



Walla Walla County Public Works Department
990 Navion Lane
Walla Walla, WA 99362
phone (509) 524-2710
pwpermits@co.walla-walla.wa.us

This is a request for permission to perform work within or occupy the right of way of a public road under the jurisdiction of Walla Walla County. **The minimum fee for processing and inspection is \$75 for up to one (1) linear mile of work. An add'l \$75 inspection fee will be assessed for each additional linear mile of inspection required. The fee for an open cut of any county road or street is \$150 for up to one (1) linear mile of work, with an add'l \$150 fee for each additional linear mile of inspection required. These fees are non-refundable.** Please make checks payable to Walla Walla County Department of Public Works. Processing will commence upon receipt of payment. This permit is available online at https://www.co.walla-walla.wa.us/government/public_works/documents,_forms,_and_permits.php or at the Public Works Department main office.

RIGHT of WAY PERMIT

Office Use Only Permit #:

Contact Name: _____ Phone: _____
Owner/Utility Co. Name: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Email Address: _____

Date Submitted: _____
Start Date: _____
End Date: _____
of Working Days: _____
Franchise #: _____

Road Name and
Address of Work to be
Performed:

Nearest Crossroad:

Distance to Nearest Crossroad in feet:

Description of Work to
be Performed:

Name and Address of
Contractor Performing
Work:

Utility Types

- | | |
|--------------------------------------|--------------------------------|
| ☐ Cable | ☐ Power |
| ☐ Gas | ☐ Sewer |
| ☐ Phone/Fiber | ☐ Storm |
| ☐ Other _____ | ☐ Water |

Road Crossing Type (if applicable)

- | | | |
|-------------------------------|-----------------------------------|-----------------------------------|
| ☐ Bore | ☐ Open Cut | ☐ Overhead |
|-------------------------------|-----------------------------------|-----------------------------------|

Contractors Email: _____ Phone: _____

Applicant/organization agrees to abide by all terms, conditions, exhibits and special provisions attached hereto and further agrees to perform all work with due diligence and regard for the rights, interests and convenience of the public. Applicant/organization indemnifies and holds harmless Walla Walla County from any suit, claim or action for injury or death or other cause of property damage arising from the issuance of this variance. Applicant certifies that the information given herein, including all submittals and attachments is true and correct to the best of his/her knowledge. **All construction shall comply with the current version of the Walla Walla County Road Design Standards and WSDOT Standard Specifications for Road and Bridge Construction.**

Include NECESSARY items to process Permit:

- ☐ Payment Included
- ☐ Construction Plans Attached
- ☐ Traffic Control Plans Attached
- ☐ Financial Guarantee Attached
- ☐ Certificate of Liability Attached

Signature: _____

Printed Name: _____

**UTILITY DAMAGE IS DANGEROUS AND COSTLY.
CALL BEFORE YOU DIG: 1-800-424-5555. IT'S THE LAW.**

Page 3 of this form must also be completed

INSTRUCTIONS FOR APPLICANTS

Applicants for permits to occupy county property with utilities, or holders of granted franchise rights contemplating work upon, along, over, under, or across any county road, bridge, wharf, trestle, public place, street, avenue, or alley on property in the County, shall first file with the County Engineer, an application to do such work.

Such applications shall be accompanied by drawings, if required by the County Engineer. Drawings shall be to a working scale, showing position and location of work, names or numbers and widths of roads, streets etc., showing their location in plats, or subdivisions of section, township and range, showing the relative position of such work to existing utilities, constructed, laid, installed or erected upon such roads, streets, or public places.

The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished. All such materials and equipment shall be of the highest quality and the manner of excavation, fills, construction, installation, erection of temporary structures, traffic turnouts, road obstruction, barricades, etc., shall meet with provisions of the County Utility Accommodation Policy (WAC 136-40) and shall require approval by the County Engineer. Signing, barricades, and traffic control in the vicinity of the work shall strictly conform to the provisions of The Manual on Uniform Traffic Control Devices for Streets and Highways, and WAC 296-155-305. The applicant shall pay to the County all costs of, and expenses incurred in the examination, inspection, and supervision of such work on account of the granting of said permit if requested by the County Engineer.

The actual location of the work to be done under this permit, its depth below or above the surface or grade of any County structure, road, street, avenue, alley, or public place shall be approved by the Count Engineer before any work shall be done by the petitioner.

Walla Walla County is an Equal Opportunity Employer and complies with the American Disabilities Act. Request for special accommodations (interpreters, accessibility, etc.) may be made by notifying the office at least three (3) days prior to meeting.

PERMIT CONDITIONS

1. The applicant, designated hereinafter as the grantee, or the grantee's successors and assigns, shall have the right and authority to enter upon the right of way of the County road, street, alley, public place, or structure as indicated on the front of this form, for the purpose of doing such work as applied for and approved by the County Engineer.
2. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation, and manner of maintenance of project petitioned for, shall be approved by the County Engineer prior to start of work and shall be subject to the inspection of the County Engineer so as to assure proper compliance with the terms of this permit.
3. The grantee shall commence work within thirty (30) days after the granting of this permit. **If the permitted work has not been completed at the end of six (6) months after the issuance of same, the rights herein conferred shall cease and terminate upon written notice from the County Engineer or his designee.**
4. The grantee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of utility, in as good and safe a condition in all respects as same were in before commencement of work by grantee.
5. In case of any damage to any roads, streets, public places, structures, or public property of any kind on account of said work by the grantee, the grantee shall at once repair said damage at the grantee's sole cost and expense.
6. The County Engineer, his agents or representatives may do, order, or have done any and all work considered necessary to restore to a safe condition any street, alley, public place, or structure which is in a condition dangerous to life or property resulting from the grantee's facility or its installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material within thirty (30) days of billing.
7. If at any time the County deems it advisable to widen, grade, regrade, plank, pave, improve, alter, or repair any road, street, public place, or structure, the grantee upon written notice by the County Engineer, his representatives or agents, will at the grantee's sole cost and expense, raise, lower, change, move, or reconstruct such installations to conform to the plans of work contemplated or ordered by the County.
8. If upon written notice by the County Engineer, the grantee fails to relocate any portion or all of the project as granted under this permit, the County, its agents, or representatives, may do any work at the cost and expense of the grantee, and all costs to remove or reconstruct same, shall be borne by the grantee.
9. All such changes, reconstruction, or relocation by the grantee shall be done in such manner as will cause the least interference with any of the Countys work and shall be subject to the same provisions which control an original installation. The County shall in no wise be held liable for any damage to the grantee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the County upon roads, streets, public places, or structures in question. The grantee will be given twenty-four (24) hours written notice by the County Engineer or his representatives or agents of any blasting contiguous to the grantee's permit rights in order that said rights be protected.
10. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the County from granting other permits or franchise rights of like or other nature to other public or private utilities, nor shall it prevent the County from using any of its roads, streets, or public places for any and all public use or affect its jurisdiction over all or any part of them.
11. All the provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically named.
12. The County Engineer may revoke, annul, or terminate this permit if grantee fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect, failure to heed or comply with notices given him/her or if the work herein permitted is not installed or operated and maintained in conformity herewith or at all.
13. The Board of County Commissioners may at any time change, amend, modify, amplify, or terminate any of the conditions herein enumerated so as to conform to any state statute or county regulation pertaining to the public welfare, safety, health, or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The Board may terminate this permit if grantee fails to comply with any such changes.
14. The grantee, by accepting this permit, agrees to notify and check with all utilities regarding their installation before commencing work, together with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.
15. In accepting this permit, the grantee or the grantee's successors and assigns agree to protect and save harmless the County 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, the character of the materials used, or the manner of installation, maintenance and/or operation, or by the improper occupancy of any right of way, public place or structure, and in case any such suit or action is brought against said County for damages arising out of, or by reason of, any of the above causes, the grantee, or the grantee's successors and assigns shall upon notice or commencement of such action, defend the same at no cost or expense to the County and shall fully satisfy any judgement after said suit has finally been determined, if adversely against the County.

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This page must be submitted with page one.
Processing of the permit will not proceed without this page
and the required documents.

RIGHT of WAY PERMIT

Attach plans to more fully describe the work and the location. A financial guarantee in the amount of 1 1/2 times the amount of the estimate for the work is required unless provided for in advance through other means. A certificate of liability in the amount of \$1,000,000 is required unless determined otherwise by the County Engineer. Traffic control, signing, flagging, barricades, etc., shall be the responsibility of the permittee and shall be performed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and WAC 296-155-305. A copy of the MUTCD is available online at <http://mutcd.fhwa.dot.gov>.

Office Use Only

Fee
Amount \$ _____ Date
Issued: _____ Receipt #: _____ Permit #: _____ Franchise #: _____

Amount of Financial Guarantee \$ _____ ☐ Bond ☐ Other
☐ Exempt per WWCC 12.60.0202

The financial guarantee in the amount indicated above is required to insure compliance with the conditions of this permit.
The amount shall be kept in force for a period of two years following completion of the work.

Conditions of approval:

This permit shall be void if the work is not completed by: _____

Approval Signature and Issue Date: _____

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CALL BEFORE YOU DIG: 1-800-424-5555. IT'S THE LAW.**

Applicant shall dial 8-1-1 or go to <http://www.callbeforeyoudig.org> at least 2 business days prior to any excavation and ask that the location of all existing buried utilities be marked on the ground. It is the applicant's responsibility to contact all utilities and property owners that may be affected and to notify all utilities and private property owners when property may be damaged or persons may be injured through the performance of the work. Applicant shall make all necessary arrangements for the protection of property, persons or utilities.



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RIGHT OF WAY PERMIT

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Permit # _____

Inspections/Comments

Date & Initial all comments and inspections

Meets Permit Conditions/Requirements

☐

FINAL INSPECTION

Approved:

FINAL INSPECTION

Date: