



6100 219<sup>th</sup> Street SW, Suite 200  
 Mountlake Terrace, WA 98043  
 Phone 425.744.6267 Fax 425.775.0420  
[PermitSpecialist@ci.mlt.wa.us](mailto:PermitSpecialist@ci.mlt.wa.us)  
[www.cityofmlt.com](http://www.cityofmlt.com)

# RIGHT OF WAY ENCROACHMENT / USE APPLICATION

Application # \_\_\_\_\_

Type A                       Type B                       Type C

**Job Site Address** \_\_\_\_\_

**Description of Activities, Structures or Facilities to be located in Right-of-Way** \_\_\_\_\_

### CONTACT INFORMATION

<u>APPLICANT</u>	
Name _____	
Address _____	
City _____ State _____ Zip _____	
Ph _____ Fax _____	
E-mail _____	

<u>PROPERTY OWNER</u>	
Name _____	
Address _____	
City _____ State _____ Zip _____	
Ph _____ Fax _____	
E-mail _____	

**Dates of Proposed Use**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Time of Day**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Important Information:**

1. The applicant must demonstrate that it is necessary to use the public street, sidewalk or planting strip, and that there is no other means available to accomplish the desired purpose, except by the use of the public right-of-way, street or planting strip.
2. If approved, the encroachment shall not be permitted for longer than the period necessary for accomplishing the proposed purpose.
3. A Street Invasion Deposit will be taken in at time of permit issuance.

**I certify to the best of my knowledge, the information provided on this application is true and correct.**

**Sign**    Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_

**Print**    Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Received by \_\_\_\_\_ Date \_\_\_\_\_

Application Fee (non-refundable) \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

Additional Fees Due \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

**City of Mountlake Terrace**

**RIGHT OF WAY USE PERMIT APPLICATION  
Chapter 19.95 MTMC**

**Filing Requirements:**

1. Application Form, completed and signed.
2. Plot Plan / Vicinity Map, showing location of the right-of-way to be used.
3. A detailed explanation why it is necessary to use the public street, sidewalk or planting strip, and that there is no other means available to accomplish the proposed activity:

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4. Traffic Control Plan (separate drawing)
5. Application Fee, paid.

**Submittal requirements prior to issuance of an approved permit (when applicable):**

1. Any other necessary permits, application fees and deposits.
2. Certificate of Insurance
3. Street Invasion Deposit
4. Public notification of nearby Property Owners (as directed by the City)

## RIGHT OF WAY USE PERMITS

MTMC 19.95.070

### Checklist of Types

A Right of Way (ROW) use permit applies to private (vs. public) use of the right of way when the use is not approved or provided for by another permit issued by the City.

#### **TYPE A – Short term**

A Type A permit may be needed when one, or more, of the following apply.

- Use of ROW is for 72 or fewer continuous hours
- Proposed use does not involve physical disturbance of the ROW
- Use is not subject to a special event or block party permit (Ch. 10.20 MTMC)

Indicate what the proposed use is.

- House move
- Temporary ROW closures (not part of another permit or city or utility project)
- Dumpster
- Other (similar type): \_\_\_\_\_

#### **TYPE B – Disturbance of City Right-of-Way**

A Type B permit may be needed when one, or more, of the following apply. The permit may be for either a single use at one location or multiple uses at different locations.

- The activities will alter the appearance of or disturb the surface, super surface or subsurface of the ROW on a temporary or permanent basis
- Use is not subject to a special event or block party permit (Ch. 10.20 MTMC)

Indicate what the proposed use is.

- |  |   |
|--|---|
| <input type="checkbox"/> Boring              | <input type="checkbox"/> Painting             |
| <input type="checkbox"/> Culverts            | <input type="checkbox"/> Sidewalks            |
| <input type="checkbox"/> Curb cuts/driveways | <input type="checkbox"/> Street trenching     |
| <input type="checkbox"/> Drainage facilities | <input type="checkbox"/> Utility installation |
| <input type="checkbox"/> Landscaping         | <input type="checkbox"/> Other (similar type) |

#### **TYPE C – Long-Term and Permanent**

A Type C permit may be needed when one, or more, of the following apply.

- Use of the ROW exceeds 72 hours (requires long-term commitments of ROW use) but will not physically disturb the ROW
- The use involves capital expenditures
- Use is not subject to a special event or block party permit (Ch. 10.20 MTMC)

Indicate what the proposed use is.

- Air rights (balcony, awning, other)
- Bus shelters/stops
- Construction site/haul roads
- Loading zones
- Recycle facilities
- Sales or vending structures
- Sidewalk cafes
- Special or unique structure (fountain, clock, flagpole, awnings, marquees, benches, kiosks, signs, mailboxes, banners, street furniture, decorations)
- Utility facilities
- Waste facilities
- Other (similar type)