



# The City of Othello Public Works

111 North Broadway Avenue Othello, Washington 99344

Phone (509) 488-6997

Fax (509) 488-3701

## RIGHT-OF-WAY / EASEMENT WORK PERMIT APPLICATION

### APPLICANT

(Updated: 8/7/20)

NAME:	PHONE:
ADDRESS:	EMAIL:

### CONTRACTOR

(See page 2 for Insurance & License Requirements & page 3 for Site Plan/Traffic Control Plan)

BUSINESS NAME:	CONTACT:
ADDRESS:	PHONE:
EMAIL:	FAX:
WA STATE CONTRACTOR'S LICENSE #:	UBI #:
	CURRENT CITY OF OTHELLO BUSINESS LICENSE <input type="checkbox"/> Yes <input type="checkbox"/> No

### SITE / PROJECT INFORMATION

PROPERTY OWNER'S NAME:	LOCATION / ADDRESS:
ANTICIPATED START DATE:	ANTICIPATED END DATE:

### TYPE OF WORK TO OCCUR IN RIGHT-OF-WAY / EASEMENT (Check all that apply)

<input type="checkbox"/> Replace Driveway*(see note below)	<input type="checkbox"/> Road Construction
<input type="checkbox"/> New Driveway*(see note below)	<input type="checkbox"/> Utility Construction / Repair
<input type="checkbox"/> Sidewalk Construction*(see note below)	<input type="checkbox"/> Bore and / or Jack
<input type="checkbox"/> Tree Trimming	<input type="checkbox"/> Other (please list):

**\*NOTE: Concrete forms must be inspected and approved prior to pouring. To schedule an inspection, contact the City of Othello Public Works Department at: (509)-488-6997. Please give 24 hours' notice prior to inspection.**

### INDEMNIFICATION AND HOLD HARMLESS

Application shall defend, and hold the City of Othello, its Officers, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on the Applicant's behalf out of issuance of this Permit. Applicant also agrees to comply with all Federal, State, and local regulations in the performance of the permitted work. Per Othello Municipal Code (OMC) 11.50.20, the person acting under such permit shall guarantee and maintain the area disturbed one year after returning it to original condition. I have read and will comply with the City of Othello's Right-of-Way / Easement construction requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY – PERMIT APPLICATION CHECK LIST

- |  |   |
|--|---|
| <input type="checkbox"/> INSURANCE CERT. - CURRENT WITH CORRECT MINIMUMS | <input type="checkbox"/> CITY OF OTHELLO BUSINESS LICENSE - CURRENT |
| <input type="checkbox"/> TRAFFIC CONTROL PLAN FOR PROJECT                | <input type="checkbox"/> WA STATE L&I CONTRACTORS LICENSE - CURRENT |

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Compaction Report(s) Required:  YES  NO Compaction Requirements: \_\_\_\_\_

Comments: \_\_\_\_\_



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## REQUIREMENTS TO WORK WITHIN CITY LIMITS

- Right-of-Way / Easement Work Permit Applications must be submitted to the City of Othello Public Works Department **no later than two (2) business days prior to the anticipated project start date.**
- All work within public right-of-way must be completed in accordance with the City of Othello Public Works Design Standards.
- Permit issued upon approval of application and payment of \$40.00 permit fee (cash, check, or credit card) to:

**OTHELLO CITY HALL**  
**500 E. Main St.**  
**Othello, WA 99344.**  
**509-488-5686**

- Permit will be available for pick-up at City Hall.
- **Permit only valid for 30 days** from anticipated project start date.
- Right-of-Way / Easement Work Permits are only applicable for work being done within City Right-of-ways. Any work done outside of the City right-of-way would fall under the Building and Planning Department.

### **Applicants must include and/or provide evidence of the following:**

- Certificate of Insurance** evidencing current and valid commercial general and liability insurance of no less than **one million dollars (\$1,000,000)** per occurrence and a commercial general liability aggregate of **two million dollars (\$2,000,000)** with the **City of Othello listed as "additionally insured."**
- City of Othello Business License** (Must be CURRENT)
- Washington State Contractor's License** (Must be CURRENT)  
(WA State Department of Labor & Industries).
- Site Plan/Traffic Control Plan** drawn up to include the proposed work within the public right-of-way easement. (See 3<sup>rd</sup> page)



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## **SITE PLAN/TRAFFIC CONTROL PLAN WITHIN CITY OF OTHELLO RIGHT-OF-WAY**

**Please provide an illustration to include the proposed project and how traffic will be diverted around project and/or vehicles within City of Othello right-of-way (if applicable)**

A large, empty rectangular box with a black border, intended for the user to draw a site plan or traffic control plan. The box is currently blank.