

Right-of-Way (ROW) Permit Submittal Requirements

The following items must be provided to apply for a Right-of-Way Permit. Plans and application will not be reviewed if information is incomplete.

If you have any questions concerning your submittal, please visit or contact the Issaquah Permit Center between 9:00am and 4:00pm, Monday through Friday, at 425-837-3100 or CPD@issaquahwa.gov.

I. Application Checklist

The checklist below is an overview of the City's submittal requirements for all written documentation.

Documents Required	
	Site Plan
	Traffic Control Plan
	Application fees are invoiced to the Applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.

Save the documents in PDF file format per the City's [PDF File Format Requirements](#).

Apply and upload your plans to www.MyBuildingPermit.com. Select the following option when applying: **Right-of-Way**

II. Plan Set General Requirements

1. Format

- Sheet size:** 11" x 17" (preferred) or 8.5" x 11.
- Title Block:** Locate on right hand margin and provide:
 - Project name
 - Drawing title and drawing number
 - Revision block
 - Project address
 - Name, address, phone, and email of firm or contact responsible for the drawings
- Scale:** Unless site size dictates a different scale, site (civil) drawings: 1' = 20'
- Details:** All construction and structural details must be cross-referenced and included in the plan set. Please do not submit details in a separate document packet.
- North Arrow:** All drawings must include a north arrow

III. Plan Set Components

1. Site Plan

- Site location, address, and names of adjacent or nearby streets
- Existing and proposed driveways and intersections
- Right-of-way boundaries
- Any easements, existing or proposed
- Existing pavement, curb, gutter, bike lanes, and sidewalk

- f. Location and size of any existing water facilities and related structures
- g. Location and size of any existing sanitary sewer facilities and related structures
- h. Location and size of any existing storm water facilities and related structures
- i. Location of existing power, power poles, gas, telephone, and cable
- j. Location of any existing vaults and/or junction boxes
- k. Trench cross-section indicating width and depth of excavation
- l. Trench backfill and pavement restoration detail (see [Issaquah Street Standards](#) for requirements)
- m. Sidewalk patching detail (see [Issaquah Street Standards](#) for requirements)

2. Site-Specific Traffic Control Plan

- a. Signs, cones, barricades, and all other traffic control devices shall be used in accordance with the latest version of the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
- b. Include contact information for the Traffic Control Supervisor (TCS)
- c. Include a legend.
- d. Include lane widths and hours of work.
- e. Include expected timeline for the traffic control to be in place (for example, one day, one week, etc.)
- f. Show all sidewalks and bike lanes.
- g. Show all bus stops
- h. Show all school zones
- i. Show how vehicle and pedestrian access will be maintained at all times. Include a detour plan, if applicable. All access must be ADA compliant.
- j. Speed limit of all affected roads, including school zones during school hours.
- k. Signaled intersection plan. In other words, how an intersection shutdown will be mitigated.
- l. Show the following tables on the traffic control plan, as applicable:
 - Sign spacing
 - Channelization device spacing
 - Merging, shifting, and shoulder taper lengths
 - Number of channelization devices used
 - Minimum taper length
 - Longitudinal buffer space
 - Protective vehicle with Truck-Mounted Attenuator (TMA) roll ahead distance