



City of Lake Forest Park
Planning & Building Department
 17425 Ballinger Way NE Lake Forest Park, WA 98155
 Phone: 206-368-5440 Web: www.cityofflp.com

**RIGHT-OF-WAY USE
 PERMIT APPLICATION**

STAFF USE:
 Application Date: _____
 Permit Number: _____

ALWAYS CALL 811 BEFORE YOU DIG

APPLICATION MUST INCLUDE TRAFFIC CONTROL PLAN AND PROJECT DRAWING CLEARLY NOTING SIZE AND LOCATION(S) OF CUTS.

PROVIDE PROJECT DESCRIPTION ON PAGE 2.

IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT ALL APPLICABLE CODES AND ORDINANCES ARE COMPLIED WITH AND THAT ALL CONTRACTORS AND SUBCONTRACTORS ARE LICENSED TO DO WORK IN THE STATE OF WASHINGTON AND HAVE A CURRENT CITY OF LAKE FOREST PARK BUSINESS LICENSE.

Permit Fees	
Base Fee	\$200.00
Additional Inspections (\$100 each)	
Subtotal	
5% Technology Fee	
TOTAL DUE	

Type of Work:

<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Emergency	<input type="checkbox"/> Drainage Improvements
<input type="checkbox"/> Utility Maintenance	<input type="checkbox"/> Use of Right-of-Way	<input type="checkbox"/> Sidewalk Repair/Installation

DOES THIS UTILITY HAVE A FRANCHISE AGREEMENT WITH THE CITY OF LAKE FOREST PARK?
 YES NO

CITY BUSINESS LICENSE #: _____
 STATE LICENSE #: _____ EXP: _____

PARCEL INFORMATION (Include all parcel(s) information. Attach additional sheets, if necessary.)

Project Address: _____
Parcel Number (Property Tax Account Number): _____

PERMITEE/PROPERTY OWNER INFORMATION

Name: _____ **Email:** _____
Address: _____ **City:** _____ **State:** _____ **ZIP:** _____
Phone: _____ **Cell:** _____

AUTHORIZED AGENT

Name: _____ **Email:** _____
Address: _____ **City:** _____ **State:** _____ **ZIP:** _____
Phone: _____ **Cell:** _____

CONTRACTOR INFORMATION

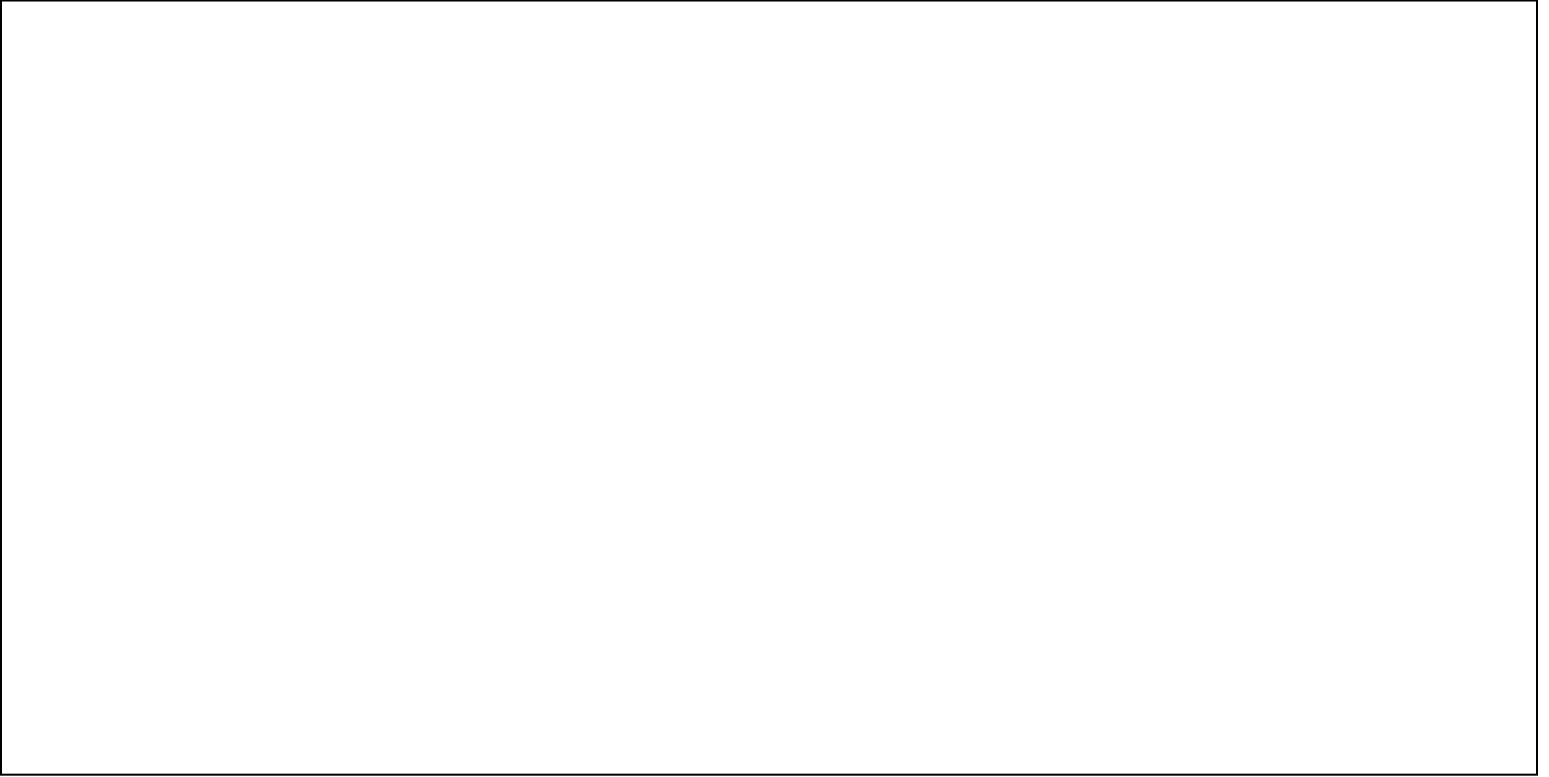
Company Name: _____
Contact Person: _____ **Email:** _____
Address: _____ **City:** _____ **State:** _____ **ZIP:** _____
Phone: _____ **Cell:** _____
Contractor's Registration Number: _____ **Expiration Date:** _____

Permits pertaining to property designated as having a Sensitive Area are subject to review and approval by the City Planner. Costs to be paid by Property Owner, Developer or Requesting Agent. Study costs pertaining to Sensitive Area(s) as required by a Responsible Official to be paid by property owner or developer or requesting agency at the time of application submission. Beginning January 1, 2015, per Resolution 1445, a 5% Development Review Technology Surcharge will be added to all permit fees.

The information in support of this permit is true and correct and I agree to comply with the conditions of the permit

 Signature of **PERMITEE/PROPERTY OWNER** Signature of **AUTHORIZED AGENT** Date: _____

PROJECT DESCRIPTION (attach additional sheets if necessary):

A large, empty rectangular box with a thin black border, intended for the project description. It occupies the upper half of the page.

PROJECT DRAWING AND TRAFFIC PLAN (attach additional sheets if necessary):



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**RIGHT-OF-WAY
USE PERMIT
SUBMITTAL
CHECKLIST**

The following information and materials may need to be submitted with your application depending on the scope of the project. Right-of-Way permit applications should be submitted *at least* 3 business days before work is scheduled to begin.

If you have any questions on items to include with your application, please call 206-368-5440 or visit the Permit Counter in City Hall Tuesday-Friday, 9:00am-12:00pm & 1:00pm-3:00pm.

Application Materials

All applications require:

- Completed & Signed Right of Way Permit Application
- Include timeframe for use of the Right-of-Way in project description
- Permit Fee
- Project Drawing—2 sets
- Drawing must clearly note the size and location of any surface cuts
- Traffic Control Plan—2 sets
- Proof of License, Bonding, and/or Insurance
- Civil Engineering Plans

*All permittees must call the Planning and Building Department
Inspection Line at 206-957-2835 **before beginning work and
after work is completed** to request inspections.*