



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

ALWAYS CALL 811 BEFORE YOU DIG

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

STAFF USE:

Application Date: _____

Permit Number: _____

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	\$250.00
Inspections (\$100 each)	
Subtotal	
5% Technology Fee	
TOTAL DUE	

Type of Work:

Utility Installation Emergency Drainage Improvements
 Utility Maintenance Use of Right-of-Way 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): _____

PERMITTEE/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

Date: _____

Signature of **PERMITTEE/PROPERTY OWNER**

Signature of **AUTHORIZED AGENT**

PROJECT DESCRIPTION (attach additional sheets if necessary):

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.*