

# SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT



35 Rhone Street, PO Box 947, Friday Harbor, WA 98250  
 (360) 378-2354 | (360) 378-2116  
 cdp@sanjuanco.com | www.sanjuanco.com

Staff Use Only	
Permit No:	
Date Rec'd:	
Permit Fee: \$	
Road No:	MP:

## Right of Way Permit Application

Where is the work proposed?	
Owner of Work:	Tax Parcel Number:
Project Location:	Island:

Who should we contact regarding this application?		
<input type="checkbox"/> Owner of Work	Name:	Cell Phone:
<input type="checkbox"/> Contractor	email:	Home Phone:
<input type="checkbox"/> Other (Authorized Agent)	Address:	

What type of work is proposed?	
<input type="checkbox"/> Driveway	Describe: <i>(attach construction plans)</i>
<input type="checkbox"/> Utility	
<input type="checkbox"/> Other	

I hereby certify that I have read and examined this permit application and know the same to be true and correct. By signing this application you agree that Public Works staff may enter the premises for the purpose of permit inspection.

Signature of Owner of Work	Date	Requested Start Date	Anticipated End Date

San Juan County Staff Use Only			
<b>1</b>	Critical Area Review By:	Comments	Approved Date:
<input type="checkbox"/> Fee Paid \$ _____ Receipt # _____ <input type="checkbox"/> Additional Fee Due \$ _____			
<b>2</b>	Permit Approved By:	Approved Date:	Expiration Date:
<input type="checkbox"/> Wet Weather Moratorium <input type="checkbox"/> Approved Construction Plans Attached, Number of Pages:			
<b>3</b>	48 Hour Notice From:	Received Date:	Start Date:
<input type="checkbox"/> Owner Builder Work <input type="checkbox"/> Public Works Approved Contractor Name:			
<b>4</b>	Final Inspection Request from:	Request Date:	Permit Closed Date:

**Fee Schedule (By San Juan County Ordinance 46-2009)**

Right of Way Access (Permanent)	\$100 Each	
Right of Way Use (Temporary)	\$50 Each	
Utility Installation (New)	\$300 Each	
Utility Repair (Existing)	\$150 Each	
Utility Parallel Trench	\$0.25 Linear Foot	
After the Fact Permit Application	Fee Doubles	
<b>Total Fee Due</b>		

**Additional Information for Applicants:**

San Juan County Code  
 Chapter 12.04 County Road Excavations  
 Chapter 12.16 Article II  
 Chapter 13.08 Fire Hydrants  
 Chapter 18.60.090 Roads – Public Roads  
San Juan County Comprehensive Plan  
 Section B, Element 8 Utilities  
 Appendix 8 Utilities Inventory  
Revised Code of Washington  
 Title 36, Chapter 75 Roads and Bridges

**Instructions for Applicants**

1. Work in the County road Right of Way requires a permit issued by the County Engineer.
2. Permit applications must be signed by the **Owner of Work**, being either the property owner or the franchise owner.
3. Permit applications should be received a minimum of 30 days prior to commencing work.
4. After the Fact Permit Application fees may be waived for emergency work.
5. Permit applications must be accompanied with construction plans showing the work in sufficient detail.
6. Location and limits of work in the County road Right of Way must be flagged onsite for inspection by Public Works.
7. Permit applications will be accepted without fees but all fees must be paid prior to issuance.
8. Permits may be issued with a **Wet Weather Moratorium** depending on site specific conditions during the rainy season (usually October – April). No work is allowed until the County Engineer determines conditions are acceptable.
9. Unless performed directly by the property, all work in the County road Right of Way must be by a general contractor approved by Public Works (RCW 18.27 & SJC §12.04.040).
10. A current roster of public works approved general contractors and standard plans showing details for work in the County road Right of Way are online at: <https://sanjuanco.com/publicworks/permitforms.aspx>

**General Permit Conditions**

1. **Notification Requirement**: Applicants are required to provide Public Works with 48 hours' notice **prior** to commencing permitted work **and** after completing permitted work to schedule a final inspection.
2. **Washington 811**: State law requires you call Washington 811 (dial 811) at least two business days before you dig.
3. **Hours of Work**: Unless provided for otherwise, all work shall be performed between 7:00 a.m. and 6:00 p.m.
4. **Construction Staging**: Upon request and explicit approval, the County Engineer may permit staging of materials and equipment within the County road Right of Way. Upon completion the site shall be fully restored and stabilized.
5. **Traffic Control**: The applicant is required to provide all necessary traffic control in accordance with state law and the Federal Manual on Uniform Traffic Control Devices (MUTCD). Work zone safety is the applicant's responsibility.
6. **Scope and Right of Way Verification**: This permit is for work performed within the County Right of Way only. It is the responsibility of the applicant to verify the location of the Right of Way. Surveying may be required.
7. **Stormwater**: BMP's for stormwater runoff and erosion prevention measures shall be employed at all times.
8. **Archaeological Sites**: Work shall cease and Public Works shall be notified if archaeological objects are encountered.
9. **As-built construction plans**: A copy of the complete permit with the approved construction plans shall be kept onsite during work and submitted to Public Works, with as-built information, upon final inspection of the work.
10. **Revocation**: The County Engineer may revoke, annul or terminate a utility installation permit if permittee fails to comply with any or all of its provisions, requirements or regulations as herein set forth on the utility permit form, or through willful or unreasonable neglect fails to heed or comply with notices given them, or if the work described in the permit herein is not installed or operated and maintained in conformity herewith or at all. (SJC §12.16.150)



**Please complete page one of this application and use the chart above to determine the fee. Please submit both pages to Community Development along with required drawings and your payment. Checks can be made payable to SJC DCD. You will be notified of any additional amount due prior to issuance.**