that are removed or destroyed shall be replaced at the contractors expense (332-120 WAC).
<b>PW-REVOCATION</b>	Revocation: The County Engineer may revoke, annul or terminate this permit if: - the permittee fails to comply with the provisions, requirements or regulations, herein; - the permittee, through willful or unreasonable neglect, fails to heed or comply with notices given them; or - the permitted work is not installed, operated and/or maintained in conformity with said provisions, requirements and regulations.

Row-25-0018

# RIGHT OF WAY PERMIT CONDITIONS

Permit #	ROW-25-0018
Site Address:	Tuesday Way
Project Name:	TOWN OF FRIDAY HARBOR

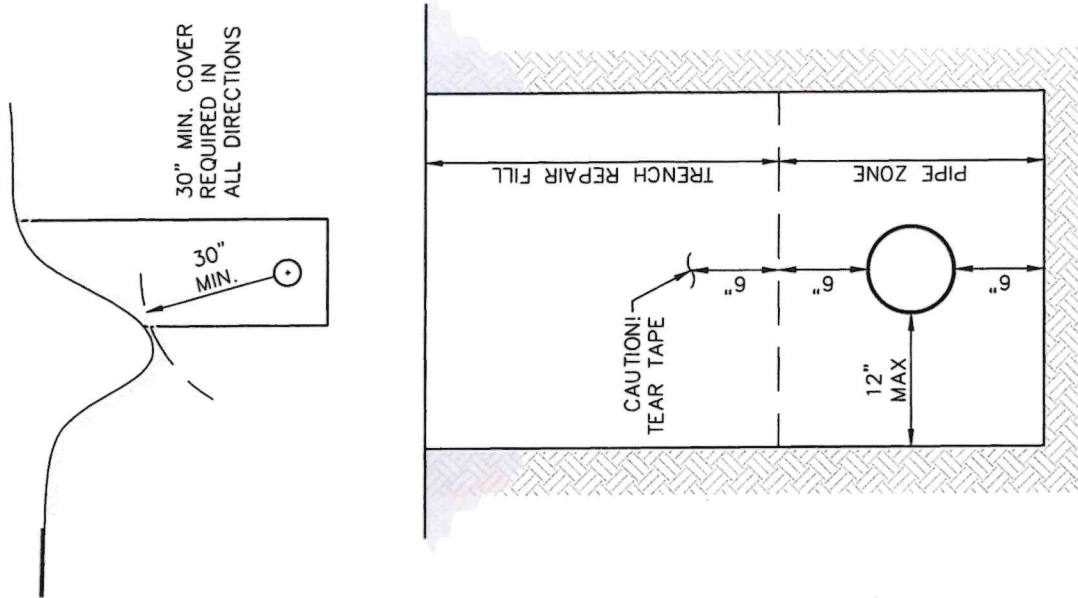
CONDITION NAME	CONDITION DETAILS
<b>Custom</b>	Per SJCC SJCC 18.35.030(C)(1) Installation and construction of: electrical, telecommunications, cable, water, sewer, and other utility lines and equipment within existing structures, facilities, infrastructure systems, development areas and uses, utility easements, and public and private rights-of-way permitted so long as the following are met: a. There is no further intrusion into geologically hazardous areas, frequently flooded areas, wetlands, or fish and wildlife habitat conservation areas or their buffers; b. Soil erosion is controlled; c. Disturbed areas are promptly stabilized; and d. Any adverse impacts to critical areas are mitigated in accordance with SJCC 18.35.040
<b>Custom</b>	Per SJCC 18.60.150 (B) Environmental impacts resulting from installation or maintenance of utilities shall be minimized. Areas disturbed during construction shall be replanted with native vegetation and maintained until firmly established. Clearing shall be confined to that necessary to allow installation and to prevent interference by vegetation once the system is in operation.
<b>IDP</b>	The Inadvertent Discovery Plan (IDP) shall be kept on the job site and followed if any cultural material (e.g., bones, shell, antler, horn, or stone tools) and/or human remains are found.

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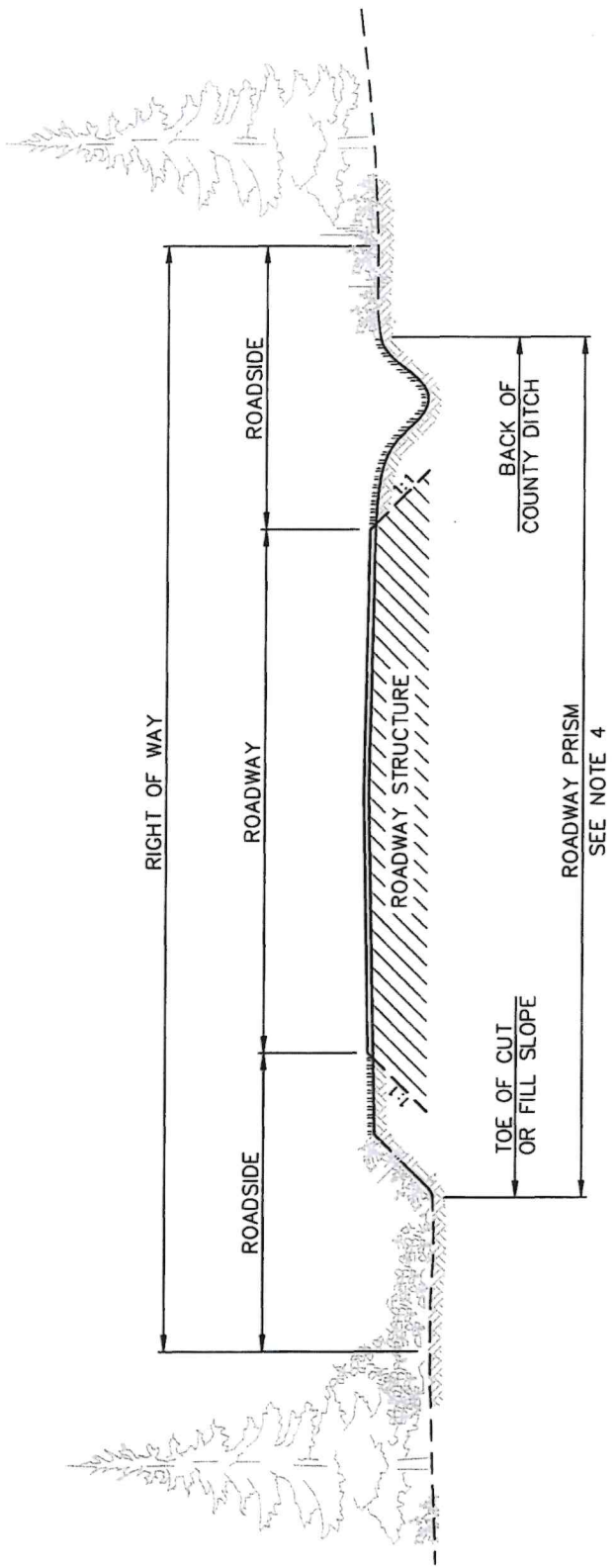


## NOTES

1. DEVIATIONS FROM THESE STANDARDS WILL BE ON A CASE-BY-CASE BASIS, SUBJECT TO APPROVAL BY THE COUNTY ENGINEER.
2. SEE WSDOT STANDARD SPECIFICATIONS FOR MATERIALS AND METHODS.
3. ASPHALT PATCH: ALL ASPHALT PATCH METHODS MUST HAVE PROJECT SPECIFIC APPROVAL. ASPHALT CUTS SHALL BE NEAT, UNIFORM AND VERTICAL. IF ANY PORTION OF A LONGITUDINAL PAVEMENT CUT AFFECTS A WHEEL TRACK AS DETERMINED BY THE ENGINEER, THE ENTIRE LANE SHALL BE REMOVED AND REPLACED. WHERE AN EXISTING PATCH OR CRACK IS IN CLOSE PROXIMITY TO THE NEW CUT, THE ENGINEER MAY REQUIRE REMOVAL OF THE EXISTING PATCH OR CRACK AND ANY INTERVENING PAVEMENT. ALL ASPHALT PATCHES SHALL BE RECTANGULAR IN SHAPE AND CONSTRUCTED TO BE PARALLEL AND PERPENDICULAR TO THE ROAD CENTERLINE. PRIOR TO PATCHING, CLEAN AND HEAT EDGES AND TACK WITH EMULSIFIED ASPHALT. SEAL JOINT WITH HOT ASPHALT.
4. PIPE ZONE BEDDING: THE ENGINEER MAY APPROVE THE USE OF NATIVE MATERIAL FOR PIPE ZONE BEDDING SUBJECT TO THE CONDITIONS OF STD. SPEC. 9-03.12(3).
5. PERMANENT ACCESS POINTS: PERMANENT ACCESS POINTS TO UTILITY STRUCTURES OFF THE COUNTY ROAD REQUIRE SITE SPECIFIC DESIGN AND JUSTIFICATION. ACCESS POINTS SHALL BE MINIMALLY DESIGNED AND STRATEGICALLY LOCATED.
6. TRAFFIC CONTROL: AT NO TIME DURING CONSTRUCTION WILL ANY COUNTY ROAD BE ENTIRELY CLOSED. AT A MINIMUM ONE-WAY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES. ALL TRAFFIC CONTROL AND CONSTRUCTION SIGNS SHALL BE PROVIDED, INSTALLED, AND MAINTAINED IN ACCORDANCE WITH THE LATEST ISSUE OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). ALL FLAGGERS SHALL BE STATE CERTIFIED. SEE STD. SPEC. 1-10 FOR MORE INFORMATION.
7. ROADSIDE EXCAVATIONS: ALL EXCAVATIONS SHALL BE SECURED IN ACCORDANCE WITH WSDOT STD. SPEC. 1-07.23(1). DROP-OFFS EXCEEDING TWO FEET REQUIRE SUBSTANTIAL PROTECTION AND WARNING SIGNS.
8. STREET TRACKED EQUIPMENT: STEEL TRACKED EQUIPMENT IS NOT PERMITTED ON PAVED COUNTY ROADS WITHOUT PROTECTIVE MATS OR SITE SPECIFIC APPROVAL.
9. STAGING: STAGING OF VEHICLES AND EQUIPMENT IS NOT PERMITTED IN THE VEHICLE TRAVELED WAY. STAGED VEHICLES OR EQUIPMENT SHALL BE PARKED IN A MANNER THAT DOES NOT IMPEDE THE VISIBILITY OR SAFETY OF OTHER MOTORISTS. VEHICLES AND EQUIPMENT LEFT OUTSIDE OF THE VEHICLE TRAVELED WAY OVERNIGHT SHALL BE ACCOMPANIED BY A LIGHTED BARRICADE.
10. MONUMENTS: SURVEY MONUMENTS ARE COMMONLY SET ALONG THE RIGHT OF WAY AND AT PROPERTY CORNERS. THE CONTRACTOR SHALL TAKE CARE WHEN PERFORMING EXCAVATIONS IN THE RIGHT OF WAY TO NOT DISTURB EXISTING MONUMENTS. ALL LAND BOUNDARY SURVEY MONUMENTS THAT ARE REMOVED OR DESTROYED SHALL BE REPLACED AT THE CONTRACTORS EXPENSE (332-120 WAC).
11. FINAL CLEANUP AND RESTORATION: ROADWAYS SHALL BE CLEANED AND SWEEPED BOTH DURING AND AFTER EACH WORKING DAY. DISTURBED SOILS SHALL BE FINAL GRADED, SEEDED, AND MULCHED. DITCHES THAT ARE LINED WITH ERODIBLE SOIL AND SUBJECT TO RAPID FLOWS SHALL REQUIRE AN EROSION CONTROL BLANKET.




	Public Works Department <b>San Juan County</b> COLIN F. HUNTEMER, PE COUNTY ENGINEER	2016.08.02 UTILITY ACCOMMODATION STANDARDS STANDARD PLAN <b>300</b>
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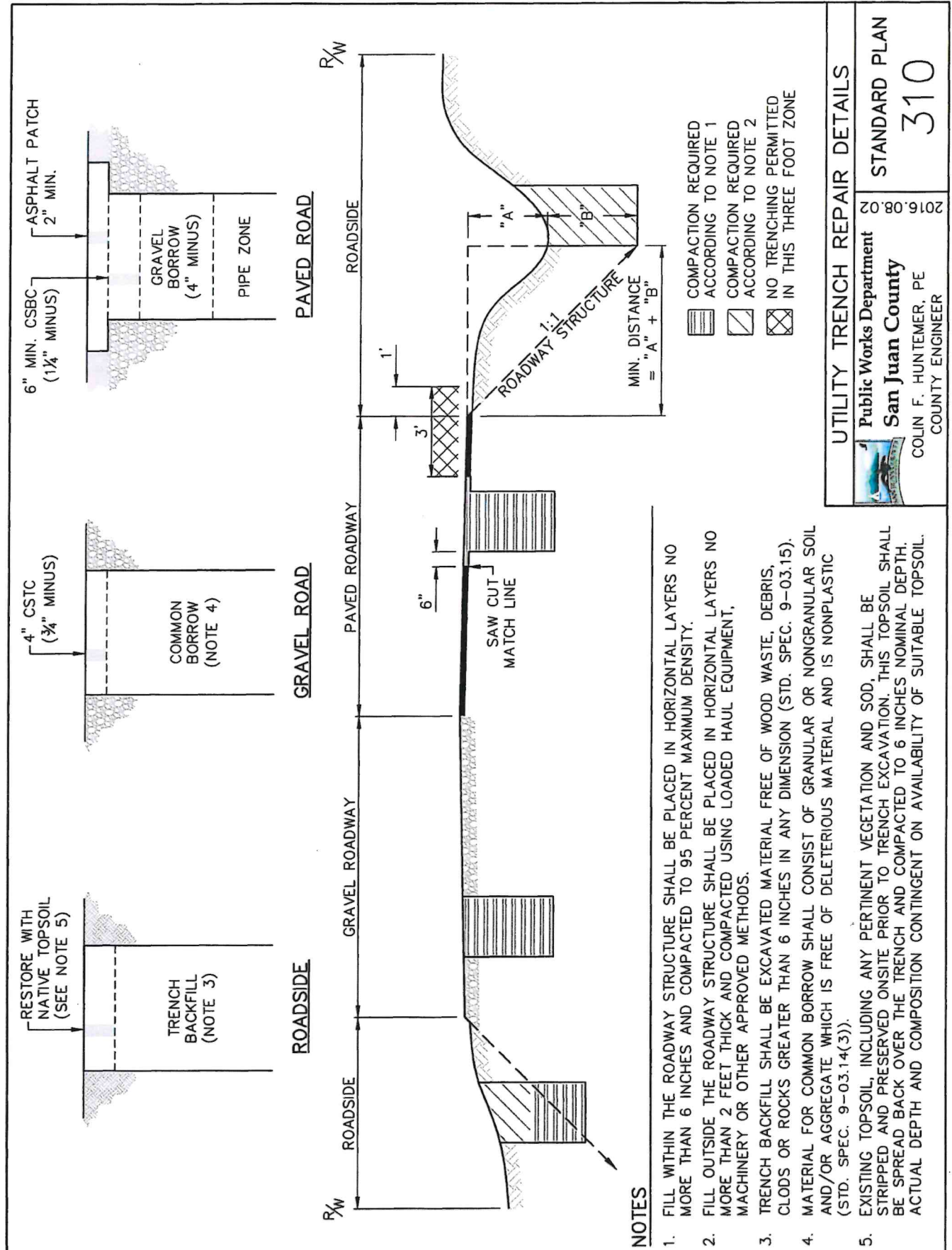


NOTES

1. SEE WAC 468-34-110 FOR COMPLETE DEFINITION OF TERMS.
2. AREAS WITHIN THE ROADWAY PRISM ARE INTEGRAL TO THE FUNCTION AND PERFORMANCE OF THE ROADWAY INCLUDING COUNTY DITCHES AND CUT AND FILL SLOPES.
3. THE ROADWAY STRUCTURE INCLUDES AREAS OF STRUCTURAL FILL REQUIRED TO SUPPORT THE ROADWAY. UNLESS CONDITIONS REQUIRE OTHERWISE, THE ROADWAY STRUCTURE EXTENDS OUT FROM THE EDGE OF THE ROADWAY AT A 1:1 SLOPE.
4. FOR INTERPRETATIONS PERTAINING TO SJCC TITLE 18, THE ROADWAY PRISM IS THE LIMITS OF THE EXISTING DEVELOPMENT AREA (SJCC 18.20 DEFINITIONS)

UTILITY ACCOMMODATION DEFINITIONS	
 Public Works Department <b>San Juan County</b> RACHEL E. DIETZMAN, PE COUNTY ENGINEER	2015.06.19 <b>STANDARD PLAN</b> <b>305</b>

ROW-25-0018



UTILITY TRENCH REPAIR DETAILS	
Public Works Department <b>San Juan County</b> COLIN F. HUNTEMER, PE COUNTY ENGINEER	2016.08.02
STANDARD PLAN <b>310</b>	

ROW-25-0018



# San Juan County Inadvertent Discovery Plan

In the event that any ground-disturbing activities or other project activities related to this development or in any future development uncover protected cultural material (e.g., bones, shell, antler, horn or stone tools), the following Actions will be taken:

1. If any employee, contractor, or subcontractor believes that they have uncovered cultural resources or human remains at any point in the project, take the following steps to **Stop-Protect-Notify**. If you suspect that the discovery includes human remains, also follow Action 5.
2. **Stop Work:** All work must stop immediately within 30 feet of the discovery.
3. **Protect the Discovery:** Leave the discovery and the surrounding area untouched and create a clear, identifiable, and wide boundary (30 feet or larger) with temporary fencing, flagging, stakes, or other clear markings. Provide protection and ensure integrity of the discovery until cleared by the Department of Archaeological and Historical Preservation (DAHP) or a licensed, professional archaeologist. Do not permit vehicles, equipment, or unauthorized personnel to traverse the discovery site. Do not allow work to resume within the boundary until the requirements of this IDP are met.
4. **Notify:** When an unanticipated discovery of protected cultural material (see definitions below) occurs, the property owner or contractor will contact:
  - a) The **property owner and project manager**;
  - b) The Department of Archaeology and Historic Preservation (DAHP) (**Stephanie Jolivette**, 360-586-3065, 360-628-2755 cell);
  - c) **Lena Tso**, THPO, Lummi Nation (360-961-7752);
  - d) **Tamela Smart**, Deputy THPO/Compliance Officer, Lummi Nation (360-927-2944);
  - e) **Jackie Ferry**, Tribal Historic Preservation Officer, Samish Indian Nation (360-726-3399, 360-770-7784 cell),
  - f) **San Juan County Community Development**, 360-370-7586.
5. If the discovery is **human remains**, the property owner or contractor will stop work in and adjacent to the discovery, completely secure the work area by moving the land-altering equipment to a reasonable distance, and will immediately contact:
  - a) The **property owner and project manager**;
  - b) The **San Juan County Sheriff's Department** (360-378-4151)
  - c) The **San Juan County Coroner** (360-378-4101) to determine if the remains are forensic in nature;
  - d) and **San Juan County Community Development**, 360-370-7586;
  - e) If the remains are not forensic in nature, the Department of Archaeology and Historic Preservation (DAHP) (**Stephanie Jolivette**, 360-586-3065, 360-628-2755 cell and **Guy Tasa** 360- 790-1633) will take the lead on determining the appropriate method of treatment for the remains and will consult with the Affected Tribes;

**Cultural material that may be protected by law could include but not be limited to:**

1. Buried layers of black soil with layers of shell, charcoal, and fish and mammal bones (Figure 1).
2. Buried cobbles that may indicate a hearth feature;
3. Non-natural sediment or stone deposits that may be related to activity areas of people;
4. Stone, bone, shell, horn, or antler tools that may include projectile points (arrowheads),
5. scrapers, cutting tools, wood working wedges or axes, and grinding stones (Figures 2 and 3);
6. Stone tools or stone flakes (Figures 2 and 3);
7. Perennially damp areas may have preservation conditions that allow for remnants of wood and other plant fibers; in these locations there may be remains including fragments of basketry, weaving, wood tools, or carved pieces; and
8. Human remains.

1

**Figure 1:** Shell Middens. These middens can extend into the intertidal zone in areas that have undergone sea level rise during the precontact period.



**Figure 2:** Examples of stone and bone tools.





**Figure 3:** Examples of stone flakes.



**Figure 4:** Examples of underwater/intertidal archaeological features including wood or stone fish weirs (left), clam gardens (bottom), or sunken canoes (right) or other watercraft.

