

# Right-of-Way Use Application

14

Required for private improvements within public right-of-way including: landscaping, irrigation, and private communications underground wiring per HPMC 12.10.

RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

FOR STAFF USE ONLY
Permit #: _____
Fee: _____
Receipt #: _____
Expiration: _____

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Address (attach legal description): \_\_\_\_\_

Description of improvement (attach plan): \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State License No.: \_\_\_\_\_ Expires: \_\_\_\_\_

### General Conditions of Permit:

1. Permittee shall provide proposed landscaping, irrigation, underground electrical or communications cable plan that identifies materials, location, and depth of all existing and proposed systems, utilities, or services.
2. Prior to any excavation obtain a right-of-way permit, notify all utility companies (public and private) and obtain utility locates in accordance with state law.
3. All excavation, backfilling, roadway restoration shall be accomplished subject to inspection and approval of the town engineer. The town engineer may require that special inspection and testing be accomplished at the expense of the permittee. Any damage to existing utilities, the public right-of-way, or public improvements shall be fully restored at the permittee's expense.
4. **The permit is temporary and is valid for thirty (30) days**, is revocable, and vests no permanent rights whatsoever. Future public improvements may modify, alter, remove said work or improvements at any time and all costs therefore shall be at the expense of the owner. All work under this permit shall be the responsibility of the owner to maintain, repair, replace, and/or remove. Removal, maintenance, or repairs shall be expeditiously accomplished within fourteen (14) days following notification by the town engineer.

### Special Permit Requirements:

1. Cleaning Deposit of \$ \_\_\_\_\_ Bond or Cash Deposit of \$ \_\_\_\_\_
2. Other: \_\_\_\_\_

**NOTE:** All costs from actual staff/consultant time will be billed to applicant.

The undersigned hereby agree and promise, owner and permittee, to save and hold harmless and to defend the Town of Hunts Point, its agents and assigns, on account of and from and against any and all claims including but not limited to injuries or property damage, loss of service or support, or any other claims arising out of this permit or the work; and that they shall be bound by all terms and conditions set forth hereon and as provided by ordinance.

### Signatures:

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name, 24-Hour Phone No.: \_\_\_\_\_



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm and 1pm-5pm. Building Services Department 425.455-1834.

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Right-of-way use permits are required for private improvements within public right-of-way including: landscaping, irrigation, private communications underground wiring per HPMC 12.10.

**Applicant:** Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

**The required number of plan sets is 3 (three).** If applying for multiple permits concurrently, submit the highest number of required plan sets.

**General Requirements (1 original copy of each item is required):**  
**If an item is not applicable, attach explanation.**

**Applicant**

- Completed right-of-way application form
- Proof of agency and hold harmless agreement form
- The applicable fee(s) (A bond or cash deposit if required)
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue.

**Application Requirements (3 copies required):**

- Plan of proposed project



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# Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

## Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

### *To BE COMPLETED BY OWNER:*

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
[Signature of Property Owner/Chief Executive]                      [Date]

\_\_\_\_\_  
[Contact Address]                      [City]                      [State]                      [Zip]

\_\_\_\_\_  
[Phone]                      [Fax]

### *To BE COMPLETED BY AGENT:*

\_\_\_\_\_  
[Print Name of Agent]                      [Title]

\_\_\_\_\_  
[Contact Address]                      [City]                      [State]                      [Zip]

\_\_\_\_\_  
[Phone]                      [Fax]



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## Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

### ***To BE COMPLETED BY OWNER:***

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
[Signature of Property Owner/Chief Executive]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Contact Address]

\_\_\_\_\_  
[City]

\_\_\_\_\_  
[State]

\_\_\_\_\_  
[Zip]

\_\_\_\_\_  
[Phone]

\_\_\_\_\_  
[Fax]

# Permit Fee Schedule

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus actual staff/consultant time
<b>Building</b>	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	UBC Table 1A fee valuation plus staff/consultant time
➤ State Building Code Fee	\$4.50
<b>Building Permit Exemption Request</b>	\$50.00 plus actual staff/consultant time
<b>Conditional Use</b>	\$500.00 plus actual staff/consultant time
<b>Demolition</b>	\$250.00
<b>Heavy Truck Street Repair Fund Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Pre-Application Meeting</b> (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
<b>Reconsiderations/Appeals</b>	\$500.00 plus actual staff/consultant time
<b>Right of Way Use</b>	\$250.00 plus actual staff/consultant time
<b>SEPA Review</b>	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
<b>Shoreline Substantial Development</b>	\$500.00 plus actual staff/consultant time
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus actual staff/consultant time
<b>Site Development</b>	\$500.00 plus actual staff/consultant time
<b>Street Cleaning</b>	\$3,000 deposit
<b>Street Opening</b>	\$250.00 plus actual staff/consultant time
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
<b>Special Use</b>	\$500.00 plus actual staff/consultant time
<b>Telecommunications Franchise</b>	Fee negotiated
<b>Telecommunications Right of Way Use</b>	\$250.00 plus actual staff/consultant time
<b>Tree Removal</b>	\$50.00 plus actual staff/consultant time
<b>Variance</b>	\$500.00 plus actual staff/consultant time

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