



City of Covington
 Community Development Department
 16720 SE 271st Street • Suite 100 • Covington, WA 98042
 Phone: (253) 480-2400 • Fax: (253) 480-2401
 www.covingtonwa.gov
 For appointments: PermitServices@covingtonwa.gov or call (253) 480-2400, extension 0.

RIGHT-OF-WAY USE / CONSTRUCTION PERMIT APPLICATION

Submit **THREE (3)** complete copies of proposed work, drawn to scale, and traffic control plans.
Incomplete applications will be returned.

**JOB START MUST BE CALLED IN AT LEAST 24 HOURS
 PRIOR TO STARTING WORK. (253) 480-2440**
 Failure to comply may result in a re-inspection fee being assessed.

FOR STAFF USE ONLY _____
Permit #: _____
Application Date: _____

Site Address: _____
Nearest Cross Street: _____
Subdivision or Project Name: _____

Section: _____ Township: _____ Range: _____
County Permit/Job Number: _____
Lineal Feet: _____ # of Poles: _____

PROPERTY OWNER <input type="checkbox"/> Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____

Utility Type: (Check one)
<input type="checkbox"/> Communications
<input type="checkbox"/> Gas
<input type="checkbox"/> Sewer
<input type="checkbox"/> Television
<input type="checkbox"/> Water
<input type="checkbox"/> Other: _____

PRIMARY CONTACT PERSON <input type="checkbox"/> Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____

Type of Work: (Check one)
<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial
<input type="checkbox"/> Franchised

CONTRACTOR <input type="checkbox"/> Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____
WA State Contractor's License #: _____
UBI#: _____

Scope of Work: (Check all that apply)
<input type="checkbox"/> Relocate power pole lines
<input type="checkbox"/> Attachments to existing power poles
<input type="checkbox"/> Underground conduit installation or repair
<input type="checkbox"/> Driveway access
<input type="checkbox"/> Relocate or new water service
<input type="checkbox"/> Repair water leak
<input type="checkbox"/> Install sewer main
<input type="checkbox"/> Repair gas leak
<input type="checkbox"/> Gas main extension
<input type="checkbox"/> Buried service wire
<input type="checkbox"/> Other: _____

PROJECT DESCRIPTION: _____

<p>I acknowledge that an application for a permit for any proposed work that has not resulted in the issuance of a permit within 180 days of the date of filing shall be deemed to have been abandoned.</p> <p>I certify that as a contractor I am currently registered and properly licensed as defined in RCW 18.27, or as a property owner, I am exempt from the requirements of the contractor registration and will do all my own work or use properly licensed subcontractors in connection with the work to be performed under this permit.</p> <p>I certify that I have read and examined this application and know the same to be true and correct, and that if any of the information provided is incorrect, the permit or approval may be revoked.</p> <p>I herby accept this permit subject to all standard terms, conditions, printed provisions on page 2 of this form, and any extra conditions listed on the permit.</p>
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 40%; text-align: center;"> Applicant's Signature </div> <div style="border-top: 1px solid black; width: 40%; text-align: center;"> Date </div> </div>

GENERAL PROVISIONS

- A. The Applicant, its successors and assigns, is granted by the City of Covington (City) the right and authority to enter upon the specified public right-of-way or public place for the purpose of performing the work necessitating this permit. This grant does not prohibit the City from using any of its streets or public places for any and all public use or affect its jurisdiction over any or all parts within.
- B. This permit is subject to the regulations of the Covington Municipal code (CMC), as outlined in Chapter 12.35 *Right-of-Way Use*, or Chapter 12.65 *Franchised Utility Work Within City Rights-of-Way*.
- C. "Right-of-Way" shall mean any Street, Avenue, Road, Lane or alley. "City" and/or "City Engineer" shall mean its designee, representative, inspector or agent. "Applicant" shall mean its designee, representative, agent or contractor.
- D. A City Inspector will be assigned to the project for inspection of the permitted work. Costs of inspection applicable to the project will be reimbursed monthly to the City by the Applicant. **The Applicant is required to notify the City, 24 hours before starting work, at 253-480-2440.** Failure to give notice will result in the assessment of a one-hour inspection time charge to the Applicant. This assessment is in addition to any other remedy available under law or equity which the City may wish to pursue and shall not be construed as an election of remedies by the City.
- E. Penalties, of up to One Thousand (\$1,000) dollars per day, may be imposed by the City if the Applicant unduly delays completion of the permitted work beyond the time limits prescribed in the CMC. The City reserves the right to order its own representatives to accomplish the desired work or restore the site back to its original condition, and all costs shall be borne by the Applicant.
- F. The permit duration is 180 days, in accordance with CMC Chapter 12.35.050. If the described work has not been completed within the allotted time, the Applicant may apply for an extension. Upon permit expiration, the rights conferred herein shall cease and terminate.
- G. The City may unilaterally revoke, annul, terminate, revise or amend this permit without cause and for any reason including but not limited to:
 - Applicant's failure to comply with any provision, requirement or regulation set forth herein;
 - Applicant's willful neglect of, or failure to heed or comply with, notices given;
 - Applicant's facilities are not installed, operated or maintained in conformity with conditions set forth herein;
- H. In accepting this permit, the Applicant, its successors or assigns, agrees to protect the City and hold it harmless from all claims, actions or damages of every kind and description, which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights of way, public place or public structure. In case any suit or action is brought against the City for damages arising out of or by reason of any of the above causes, the Applicant, its successor or assigns, will upon notice to him or them of commencement of such action, defend the same at his or their own sole cost and expense and will satisfy judgment after the said suit or action shall have finally been determined if adverse to the City.
- I. If the work done under the Permit interferes in any way with the drainage of the City streets, or causes damage to the drainage systems, the Applicant shall wholly and at his own expense make such provisions as the City may direct to take care of said street and/or drainage system. Installation of any utilities in any City storm conveyance system is strictly prohibited (except right angle crossings). When ditch sections or open conveyance systems are disturbed, the ditch section or conveyance system shall be restored and armored with quarry spalls to the City's satisfaction. The Applicant is responsible for protecting existing storm systems from erosion and shall cleaned them as required. The Applicant shall utilize Best Management Practices as outlined in CMC Chapter 13.25.
- J. The Applicant shall comply with the current editions of the City of Covington Design and Construction Standards, the City of Covington Municipal Code, the WSDOT Standard Specifications for Road, Bridge and Municipal Construction, AASHTO, MUTCD, ASTM and the Washington State Electrical Code. Where any conflicts exist, the City shall be the sole judge as to the prevailing requirement.
- K. This permit and any underlying franchise does not authorize the cutting of trees with a trunk greater than six (6) inches DBH unless specifically authorized in writing by the City.
- L. No work shall be permitted on Saturday, Sunday, City or Federal Holiday, or between the hours of 8:00 p.m. and 7:00 a.m. of any working day, except in case of emergency, then only upon notification and approval of the City.

CONSTRUCTION STANDARDS

1. **A COPY OF THIS PERMIT AND ALL APPROVED PLANS MUST BE PRESENT AT THE WORK SITE AT ALL TIMES.**
2. Before any work commences, the site must be inspected and approved by the City with respect to location, type of construction, materials and equipment to be installed, manner of erection or construction, mode of operation of the installed facility, manner of maintenance of installed facility and/or method of safeguarding public traffic both during working hours and during non-working hours while the project is under construction.
3. Once work commences, it shall be diligently pursued until completed to the satisfaction of the City Engineer.
4. Property owners and/or residents along or adjacent to this project shall have the right of safe ingress and egress at all times.
5. All hard surfaced roads are to be jacked or bored. Exceptions will be on a case-by-case basis with the express permission of the City Engineer.
6. At no time during construction will any roadway be entirely closed. At a minimum, one-way traffic shall be maintained at all times. All traffic control and construction signs shall be provided, installed and maintained in accordance with the City of Covington Standard Details and the latest issue of the Manual on Uniform Traffic Control Devices (MUTCD). All flaggers shall be State certified.
7. It is the responsibility of the Applicant to notify all utility districts and private property owners when such property is liable to injury or damage through the performance of the permitted work. Call 1-800-424-5555 48 hours in advance for underground utility location. This instruction does not relieve the Applicant from the required notification of the City Inspector, as specified in paragraph 2, above.
8. All trenching for underground utility installation, located beneath paved (asphalt or concrete) surfaces or driveways, shall conform to Section 8.03 of the City of Covington Design and Construction Standards.
9. For pavement cuts parallel to the street alignment, the contractor shall follow Section 8.03(B)3 of the City of Covington Design and Construction Standards. For cuts transverse to the street alignment, follow Section 8.03(B)4.
10. Slurry and cuttings shall be vacuumed during the sawcutting, coring, grinding or other such operations, in accordance with the Department of Ecology's BMP C152.
11. All asphalt pavement restoration for underground utility installation shall conform to Section 8.03 of the City of Covington Design and Construction Standards. The pavement restoration shall extend a minimum of 12-inches (each side) beyond the constructed trench width, in accordance with Standard Detail 803. Asphalt concrete Class "B" shall be placed (maximum 2-inch lifts) to a depth equal to or exceeding the existing pavement thickness. Seal edges with sealer CSS1 and seal surface joint with hot asphalt (AR4000W) and sand blanket.
12. Special trench and pavement restoration will be required for trenching through "asphalt over concrete" pavement roadways, in accordance with Standard Detail 802. New concrete shall be dowelled into the existing concrete. The Applicant shall request and accept the additional requirements from the City prior to commencing work under this permit.
13. A temporary patch of hot asphalt or cold mix (4-inch minimum compacted thickness) will be placed on street and driveway cuts immediately after backfilling, and maintained until a permanent patch can be placed. At the City's discretion, a hot asphalt patch may be required.
14. Final patching shall be completed within 30 calendar days of trench completion.
15. A 4-foot wide crushed rock (minimum 2-inch compacted thickness) surface shall be placed for gravel shoulder restoration. Where grass sod currently exists, a 4-inch lift of topsoil and grass sod or hydroseed shall be reinstalled. Where construction occurs on an existing gravel surface, a 2-inch compacted lift of crushed rock surfacing (5/8" minus) shall be provided to all disturbed gravel surfaces.
16. Streets shall be cleaned at the end of each day, at a minimum.
17. After the installation, operation, maintenance or removal of a utility or facility, the Applicant shall restore the right-of-way and public space to the condition which is equivalent in all respects to the condition they were in before starting work. All rubbish and debris shall be immediately removed and the right-of-way and public space shall be left neat and presentable. All clean-up will be completed 72 hours after completion of permitted work and shall meet the approval of the City.