

Right-of-Way Use Checklist

The intake checklist identifies minimum application elements necessary for the town to accept the application. Right-of-way use permits are required for private improvements within public right-of-way including: landscaping, irrigation, private communications underground wiring per HPMC 12.05.

The required number of plan sets is three (3). 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:

- 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.

Applicable Codes:

HPMC Title 12

HPMC Title 13



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.
Building Services Department 425.455.1834.

Right-of Way Use Application

Required for private improvements within public right-of-way including: landscaping, irrigation, and private communications underground wiring per HPMC 12.05.

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: _____
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Owner: _____ Agent: _____

Address (attach legal description): _____

Description of improvement (attach plan): _____

Contractor: _____ Phone No: _____ 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.
5. Within 10 days after completion of construction, the permittee shall furnish the Town with two complete sets of plans drawn to scale and certified to the Town as accurately depicting the location of all telecommunications facilities constructed pursuant to the permit.

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: _____



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Proof of Agency/Hold Harmless Agreement

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 who 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, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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 Code)
_____ (Phone)	_____ (Email)		

To BE COMPLETED BY AGENT:

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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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 an 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, I 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 Code)

(Phone)

(Email)



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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
Public Hearing before the Hearing Examiner	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
Miscellaneous Fees:	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
Attorney's Fees:	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
Milfoil:	Fee: \$375.00 per lot per year



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