

**Right of Way Use Attachment**  
**City of Chehalis**

**Public Works Department**  
2007 NE Kresky Avenue  
PO Box 871  
Chehalis, WA 98532  
(360) 748-0238

**Police Department**  
473 NW Park Street  
PO Box 871  
Chehalis, WA 98532  
(360) 748-8607

**Type of Permit:**

- Right-of Way Disturbance (single / multiple use)
- Short Term / Temporary
- Long Term / Permanent
- Neighborhood Event/Parade (Form 2-B2 & Only Part A)
- Other

**Part A:**

Number of Days Requested: \_\_\_\_\_ (90 day maximum for single and multiple use permits)

Start Time: \_\_\_\_\_ Hours of Use: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**Part B:**

**The applicant/contractor hereby agrees to perform with diligence and speed and with due regard for the rights, interests, and conveniences of the public. The petitioner further agrees to perform their work in compliance with all City of Chehalis ordinances/standards, state and federal regulations, and with the provisions enumerated on this form and/or any attached form(s).**

1. Will the work involve occupancy of any street or traveled way, result in interference to any traffic or pedestrian flow, require interruption or re-routing of any vehicular or pedestrian traffic, or have any other influence on any traffic?

- NO**
- YES** (If YES, a traffic control plan is required and must be submitted for approval. The permit must be obtained by a Washington State licensed and bonded contractor. The traffic control plan must be in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and any other provisions designated by Public Works Standards.)

2. Will the work involve any disturbance to the surface, subsurface, or super-surface (bridges) of any city street right-of-way?

- NO**
- YES** (If YES, (1) a traffic control plan is required and must be submitted for approval; and (2) the permit must be obtained by a licensed and bonded contractor.)

**“CALL BEFORE YOU DIG” 1-800-424-5555**

**\*\*State law requires 48 hour advance notice to all utilities prior to any excavation work\*\***

**OFFICE USE ONLY:**

**PERMIT**

Subject to all the terms, conditions, and provisions written or printed on, or attached to this form, permission is hereby granted to the above applicant to conduct the requested work, activity or use as listed above. No work shall be done under this permit until the party, or parties, to whom it is granted, have met on site and received specific instructions from a Public Works representative. THIS PERMIT SHALL BE IN EFFECT ONLY FOR THE NUMBER OF DAYS LISTED ABOVE

Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Final Inspection Sign Off: \_\_\_\_\_ Date: \_\_\_\_\_

**STANDARD PERMIT CONDITIONS**

1. The petitioner, designated herein as the “grantee”, their successors and assigns, will have the right and authority to enter upon the right-of-way of the city street, alley, public place or structure as indicated on the front of this form, for the purpose of such activity as applied for and approved by the Public Works Department. All provisions, conditions, regulations and requirements herein contained will be binding upon the successors and assigns of the grantee. The issuance of this permit does not diminish or negate the grantee’s responsibility to comply with any other regulations, standards, licenses or obligations not covered under this permit.
2. A *Right-of-Way Disturbance Permit* is for activities that will alter the appearance of or disturb the surface, super-surface or sub-surface of a right-of-way on a temporary or permanent basis.
3. A *Short-term and Temporary Permit* is for activities that involve short-term commitments that do not physically disturb or alter the right-of-way. Uses include but are not limited to: festivals, displays, concerts and public or private gatherings. See Municipal Code 12.56.060.
4. A *Long-term and Permanent Permit* is for activities that last for an extended period of time but do not physically disturb or alter the right-of-way. Uses include but are not limited to: construction site/haul roads, recycle facilities, advertising structures, seasonal sidewalk cafes, utility facilities, special & unique structures such as fountains, clocks, flag poles, awnings, marquees, signs, banners, street furniture and decorations. See Municipal Code 12.56.060.
5. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during and after work, mode of operation and manner of maintenance of project petitioned for, will be approved by the Public Works Director or authorized representative prior to start of work and will be subject to the inspection of the same so as to ensure proper compliance with the terms of this permit.
6. After completion of work, the grantee will leave all streets, alleys, public places and structures in as good and safe a condition in all respects, as it was prior to the commencement of any work by grantee. Damage of any kind to any street, alley, public place, structure or public property resulting from said work by the grantee will immediately be repaired by the grantee at their own sole cost and expense, to the satisfaction of the City.
7. The Public Works Director or a designated representative may perform, 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 that is dangerous to life or property resulting from the grantee’s use, activity or work as permitted herein, and upon demand, the grantee will pay to the City all costs of such work and materials.
8. The City Council, Public Works Director or designated representative may at any time, change, amend, modify, revoke, annul or terminate this permit and/or any of the conditions herein enumerated so as to conform to any state or federal statute or City regulation pertaining to the public welfare, safety, health, convenience to the public or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The City Council, Public Works Director or designated representative may terminate this permit if grantee fails to comply with any such changes or conditions herein enumerated.
9. In accepting this permit the grantee, their successors and/or assigns agree to defend, indemnify, and hold harmless the City, its officers, employees, and agents from any and all suits, claims, causes of actions or liabilities caused by, or arising out of, any activities conducted by the grantee resulting from the issuance of the permit.
10. Other: \_\_\_\_\_

### NEIGHBORHOOD EVENT/PARADE PERMIT CONDITIONS/REQUIREMENTS & SURVEY (Form 2-B2)

1. The application and all required attachments must be submitted at least **15 days prior** to the event to the Community Development Department for review and approval by the Police Chief. If approved, it is valid for the duration of the event only.
2. The submitted application must include the following:
  - a. The purpose for/description of the event;
  - b. Location;
  - c. Start date, Length of event (days);
  - d. Start time, duration of event (hours).
3. A copy of liability insurance in the amount of \$1,000,000 naming the City of Chehalis as an additional insured is required to be submitted as part of a Complete Application.
4. A detailed/dimensioned map/site plan must be submitted depicting the following:
  - a. Any anticipated street closure;
  - b. Location of use area;
  - c. Barricades and fencing;
  - d. Temporary structures;
  - e. Event parking;
  - f. Alternate traffic routes.
5. The decision to accept or deny an application on the part of the police department is based upon the following:
  - a. Considerations of public safety;
  - b. The potential damage to city property, residences or businesses;
  - c. The impact the event will have on traffic;
  - d. The ability to provide emergency access to the area.

6. Will alcohol be served at this event?  No  Yes

7. Has a Washington State Liquor License been applied for and received for this event?  No  Yes  
**If Yes**, describe the controls in place to ensure only patrons over the age of 21 are permitted to the liquor licensed area (wristbands, etc): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Anticipated number of people expected to attend: \_\_\_\_\_

9. Will additional staff/security be provided?  No  Yes  
**If Yes**, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Will fencing and/or barricades be used?  No  Yes  
**If Yes**, describe type of fencing or existing barricades that will be used to designate the event area, and/or the liquor licensed area to keep alcohol contained therein:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Will portable restrooms be provided?  No  Yes  
***If Yes***, How many? \_\_\_\_\_ (locate on site map)  
***If No***, How will restrooms be provided? \_\_\_\_\_

12. Will the city be requested to tow vehicles from the street prior to setting up the event?  No  Yes  
***If Yes***, please note the City must post signage at least 24 hours before towing can occur.

13. Have the surrounding businesses and/or residences been contacted?  No  Yes  
***If Yes***, whom? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Have any neighborhood businesses or individuals spoke against this event?  No  Yes  
***If Yes***, whom? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Describe the proposed maintenance during, and clean-up procedures after the event to ensure the streets and sidewalks are free from debris:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Who is providing can liners, rubber gloves, & liquid hand soap for disinfectant?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. What is the power source for this event (if needed): \_\_\_\_\_

16. For ***NON-PROFIT EVENTS ONLY***: Are picnic tables or bleachers requested?  No  Yes  
***If Yes***, how many? \_\_\_\_\_ (picnic tables); \_\_\_\_\_ (bleachers)