



**Right-of-Way Permit Application
Reference Sheet**
Permit Type: Access

Do not submit this checklist.
It is intended as a reference for the permittee only and does not need to be made part of the permit application submittal packet.

Minimum Submittal Requirements Checklist

No.	Item / Description
1	Completed Application submitted online via the Public Permitting and Services Portal.
2	Application Fee: \$150 (payable by cash, check, Visa, or Master Card) Fee may be paid via phone, mail, fax, or hand delivered. Emailed credit card authorizations are not accepted.
3	<p>Construction and/or Site Plans should include the following:</p> <p>a) Plan view of the project site showing:</p> <ul style="list-style-type: none"> • All existing and proposed access points • Location of drainage facilities (ditches, culverts, storm drains etc.) • Distance to property lines from point(s) of access • Location of curb, gutter, sidewalk and other features as applicable • Any other work within the right-of-way that requires a permit from Washington County, Operations and Maintenance Division. <p>b) Cross-Sections and / or profiles if project designed by a registered engineer or architect</p> <p>c) Erosion Control Plan if project designed by a registered engineer or architect</p> <p>Construction and /or Site Plans shall be to a uniform engineering scale (1:10, 1:20, etc), legible and include all proposed work in the right-of-way and shall be composed on no larger than 11" x 17" paper stock (8.5" x 11" preferred).</p> <p>If unique traffic control plans or erosion control plans are required, submit plans with application illustrating the scope and scale of the proposed activity.</p>
4	If access location is new or in the rural area, place a lathe with ribbon identifying the location of the access. Cut back vegetation so an accurate measurement of sight distance can be taken.

Permit Issuance Process

No.	Item / Description
1	County reviews application, in the order it was received. Additional information from the Applicant may be needed. Contactor information must be provided prior to issuing permit.
2	County prepares permit, develops conditions & special provisions and calculates deposit (typically within ten (10) business days of receiving a complete application packet).
3	Applicant submits required insurance forms. See attached Right-of-Way Permit Insurance Requirements.
4	Applicant submits required deposit. If the required deposit exceeds \$500, a performance bond may be submitted for the amount of the deposit above \$500. Performance bond must be submitted on County form. Deposit is refundable once all permit conditions have been met.
5	Permittee is issued the permit. If the access is new or requires construction activity, a \$300 permit fee in addition to the \$150 application fee will be required prior to issuance. A \$100 Access Review Surcharge may be assessed by the Planning Division based on the particular details of the application.

Special Notes:

Temporary use access permits are for accesses that are utilized for a specific purpose, with limited duration. At the end of the temporary use, access must be removed or brought to county standards, if allowed to remain.

All or part of the deposit may be forfeited if more than three inspections are required, or work is not completed according to the conditions set forth in the permit.

Deposit may be held for a one year maintenance period if pre-paving/pre-pour inspection is not performed or if other right-of-way work is performed in conjunction with access construction.



Right-of-Way Permit Insurance Requirements

The Permittee agrees to defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this Permit, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of Permittee, or its employees, agents or subcontractors.

Tier 1 – Minor Work Performed by Homeowners/Property Owners

Permittee shall at all times, while performing work associated with the above referenced permit, carry a homeowner's insurance policy for at least \$500,000 combined single limit for Bodily Injury, Property Damage, and Personal Injury. This insurance must be primary to and non-contributory with any insurance, including any self-insurance or retentions carried by the County.

The Permittee shall deliver to the County, prior to the commencement of the work, a certificate of insurance or copy of the Declaration Page(s) evidencing the insurance required by this Permit.

Tier 2 – Minor Work Performed by Contractors

Permittee shall at all times while performing work associated with the above referenced permit, carry a Commercial General Liability insurance policy for at least \$1,000,000 combined single limit per occurrence and at least \$2,000,000 in the aggregate per project, for Bodily Injury, Property Damage, and Personal Injury. This insurance must be primary to and non-contributory with any insurance, including any self-insurance or retentions carried by the County.

The Permittee shall deliver to the County, prior to the commencement of the work, a certificate of insurance evidencing the insurance required by this Permit.

Tier 3 – Major Work Performed by Contractors

Permittee shall at all times while performing work associated with the above referenced permit, carry a Commercial General Liability insurance policy for at least \$1,000,000 combined single limit per occurrence and at least \$2,000,000 in the aggregate per project, for Bodily Injury, Property Damage, and Personal Injury. This insurance must be primary to and non-contributory with any insurance, including any self-insurance or retentions carried by the County.

The Permittee shall deliver to the County, prior to the commencement of the work, a certificate of insurance evidencing this insurance and an insurance policy endorsement listing "***Washington County, its agents, elected officials and employees***" as additional insured. **This statement on the insurance certificate only, without also providing the endorsement, is not sufficient.**

It is understood and agreed that this insurance shall not terminate or be canceled prior to the completion of the permitted activity without first giving 30 days written notice of the intention to terminate or to cancel said insurance to the County. Furthermore, this Permit is automatically revoked without further action if the insurance is permitted to lapse, is canceled or for any other reason becomes inoperative."