



Permit #: \_\_\_\_\_

### Right-of-Way Use Application & Permit

Date Submitted: \_\_\_\_\_

1. Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Location (if applicable, length of installation in feet): \_\_\_\_\_

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

3. Type of Work (attach drawings): \_\_\_\_\_

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

4. Describe all traffic controls or warning devices anticipated for project: \_\_\_\_\_

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

5. Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

6. Indemnification: By accepting this permit, the Applicant shall assume all risks and hazards incidental to its use of City right-of-way under this permit and shall indemnify and hold harmless the City of Mill Creek, its officers, employees and agents from any claim arising out of Applicant's performance under this permit.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When approved and signed, this becomes your permit. You must comply with the conditions attached to this sheet and with all requirements of chapter 12.04, Mill Creek Municipal Code.**

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#### OFFICE USE ONLY – FEES ARE NOT TRANSFERABLE

FEES: Permit: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Received From (if different than above): \_\_\_\_\_

Approved  Not Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

City Contact / Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_

#### RELEASE/REFUND:

Date Inspected: \_\_\_\_\_ Comments: \_\_\_\_\_

Refund Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refunded - By: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MILL CREEK  
PERMIT CONDITIONS FOR USES OF CITY RIGHTS-OF-WAY**

1. This permit is permissive, is subject to the public right of travel on and access to the right-of-way, and may not be assigned.
2. The applicant shall secure all other necessary or required permits, licenses or legal approvals before starting work.
3. Signing and traffic control shall comply with the current edition of the Manual on Uniform Traffic Control Devices, as approved by the Washington Department of Transportation.
4. All work shall conform to the design standards and specifications of the City, and all standards manuals used by the City in the administration of its duties.
5. Restoration of the right-of-way is required and shall be completed by the termination date of this permit.
6. Right-of-way surfaces shall be cleaned before the end of each day's work. All catch basins, culverts or other City owned improvements affected by any deposits of dirt, mud, rock, debris, or other material shall be cleaned daily or as specified by the Director.
7. The right-of-way permit expires at the end of one year, or will lapse at termination date, unless earlier revoked. Written requests for extensions may be made to the Director when delays have or will preclude timely completion of the work.
8. Permits and deposits are site specific and are not transferable. Deposits cannot be processed for refund without a final inspection by our City Engineer.
9. The applicant shall provide property damage and liability insurance when requested. If so required, proof of insurance shall be provided to the Director.
10. The applicant shall comply with RCW Chapter 19.122, and contact the Utilities Underground Location Center at 1-800-424-5555, two (2) working days before beginning any excavation. Failure to do so may result in issuance of a stop work order until the applicant has complied with RCW Chapter 19.122.
11. All residents or businesses effected by any scheduled maintenance causing street closure or interruption of any utility services shall be notified at least forty-eight (48) hours prior to any work. Emergency situations are exempt.

12. Special Conditions:

- a) \_\_\_\_\_  
\_\_\_\_\_
- b) \_\_\_\_\_  
\_\_\_\_\_

**13. Final Inspection: All permits must have a final inspection once work is complete. Please call your contact person / inspector at the number provided to schedule a final inspection.**