

**Office Use Only**  
**Permit No.:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Initials:** \_\_\_\_\_

## RIGHT-OF-WAY USE PERMIT INFORMATION SHEET

**Name of Owner** *(Utility and/or Private)* \_\_\_\_\_

**Address of Owner** *(Utility and/or Private)* \_\_\_\_\_

Street/P.O. Box \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Phone No. of Owner** *(Utility and/or Private)* (\_\_\_\_) \_\_\_\_\_

**Name of person/contractor in charge of work:** \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

Phone \_\_\_\_\_

**Emergency contact person** *(24 hours)* \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

**Approx. start date of work:** \_\_\_\_\_ **Approx. end date of work:** \_\_\_\_\_

*(Note: Per Permit Condition No. 3, the work shall begin within 30 days after the granting of the permit and completed within six (6) months after the permit shall be terminated.)*

**Location of Work:** *(i.e., road name location(s) of where work is to be performed, approximate distances to nearby intersection, etc.) Please attach vicinity map:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours of Work/Construction** *(Daylight hours only)* \_\_\_\_\_

**Description of work:** *(i.e., crossing of roadway with pipe or installation of sewer/or water mains, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Construction methods to be utilized:** *(i.e., boring under roadway, trenching across roadway, plowing along side of roadway, etc.)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Traffic Control Plan (Attach Copy)** - The Traffic Control Plan shall be site specific.

The Traffic Control Plan shall include the following minimum information:

1. Size of work area
2. Distance from work area to the following items:
  - a. Edge of road
  - b. Edge of traveled way
  - c. Center of roadway
  - d. Any intersecting roadway with 2,000 feet of work area
3. Any Signing:
  - a. Sign locations.
  - b. Sign sizea
  - e. Sign spacings
  - f. Signing for any intersecting roadways within signing locations.
3. If a one-lane closure is used:
  - a. Number and location of flaggers.
  - b. Location and type of channelizing devices.
  - c. Length of buffer area.
  - g. Length of transition taper.
  - f. Length of termination taper.
  - g. Plan for each direction of travel (or for each lane closure).

**General Note:**All work, traffic control devices and their application must comply with the most current version of the MUTCD and the Washington State Department of Transportation's "Standard Specifications for Road Bridge and Municipal Construction".