



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: permits@huntspoint-wa.gov

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

FOR RIGHT OF WAY INSPECTIONS
Stacia Schroeder, 206-276-8922

RIGHT OF WAY USE APPLICATION INSTRUCTIONS

Welcome to the Hunts Point right of way use permit process. The right of way use permit is required for private improvements within public right of way including landscape, irrigation, private communications underground wiring per the Hunts Point Municipal Code 12.05.

- 1. PLAN REVIEW:** All right of way use permits will be reviewed by the Town Engineer.
- 2. DETERMINE WHICH DOCUMENTS MUST BE SUBMITTED** for your project which will include the Right of Way Use Permit Application, Proof of Agency/Hold Harmless, Traffic Control Program, Plans, and post construction color photographs of all right of way and street areas. The photographs are necessary to document the condition of pavement, and landscaping, mailboxes, etc. within 100' of the project site in all right of ways. [Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](#)
- 3. CONTACT THE BUILDING DEPARTMENT TO SUBMIT YOUR APPLICATION FORM, PLANS,** and supporting documents electronically at: permits@huntspoint-wa.gov. The fee is required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the driveway, or bring it to Town Hall by appointment. When filed with the Deputy Clerk the application must be complete in every respect (all questions answered, and forms signed) before the Deputy Clerk can accept it.
4. After accepting your application documents and fees, the Deputy Clerk will process your application and forward it for review and approval to the Town Engineer. If additional information or revised information is needed to complete this review, you will be notified directly, whenever possible. **PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
5. After the plan review is complete, the Deputy Clerk will notify you that your permit is ready to be issued. Fees cover the administrative costs of processing your permit application. You will be billed for the plan review and inspections.
6. Your permits and associated information will be sent to you electronically. After you have obtained your permit **REVIEW THE "CONDITIONS OF PERMIT APPROVAL."** If you have any questions about these conditions, contact the Town Engineer directly. As the applicant and permit holder, it is your responsibility to ensure that these conditions are met.
7. If any changes are made to your project after the initial plan review is completed or a permit issued, **CONTACT THE DEPUTY CLERK TO SUBMIT REVISED DOCUMENTS** electronically showing the proposed changes and indicating the changes. There will be a plan review fee associated with the changes which will be billed to you. Deviations from your approved permit documents that are not reviewed/approved in advance may delay the completion of your project.
- 8. CONTACT THE TOWN ENGINEER DIRECTLY TO SCHEDULE AN INSPECTION AT LEAST 24 HOURS IN ADVANCE.**
- 9. DESIGNATE A PROJECT CONTACT:** A project supervisor must be designated and responsible for all construction activities and compliance with the conditions of the permit and will serve as a 24-hour contact.



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RIGHT OF WAY USE PERMIT CHECKLIST

A valid and complete right of way permit application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- _____ Right of Way Permit Use Application
- _____ Traffic Control Program
- _____ Plan Set
- _____ Photographs of Roadway
- _____ Proof of Agency/Hold Harmless Agreement (if applicable)
- _____ Fee



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PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



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ELECTRONIC PERMIT SUBMITTAL

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

INITIAL SUBMITTAL

1. All documents are to be submitted electronically to permits@huntspoint-wa.gov. Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

RESUBMITTING

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

PLANS APPROVAL

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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RIGHT OF WAY USE PERMIT APPLICATION

ACCEPTED _____ DATE _____
APPROVED _____ DATE _____
ISSUED _____ DATE _____

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

Owner _____ Agent _____

Address (attach legal description) _____

Description of improvement (attach plan) _____

Contractor _____ Phone No. _____ Email _____

Address _____ City _____ State _____ 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, and 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 _____



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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 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.

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 Code

Phone Number Email Address

TOWN OF HUNTS POINT

TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

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 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, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		