



23204 58th Avenue W
 Mountlake Terrace, WA 98043
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www.cityofmlt.com

RIGHT OF WAY ENCROACHMENT/USE APPLICATION

FOR STAFF USE ONLY

Permit # _____ Receipt # _____

Fee \$ _____ Plan Check Fee \$ _____

Total \$ _____

RECEIVED BY: _____ (Initials) DATE: ____/____/____

Check One (see below for explanation of types): **Type A** **Type B** **Type C**

Site Address _____

Description of Activities, Structures or Facilities to be located in Right-of-Way _____

Dates of Proposed Use

From: _____ To: _____

Time of Day

From: _____ To: _____

Important Information:

1. The applicant must demonstrate that it is necessary to use the public street, sidewalk or planting strip, and that there is no other means available to accomplish the desired purpose, except by the use of the public right-of-way, street or planting strip.
2. If approved, the encroachment shall not be permitted for longer than the period necessary for accomplishing the proposed purpose.
3. A Street Invasion Deposit will be taken in at time of permit issuance.

Filing Requirements:

1. Application and Contact Information Form (page 3) completed and signed. Fees paid.
2. Plot Plan / Vicinity Map, showing location of the right-of-way to be used.
3. Traffic Control Plan (separate drawing)
4. A detailed explanation why it is necessary to use the public street, sidewalk or planting strip, and that there are no other means available to accomplish the proposed activity:

Submittal requirements prior to issuance of an approved permit (when applicable):

1. Any other necessary permits, application fees and deposits.
2. Certificate of Insurance
3. Street Invasion Deposit
4. Public notification of nearby Property Owners (as directed by the City)

I certify the information provided on this permit application is true and correct.

Owner / Agent _____ Date _____
Signature

Owner / Agent _____
Print

RIGHT OF WAY USE PERMITS

MTMC 19.95.070

Checklist of Types

A Right of Way (ROW) use permit applies to private (vs. public) use of the right of way when the use is not approved or provided for by another permit issued by the City.

TYPE A – Short term

A Type A permit may be needed when one, or more, of the following apply.

- Use of ROW is for 72 or fewer continuous hours
- Proposed use does not involve physical disturbance of the ROW
- Use is not subject to a special event or block party permit (Ch. 10.20 MTMC)

Indicate what the proposed use is.

- House move
- Temporary ROW closures (not part of another permit or city or utility project)
- Dumpster
- Other (similar type): _____

TYPE B – Disturbance of City Right-of-Way

A Type B permit may be needed when one, or more, of the following apply. The permit may be for either a single use at one location or multiple uses at different locations.

- The activities will alter the appearance of or disturb the surface, super surface or subsurface of the ROW on a temporary or permanent basis
- Use is not subject to a special event or block party permit (Ch. 10.20 MTMC)

Indicate what the proposed use is.

- | | |
|--|---|
| <input type="checkbox"/> Boring | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Culverts | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Curb cuts/driveways | <input type="checkbox"/> Street trenching |
| <input type="checkbox"/> Drainage facilities | <input type="checkbox"/> Utility installation |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other (similar type) |

TYPE C – Long-Term and Permanent

A Type C permit may be needed when one, or more, of the following apply.

- Use of the ROW exceeds 72 hours (requires long-term commitments of ROW use) but will not physically disturb the ROW. This includes food trucks, which will be an ongoing use.
- The use involves capital expenditures
- Use is not subject to a special event or block party permit (Ch. 10.20 MTMC)

Indicate what the proposed use is.

- | | |
|--|--|
| <input type="checkbox"/> Air rights (balcony, awning, other) | <input type="checkbox"/> Sidewalk cafes |
| <input type="checkbox"/> Bus shelters/stops | <input type="checkbox"/> Special or unique structure (fountain, clock, flagpole, awnings, marquees, benches, kiosks, signs, mailboxes, banners, street furniture, decorations) |
| <input type="checkbox"/> Construction site/haul roads | <input type="checkbox"/> Utility facilities |
| <input type="checkbox"/> Food Trucks | <input type="checkbox"/> Waste facilities |
| <input type="checkbox"/> Loading zones | <input type="checkbox"/> Other (similar type) |
| <input type="checkbox"/> Recycle facilities | |
| <input type="checkbox"/> Sales or vending structures | |

