

**Town of Friday Harbor**

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / [www.fridayharbor.org](http://www.fridayharbor.org)**RIGHT-OF-WAY PERMIT APPLICATION**

Application Date	Tax Parcel number(s) of project location		<b>OFFICE USE ONLY</b>	
			<b>Permit File #</b> _____	
Applicant / Franchise Holder				
Mailing Address		Email Address		
City	State	Zip	Telephone #	
Name of Contractor:		WA State Contractor's Registration #		UBI #
The Contractor of record agrees that all repairs will be completed in accordance with Town of Friday Harbor Street Standards. _____ (Contractor of Record signature)				
Location / description of project (must include street address; <u>attach narrative</u> )				
Utility Excavation	Yes	Streets, Curb, Gutter, Sidewalk or other work	Yes	Stormwater Drainage
	No		No	No
A Certificate of Liability Insurance policy naming the Town of Friday Harbor as Additional Insured and Certificate Holder must accompany this application. The Town of Friday Harbor shall be the Certificate Holder and the description of operations/locations must be specific to the project. Policy limits on the Certificate shall be in the amounts as set forth in the attached example.				
Is project within 200 feet of the shoreline?		Yes		No
Does your project require sewer or water main extensions?		Yes		No
<b>The undersigned, have read and understood the attached, and agree to follow all instructions, procedures, and conditions stated herein. I, the undersigned, also understand and agree that they are fully responsible for any and all damages or injuries occasioned by the work detailed herein, including work performed by employees, sub-contractors or consultants of Applicant.</b>				
Applicant' Signature: _____				
<b>OFFICE USE ONLY:</b>				
Approved _____ Approved w/ Special Requirements (see pg. 5) _____ Denied _____				
Town Administrator _____ Date _____				

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### **PROCEDURE**

1. Applicants for permits to perform work in or to occupy Town street right-of-way (ROW), or holders of granted franchise rights contemplating work upon, along, over, or under any Town street, road, avenue, or alley on property in the Town, shall first file with the Town an application to do such work.
2. Applicant will be responsible for understanding and following all specifications and conditions agreed upon.
3. Such applications shall be accompanied by a drawing. Drawings shall be to a working scale, showing position and location of work, names or numbers and width of streets, roads, etc., showing their location and dimensions of the abutting properties, in the plat, or subdivision, showing the relative position of proposed work or facilities to existing utilities or facilities, constructed, laid, installed, or erected within such streets or right of way. The plan shall show the location of buildings, or off-street parking facilities being served or to be served by the new construction.
4. The actual location of the work to be done under this permit must be flagged or marked, its depth below or above surface or grade of any Town structure, street, road, avenue, or alley, and shall be approved by the Town for any special requirements before any work shall be done by the applicant.
5. The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished.
6. Signing, barricades and traffic control in the vicinity of the work shall strictly conform to provisions of the "Manual on Uniform Traffic Control Devices for Streets and Highways" and the "Manual for Emergency Traffic Control for Protection of Men & Equipment". The applicant shall pay to the Town all costs of expenses incurred in the examination, inspection, and supervision of such work resulting from the granting of said permits.

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### **GENERAL STANDARDS**

1. All work in the ROW shall be designed and installed in accordance with Town Engineering Design Standards. This includes both the excavation and repair of all right of way disturbed.
2. Call before you dig is required. It will be the applicant's responsibility to contact all utilities in the area of the proposed street crossing to insure that no existing underground utilities will be disturbed when the work is performed.
3. Utility crossings shall be as near right angles to the street as practicable.
4. A minimum of 24 hours notice shall be given to the Street Department.
5. The traffic control required for the crossing shall be provided by the contractor and approved by the Public Works Director.
6. All pavement removal shall require vertical cuts of the existing surface.
7. Unsuitable backfill material (as determined by the Town) shall not be permitted.
8. The roadway and roadsides affected by the crossing shall be restored to a neat and orderly condition.
9. Pavement cuts shall be patched by the contractor within 30 days. The contractor shall be responsible for maintaining the traveled way each day until such time as the patching has been accepted by the Town.

<b>It is the applicant's responsibility to notify all impacted parties 24 hours prior to any road crossing. The following agencies will be notified at a minimum:</b>			
San Juan County Sheriff's Office	378-4151	San Juan County Public Works	370-0500
San Juan County Fire District #3	378-5334	United States Post Office	378-4511
Town of Friday Harbor Public Works	378-2154		

#### **TO BE COMPLETED BY TOWN STAFF**

**Applicant is permitted to work on Town right of way as specified herein. All work to be completed within 90 days from date of approval.**

#### **REMARKS:**

**Approved by:**

**Date:**

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## **SPECIAL REQUIREMENTS**

Street Department Leadperson Date

## **INSPECTION REPORT**

Bedding \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

Depth \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

Fill \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

Cover/Patch Final \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

**PUBLIC WORKS CONSIDERATIONS**  
**Street and Storm Drainage Standards – 1997 Edition – Section 3**

**3. PUBLIC WORKS CONSIDERATIONS**

**3A. BONDING**

**3A.01 General**

Bonds or other allowable securities may be required by the Town to guarantee the performance of or maintenance of required work. The type and amount of security shall be at the discretion of the Town. Types of securities include but are not limited to a bond with a surety qualified to do a bonding business in this state, a cash deposit, an assigned account, or a letter of credit. Standard forms for an assigned account and letter of credit are provided in Appendix A.

**3A.02 Right-of-Way Bonding Requirements**

Developers performing work in public rights-of-way shall be prepared to satisfy the following two bonding requirements.

**A Performance Bond.**

The Bond shall be approved as to surety by the Town, which bond shall be conditioned upon faithful completion of that portion of the work performed pursuant to the permit which will require completion by the Town should the permittee or his contractor default. The amount of such bond shall be equal to 150 percent of the improvements.

**B Maintenance Bond.**

Prior to final approval, the permittee or the contractor for the permittee shall post with the Town a maintenance bond for the guarantee of the public works improvements in an amount equal to 20 percent of the cost of the improvements for a period of one year after the completed job is accepted by the Town. Release of bond will occur one year from the date of Town acceptance if all maintenance has been accepted by the Town.

**3B. LIABILITY INSURANCE**

Any applicant receiving a permit under the terms of the Street and Storm Drainage Standards shall provide to the Town a satisfactory proof of the existence of the comprehensive liability insurance policy, in an amount and form determined by the Town Attorney, but in no event providing coverage less than the Town's coverage. The Town shall further be provided with an endorsement to such policy naming the Town as an additional insured.

Applicant Acknowledges Above \_\_\_\_\_  
Name & Date \_\_\_\_\_

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**REQUIRED POLICY LIMITS OF GENERAL LIABILITY COVERAGE**  
**ON CERTIFICATE OF INSURANCE**

1. Each Occurrence--\$1,000,000
2. Damage to Rented Premises--\$200,000
3. Med Expenses--\$10,000
4. Personal and Adv Injury--\$1,000,000
5. General Aggregate--\$2,000,000
6. Products-Comp/Op Agg--\$2,000,000

## INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ as an authorized representative of \_\_\_\_\_ (Company) specifically and expressly agree to defend, indemnify, and hold harmless the TOWN OF FRIDAY HARBOR and all its officers, officials, employees, and agents from and against any claim, damage, liability, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any or all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting therefrom, to any party arising from or in any matter connected with the use and/or work authorized by this permit taking place on publicly owned property, except damages arising from negligent acts for which the TOWN OF FRIDAY HARBOR is solely responsible.

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Signature

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Date

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Name of Organization

Accepted by:

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Town of Friday Harbor

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Date