



City of Puyallup | Engineering Services RIGHT OF WAY PERMIT APPLICATION

Submittal Checklist		
Applicant		City Received
Yes	Documents	No
<input type="checkbox"/>	Site plan for proposed relocation site	<input type="checkbox"/>
<input type="checkbox"/>	Right of Way Permit \$80	<input type="checkbox"/>
<input type="checkbox"/>	Traffic Control Fee \$90	<input type="checkbox"/>
<input type="checkbox"/>	Inspection Fee \$130	<input type="checkbox"/>
<input type="checkbox"/>	Street Obstruction Bond	<input type="checkbox"/>
<input type="checkbox"/>	Current Insurance & CG 2012 Endorsement	<input type="checkbox"/>
<input type="checkbox"/>	Named Authorized	<input type="checkbox"/>
<input type="checkbox"/>	Company Employee	<input type="checkbox"/>
<input type="checkbox"/>	Traffic Control Plan	<input type="checkbox"/>
<input type="checkbox"/>	Street Tree Removal Fee \$50 per Tree	<input type="checkbox"/>
<input type="checkbox"/>	Street Tree Planting Plan	<input type="checkbox"/>
<input type="checkbox"/>	Arborist Report	<input type="checkbox"/>

APPLICANT:

Name: _____

Address: _____

City, St, Zip: _____

Phone#: _____

Email: _____

CONTRACTOR:

Name: _____ Ph #: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

WA State License No: _____ Exp Date: _____

City Business License No: _____

Checked in by: _____

Date: _____

Please see page two (2) for additional Right of Way information

PROJECT INFORMATION:

Site Address: _____

Parcel #: _____ Zoning: _____

Scope of Work: _____

TRAFFIC CONTROL PLAN APPROVAL: (please attach proposed plan if applicable)

Date(s) of Traffic Control Plan to be in effect: _____

Time(s) of Traffic Control Plan to be in effect: _____

CERTIFICATION

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete.

Signature of Applicant: _____ Date: _____

RIGHT OF WAY PERMIT REQUIREMENTS

All Right-of-Way permit applications require the following:

1. City of Puyallup Business License. Per PMC Chapter 5.04
2. \$5,000.00 Street Obstruction Bond (on City of Puyallup form) and Power of Attorney attached. Per PMC Chapter 11.04.050
3. Certificate of Insurance evidencing Commercial General Liability Insurance with minimum limits of \$1 million combined single limits per occurrence. The City of Puyallup shall be named as an additional insured under the applicants General Liability Insurance policy using ISO Additional Insured – State or Political Subdivisions – Permits CG 20 12 or a substitute endorsement providing equivalent coverage. Per PMC Chapter 11.04.050
4. Active Washington State Contractors License. Per Chapter 18.27 RCW

STREET TREE REMOVAL/REPLANTING/PLANTING REQUIREMENTS

If you are applying for a right-of-way permit to remove/replant a street tree, then these additional items are required (disregard if you are applying for a right-of-way permit for another purpose other than street tree removal/replanting):

Street Tree Removal Requirements

If your application is to remove street tree(s) the following must be filled out and additional items included with this application:

- An overhead site plan drawing, sketch or photo (such as Google earth or other online service) showing location of existing street tree(s) and proposed street trees (if required to replant).
- Arborist report for unhealthy, hazardous trees, or evidence (photos) that the trees to be removed are dead. Dead trees do not require an arborist to assess them for application to remove. Street trees may also be removed if damaging utilities or infrastructure.
- Plan for staging and use of the right of way to conduct removal by contractor. Traffic and/or pedestrian control plan may be required.
- Plan for stump grinding and clean up of right of way after tree removal is finished.
- Plan to replant street trees. All street trees which are removed from planter strips which are wider than 4' may be required to be replanted. The plan to replant required street trees must include the following:
 - Site plan showing location of proposed replanted street trees and location of utilities (both underground and overhead; call 811 for utility locate). All street trees must be located 10' from water and sewer lines. Replaced street trees must have root barriers installed in accordance with the Vegetation Management Standards (VMS) Manual to protect sidewalks. Requirements for root barriers can be found on Pg. 12 of VMS. Show location of root barriers on site plan. City standard detail for root barriers (detail #01.02.03) can be accessed online at <http://www.cityofpuyallup.org/DocumentCenter/View/1465/Sidewalk-curb-and-approaches-PDF-?bidId=>
 - Width of Planter strip _____. If the planter strip area (between curb and sidewalk) is less than 4' wide, street trees are not permitted to be replanted.
 - Tree species to be planted: _____ List all tree species to be planted, refer to Puyallup Vegetation Management Standards manual Pg. 27-35 for approved species list for street trees. Manual can be access online at <http://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

Note: City may adjust the location of your proposed street tree plantings to avoid conflicts with traffic sight distance and other standards.

Street Tree Planting Requirements

If your application is to plant new street trees the following items must be filled out and included with the application (disregard if you are not planting a tree in the right-of-way):

- Site plan showing location of proposed replanted street trees and location of utilities (both underground and overhead; call 811 for utility locate). All street trees must be located 10' from water and sewer lines. Replaced street trees must have root barriers installed in accordance with the Vegetation Management Standards (VMS) Manual to protect sidewalks. Requirements for root barriers can be found on Pg. 12 of VMS. Show location of root barriers on site plan. City standard detail for root barriers (detail #01.02.03) can be accessed online at <http://www.cityofpuyallup.org/DocumentCenter/View/1465/Sidewalk-curb-and-approaches-PDF-?bidId=>
- Width of Planter strip _____. If the planter strip area (between curb and sidewalk) is less than 4' wide, street trees are not permitted to be planted.
- Tree species to be planted: _____ List all tree species to be planted, refer to Puyallup Vegetation Management Standards manual Pg. 27-35 for approved species list for street trees. Manual can be access online at <http://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

Note: City may adjust the location of your proposed street tree plantings to avoid conflicts with traffic sight distance and other standards.