

## RIGHT-OF-WAY CONSTRUCTION PERMITS

### GENERAL INFORMATION

Anyone (including contractors and most utility companies) working within the City's right-of-way needs to first obtain a Right-of-Way Permit. Work that typically requires a right-of-way permit includes: sidewalk repairs, driveway repairs, construction or repair of an access, and utility line (sanitary, storm, potable water, etc) connections or installations. The purpose of a Right-of-Way Permit is to ensure that work in the public right-of-way is done safely and in conformance with adopted regulations with the overall goal being to protect users of the right-of-way and to protect public transportation and utility infrastructure.

### ITEMS REQUIRED TO BE SUBMITTED

The Development Services Department uses an electronic permitting system that will allow you to submit a Right-of-Way Construction Permit. However, these permits are required to include the below-listed items:

- 1. TO-SCALE SITE PLAN THAT INCLUDES:**
  - a. Existing right-of-way, property lines, edge of pavement, sidewalks, curb/gutter and planting strips.
  - b. All existing utilities in the area of the proposed project.
  - c. Dimensions- from the proposed project to the edge of pavement, sidewalks, curb/gutter and planting strips.
  - d. For proposed driveways- must show distances to property lines and any existing driveways.
  - e. Cross-section/Depth information at appropriate locations.
  - f. Proposed trench restoration; refer to City Standard Detail 3-3 (attached hereto).
  - g. Erosion Control Plan.
  - h. Traffic Control Plan.
- 2. PROOF OF INSURANCE:**
  - a. Required to provide public liability insurance of not less than \$100,000.00 for any one person and \$300,000.00 for any one accident and property damage insurance of not less than \$50,000.00 issued by an insurance company authorized to do business in this state.
  - b. Include documentation from insurance company.
- 3. SURETY BOND OR CASH DEPOSIT**
  - a. A surety bond or cash deposit, in an amount determined by the Engineering Services Manager is required to ensure the permittee's compliance with MVMC 12.16, Street Excavations.
  - b. After submitting your application City staff will provide the surety paperwork and instructions.

### OTHER INFORMATION

The time it takes to get your right-of-way permit depends on how complex your project is, how many corrections of your plans you need to make, and how quickly and completely you respond when the City asks for corrections to the plans and/or materials submitted to us. We try to finish our initial review of simple projects in 1 week.

Following is a list of the Acknowledgements, Standard Details, and other information you will need to submit a Right-of-Way Permit:

- Electronic Signature Acknowledgement
- Electronic Submittal Requirements
- Agent Authorization Acknowledgement
- Permit Submittal Acknowledgement
- Roadway and Trench Restoration Detail

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## **ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS**

### **GENERAL INFORMATION**

In a *concerted effort* to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of City Staff, the Development Community and residents, the City has developed an Electronic Plan Review Program.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the Plans, Maps, and Technical Documents are submitted meeting the following requirements. **FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A REQUEST FOR RESUBMITTAL AND/OR DELAY THE START OF THE PERMIT REVIEW PROCESS.**

### **DOCUMENT REQUIREMENTS**

- All document must be in PDF format.
- All plans/maps (i.e. architectural plans, floor plans, civil plans, design review plans, this includes plans/maps located within technical documents) are required to be **NATIVE PDF FILES** versus scanned copies.
- Zip files cannot not be accepted.
- Each submittal document shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.). Supplemental documents (such as technical reports like a wetland delineation or drainage report) shall be saved as individually-named PDF files separate from plans/maps.
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing (i.e. unprotected and unlocked).
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.
- File names need to meet certain requirements so they can be loaded into our permit software. File names need to match the name of the submittal requirement provided by the City, e.g. Construction Plans, Building Permit Application, Drainage Report, Structural Calculations, SEPA Checklist, Critical Area Report, etc. Do not add any other words to the name of your file(s) and do not use special characters (\*!@#%&, etc) in your file names. If you are not sure what to name something, please ask us.

### **PLAN FORMATTING**

- All plans shall be created on Washington State Plane NAD83, and vertical control datum NGVD 29.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".
- Plans shall be prepared to an industry standard scale of a clearly legible size.
  - Site plans shall be drawn to a minimum scale of 1" = 20'
  - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.

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- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.
- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

## **ADDITIONAL PDF DETAILS**

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- PDF authoring tools must be set to Vector and not Raster.
- Maintain output scale – please do not use “Fit to page”.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Font type must be TrueType. (SHX fonts are typically found in Raster format and should not be used). Please do not embed fonts.
- Do not include layer information from the drafting program. All layers should be flattened in the authoring program prior to export and submittal.

## **AS-BUILTS AND PLAT MAPS**

- Final As-builts and plat maps shall be provided to the city in both PDF format, and drawing file (DWG) format as an AutoCAD 2013 or earlier version.

## **REVISIONS AND RESUBMITTALS**

- Every resubmittal shall include a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with and additional documents in a separate PDF.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Please note partial resubmittals will not be accepted.

## **AGREEMENT TO APPLICATION REQUIREMENTS**

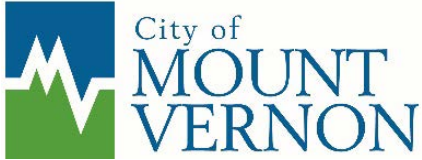
### **GENERAL INFORMATION**

When submitting a permit electronically you will be asked if you “agree to the application requirements”. This form contains the requirements you are agreeing to.

### **APPLICATION REQUIREMENTS**

Agreeing to the Application Requirements with the submittal of a permit through the City’s electronic submittal system means that you acknowledge the following and agree to be bound by all of the following:

1. You certify that you are the owner, or are acting as the Owner’s authorized agent, and that the application and documents submitted are complete and accurate.
2. You understand and acknowledge that financial securities could be required as part of the work you wish to complete and you agree to provide the items needed for the City to calculate these securities and to provide the securities themselves.
3. You understand and acknowledge that when a permit application is taken submitted through the City’s electronic permit system it does not mean the application has been deemed technically complete and sufficient for staff review.
4. You understand that if you submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process your permits.
5. You understand and acknowledge that you could be responsible for providing as-built drawings at your own expense.
6. You understand and acknowledge that Special Inspections could be required as part of your project, and if required you will be required to pay for the cost of these inspections.



**DEVELOPMENT SERVICES DEPARTMENT**

910 Cleveland Ave, Mount Vernon, WA 98273  
360-336-6214 | PermitTech@mountvernonwa.gov

## **AUTHORIZED AGENT ACKNOWLEDGEMENT**

### **GENERAL INFORMATION**

The Development Services Department uses an electronic permitting system that, under certain circumstances, allows you to submit and process specified types of permits as an Authorized Agent of a property owner.

### **ACKNOWLEDGEMENT**

By stating you are an Authorized Agent you are attesting that the property owner has vested in you the right to submit permits and act on their behalf as said permit(s) is processed by the City.

Further, by conveying to the City that you are an Authorized Agent you are acknowledging that you understand, agree and certify that:

- You have been expressly authorized by the property owner whose property you are submitting permits for, to submit and act on their behalf on all matters related to the submitted permit.
- All statements, exhibits, reports, plans, and all other materials provided to the City as part of the permit being submitted are true and correct to the best of your knowledge and belief.
- You have made the property owner aware that although you are submitting permit(s) on their behalf that they (the property owner) remains responsible for the content of the permit application(s).

## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT**

### **GENERAL INFORMATION**

The Development Services Department uses an electronic permitting system that, under certain circumstances, allows you to provide an electronic signature when you submit specified types of permits.

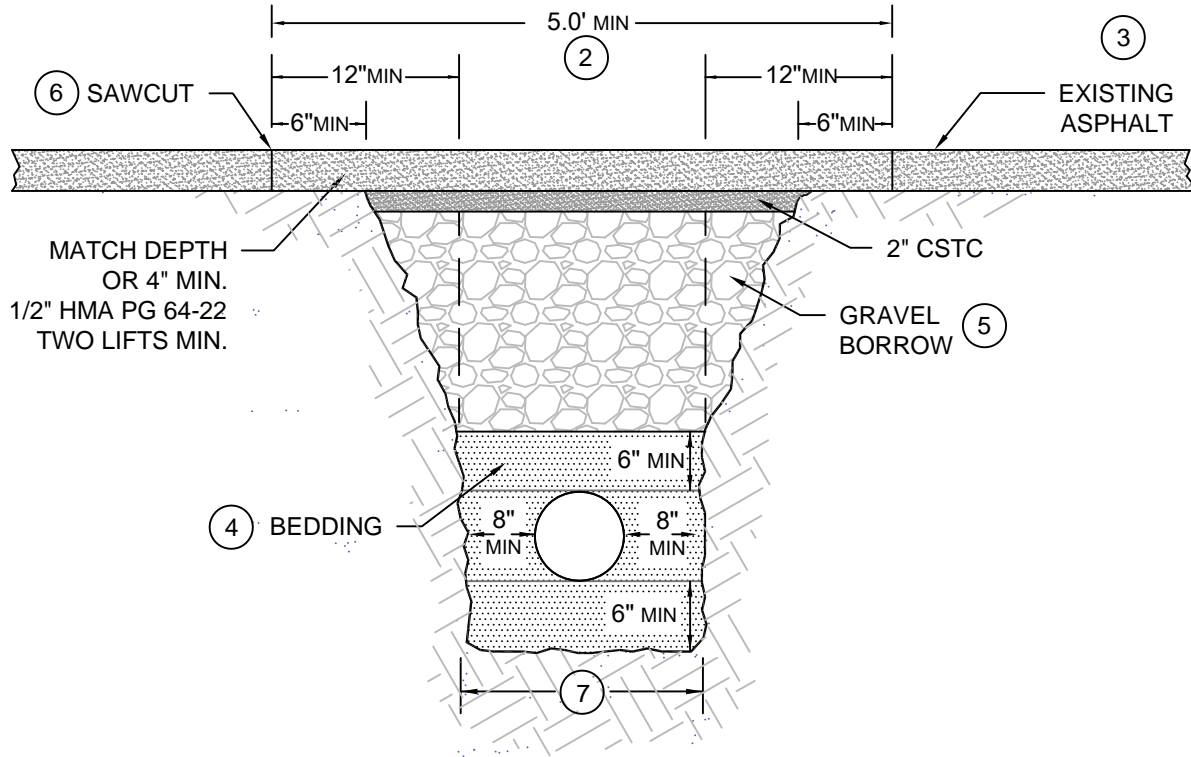
### **ACKNOWLEDGEMENT**

By typing your First and Last Name where an electronic signature is requested you are using an electronic signature. By choosing to use an electronic signature you are acknowledging the electronic signature provided by you is a legally binding equivalent of a handwritten signature you would otherwise provide.

Further, by typing your First and Last Name into a field where an electronic signature is required you are acknowledging that you understand, agree and certify that:

- You are agreeing that your electronic signature is the legally binding equivalent to your handwritten signature.
- When you provide an electronic signature it has the same validity and meaning as your handwritten signature.
- You agree that you will not, at any time in the future, repudiate the meaning of your electronic signature or claim that your electronic signature is not legally binding.
- You are accepting responsibility for the use of your electronic signature as described on this form.
- The execution of any form with your electronic signature is intended to be the legally binding equivalent of your traditional handwritten signature, and that you are, and will be, accountable and responsible for actions performed under such electronic signature.

# ROADWAY AND TRENCH RESTORATION



**NOTES:**

1. ALL TRENCH CUTS AND REPAIR SHALL CONFORM WITH THE CITY OF MOUNT VERNON TRENCH RESTORATION AND STREET REPAIR STANDARDS.
2. THE RESTORATION WIDTH AS PER CITY ENGINEERING STANDARDS CHAPTER 3, SECTION 3-24. A MINIMUM OF 1 FOOT WIDER, ON EACH SIDE, THAN THE PROPOSED TRENCH. THE MINIMUM RESTORATION SHALL BE 5 FEET.
3. ASPHALT STRIP BETWEEN TRENCH RESTORATION AND EDGE OF EXISTING CURB AND GUTTER OR EDGE OF EXISTING PAVEMENT MAY BE REMOVED AND REPLACED WITH 1/2" HMA PG 64-22 OF EQUIVALENT DEPTH AT THE DIRECTION OF THE PUBLIC WORKS DIRECTOR.
4. GRANULAR MATERIAL 100% PASSING A 5/8" SCREEN, OR 5/8" CLEAR CRUSHED (NOT 5/8" MINUS) HAND COMPACTED. NO MORE THAN 3% BY WEIGHT PASSING A #200 SIEVE.
5. GRAVEL BORROW PLACED IN LOOSE LIFTS NOT EXCEEDING 8" IN DEPTH AND COMPACTED TO A MINIMUM OF 95% DENSITY. CONTROL DENSITY BACKFILL (CDF) MAY BE USED IN LIEU OF GRAVEL BASE.
6. SAWCUT AND SEAL FINISHED JOINT WITH AR 4000.
7. TRENCH LIMITS PER SECTION 2-09.4 OF WSDOT STANDARD SPECIFICATIONS.
8. TRENCH REPAIR IN CONCRETE STREETS MAY DIFFER FROM THESE STANDARDS.
9. WIDTHS INDICATED ARE MINIMUMS. TRENCH RESTORATION WIDTHS SHALL BE INCREASED TO PROHIBIT CONSTRUCTING A PATCH WITHIN A PATCH. THIS MAY REQUIRE REMOVING AND RECONSTRUCTING EXISTING PATCHES THAT ARE ADJACENT TO OR CONTIGUOUS TO THE PROPOSED TRENCH. TRENCH RESTORATION WIDTHS SHALL ALSO BE INCREASED TO PREVENT THE CREATION OF ISOLATED SECTIONS OF PAVEMENT
10. TRENCH LIMITS AND STREET CUT RESTORATION WIDTH MAY BE REDUCED FOR UTILITY SIDE SERVICE LINE INSTALLATION AND REPAIR, WITH CITY APPROVAL.



## ROADWAY AND TRENCH RESTORATION

STANDARD DETAIL	3-3
SCALE	NONE
REVISION DATE	04/16