

LONG TERM RIGHT-OF-WAY PERMITS

GENERAL INFORMATION

Long-Term Right-of-Way (ROW) permits can be issued by the City under certain circumstances to property or business owners that wish to use the City ROW abutting their property for extended periods of time.

Following is a list of typical ROW uses that Long Term ROW Permits can be issued for:

- Bus shelters/stops
- Loading zones
- Sales structures
- Sidewalk Cafes
- Alley Cafes
- Special and unique structures like fountains, clocks, flagpoles, awnings, marquees, benches, kiosks, signs, mailboxes, street furniture, etc.

Long Term ROW Permits are regulated under Chapter 12.22 of the Mount Vernon Municipal Code.

REQUIREMENTS

Please see page 2 of this handout for a list of the items that are required to be submitted to the City when applying for a Long Term ROW Permit. Following is a summary of the dimensional requirements for Long Term ROW Permits.

- Clear passageway for pedestrians must be maintained at all times.
- Clear passageway for pedestrians must take into account sidewalk obstructions such as sign and signal poles, bike racks (leave room for the bikes), bus zones, fire hydrants, sidewalk furniture, street trees, tree wells, freestanding signs, street lights, mail boxes, newspaper racks, etc.
- The area to be considered for use must have sidewalks that are eight feet in width or greater. A minimum of 60-inches (five feet) must be maintained as clear passageway for pedestrians.
- In unique instances where the adjacent sidewalk is less than eight feet wide, the City can allow a minimum of 48 inches (four feet) of clear pedestrian passageway be maintained. However, in these circumstances the City is required to obtain City Council approval for a reduction of the clear pedestrian passageway from five feet to four feet. In no case can the clear zone be less than four feet in width.

PROCESS

- Long-Term ROW Permits that are not located in an alley and that maintain a minimum five-foot clear zone can be processed administratively.
- Long Term ROW Permits located in an alley, or that wish to provide a minimum of a four-foot clear zone are required to be approved by City Council.
- All applications for Long Term ROW Permits are required to be submitted no less than 30 days, or more, before the planned need for the permit.

SUBMITTAL REQUIREMENTS

The below-listed items, in an electronic format (complying with the City's Electronic Document Requirements) of each of the below-listed submittal items is required to be submitted to the City at the same time.

ITEMS REQUIRED TO BE SUBMITTED

Long Term Right-of-Way Application Forms	This form must be downloaded from the City's Permit Portal that can be accessed by clicking HERE . There are two separate forms that need to be downloaded from the Portal.
Site Plan	<p>The Site Plan submitted with a Long Term ROW Permit must be to-scale and a minimum of 11-inches by 17-inches in size and include all of the below-listed information:</p> <ol style="list-style-type: none"> a. Scale and north arrow b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements c. Location and dimensions of existing and proposed structures d. Location and dimensions of existing and proposed parking and loading areas, e. Location and dimensions of existing and proposed driveways and/or alleys f. Location and dimensions of existing and proposed street trees, landscaping, planters, etc g. Location and dimensions of existing and proposed fencing or retaining walls h. Location and dimensions of existing and proposed signs i. Location and dimensions of existing and proposed refuse and recycling areas j. Location and dimensions of existing and proposed lighting fixtures k. Location and dimensions of existing and proposed utility junction boxes and/or utility transformers l. Location and dimensions of existing and proposed storage areas m. Location and dimensions of existing curbs, gutters, sidewalks, and median islands n. Location and dimensions of existing and proposed utilities and connection to existing and/or new utilities o. The area requested for use with dimensions and illustrations of ALL physical items that will be placed in the right-of-way p. The clear zone with dimensions q. Identification of all doorways to the interior of the building
Hold Harmless Agreement	This form must be downloaded from the City's Permit Portal that can be accessed by clicking HERE .
Application Fees	Permit fees are required when you submit an application to the City.

Once the City has reviewed and approved the Application Form and Site Plan and determined that the application is code compliant the Applicant will be required to submit a Certificate of Liability Insurance that complies with the requirements listed on page 3 of this document.

INSURANCE REQUIREMENTS FOR LONG TERM ROW PERMITS

THE CITY OF MOUNT VERNON REQUIRES:

1. A Standard Certificate of Liability Insurance, with the City of Mount Vernon named as the Certificate Holder (see address below).

- a. Agent's name and address are indicated
- b. Insured's name and address are indicated (insured must be the same entity as the permittee)
- c. Policy number is indicated
- d. Policy period is current (effective/expiration dates)
- e. The policy is written on an occurrence basis
- f. The City of Mount Vernon is listed as the certificate holder
- g. The certificate has been signed by the insurance agent
- h. In the section of the certificate 'Description of Operations/Locations', include a detailed description of the ROW use. Also, reference the additional insured endorsement in this section. For example:

"Operations to include a sidewalk café with tables, chairs, and 4-foot tall metal perimeter fence, approximate 4 feet by 20 feet in size. See attached additional insured endorsement"

2. An additional insured endorsement naming the City of Mount Vernon as an additional insured. The following types of endorsements are acceptable:

- A. The City's Pre-Approved Endorsement can be downloaded from the City's Permit Portal that can be accessed by clicking [HERE](#)
- B. Other endorsement form pre-approved by the City Attorney before it is submitted.

MINIMUM REQUIREMENTS FOR LIABILITY INSURANCE:

- \$ 300,000 - per claimant for property damage
- \$100,000 - per claimant for all other claims arising out of a single accident or occurrence
- \$300,000 - for any number of claims arising out of a single accident or occurrence
- \$300,000 - combined single limit (*or general aggregate*) policy

CANCELLATION NOTIFICATION:

Please note that the City of Mount Vernon requires thirty (30) days notice from the insurance company prior to terminating or canceling the policy.

ADDITIONAL INSURED ENDORSEMENT - THE CITY FORM:

Please give all required information on the top section of the form:

- Insured Person or Business
- Name of Insurance Company
- Policy Number
- Effective Dates of the policy

Please make sure that it is signed by an authorized person at your insurance company (usually an underwriter) and dated.

OFFICIAL MAILING ADDRESS:

City of Mount Vernon
 Attention: Development Services Director and City Attorney
 910 Cleveland Ave
 Mount Vernon, WA 98273