



Development Services Department
1775 – 12th Ave. NW | P.O. Box 1307
Issaquah, WA 98027
425-837-3100 | DSD@issaquahwa.gov

SPECIAL RIGHT-OF-WAY USE PERMIT APPLICATION

Please allow ten working days for City review.

“Special Right-of-Way Use” includes, but is not limited to, any temporary/ongoing constructed or erected sign, equipment, or any object that is in, on, over, or under any public place, sign, equipment, property or right-of-way. It may also include any obstruction of public property, street, or right-of-way within the City. This application process ensures the Special Use meets legal/insurance requirements and alerts appropriate City departments.

NAME OF ENTITY: _____

DATE(S) of Use: _____ **to** _____ **HOURS: From:** _____ **to** _____
(subject to Issaquah Municipal Code 5.14.060 stating that all Special Event Permits shall be temporary and may be revoked).

ADDRESS/LOCATION OF CITY FACILITY/PROPERTY/RIGHT-OF-WAY, ETC. for Special Use:

(Please attach a sketch with location and/or dimension of Special Use requested.)

NARRATIVE OF NATURE/PURPOSE OF PROPOSED SPECIAL USE: _____

SIGNS: Signs may be used during your event. Please submit as part of this application a list of signage including types (i.e. banner(s), a-frames, directional arrows, etc.) and the locations of same. Your signage request will be reviewed simultaneously with this application. Yes Signs No Signs

SALMON DAYS: Will your use occur during Salmon Days weekend (Fri – Sun)? A separate application and fee will be required if you choose No and change your selection later. Yes No

INSURANCE REQUIREMENT: A Certificate of Insurance naming the City as Additional Insured and in the minimum amount of \$1,000,000 per occurrence is required, and may be more if the City determines it necessary for the Special Use. The certificate must be submitted and be acceptable to the City prior to receiving the Special Event Permit.

ADDITIONAL NOTE TO APPLICANT: Depending upon the nature and scope of the proposed Special Use, other permits may be required as determined through the application process. Additionally, other fees may be assessed as determined necessary. The City of Issaquah will make every effort to assist the applicant in determining complete permit requirements, though once identified; it will be up to the applicant to provide required and approved documentation.

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers, or licensees, or arising from or out of Permittee's failure to comply with any provision of this Permit, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed thereto.

The parties mutually agreed upon this waiver. This indemnity provision shall not apply in the event any acts or omissions of the City were the sole cause of any such damage or injury. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its agents or employees and the Permittee, its officers, or employees and the Permittee, its officers, agents, and employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Permittee, its officers, agents, and employees.

(continued on next page)

Name of Emergency Contact for Special Use: _____ Emerg

Print Name/Title: _____

Address: _____ City/State/Zip: _____

Phone: (____) _____ E-Mail: _____

Please Note: This application may be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and hydrants; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within City standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

If your application is denied or rescinded, you may appeal the decision to the City Council upon payment of nonrefundable appeal fee (which may be submitted to the Permit Center).