

City of Othello

Right-of-Way/Easement Work Permit Application

City of Othello Public Works Department • 111 North Broadway Avenue • Othello, WA 99344 • P: (509) 488-6997 • F: (509) 488-3701

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 or check only) to Othello City Hall, 500 E. Main St., Othello, WA 99344. Permit will be available for pick-up at City Hall. **Applications 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 "additional insured".
- Current **City of Othello Business License**.
- Current **Washington State Contractor's License** (WA State Department of Labor & Industries).
- Traffic control plan** including the proposed work within the public right-of-way or easement (see reverse side).

APPLICANT/CONTRACTOR INFORMATION		
Contractor /Organization Name (Individual, Company, etc.): _____		
Applicant/Contact Name (if different from above): _____		
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Telephone: _____	Fax: _____	
City of Othello Business License No.: _____		WA State Contractor's License No.: _____

SITE/PROJECT INFORMATION	
Property Owner Name: _____	
Location (House Number, Road, Street): _____	
Anticipated Start Date: _____	Anticipated End Date: _____
Type of work to occur in right-of-way/easement (<i>check all that apply</i>):	
<small>*Concrete forms must be inspected and approved by prior to pouring. To schedule an inspection, contact the City of Othello Public Works at (509) 488-6997. Please allow 24 hours' notice for inspection.</small>	
<input type="checkbox"/> Replace Driveway*	<input type="checkbox"/> Road Construction
<input type="checkbox"/> New Driveway*	<input type="checkbox"/> Utility Construction/Repair
<input type="checkbox"/> Sidewalk Construction*	<input type="checkbox"/> Other (please list): _____
<input type="checkbox"/> Bore and/or Jack	
<input type="checkbox"/> Tree Trimming	
Provide a brief description of work to be performed: _____	

INDEMNIFICATION AND HOLD HARMLESS

Applicant shall defend, indemnify, and hold the City of Othello, its officers, officials, 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 CHECKLIST

- | | |
|---|--|
| <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 CONTRACTOR LICENSE CURRENT. |

Approved By: _____ Date: _____ Receipt #: _____ Permit #: _____

Compaction Report(s) Required: Yes No Compaction Requirements: _____

Comments: _____

TRAFFIC CONTROL PLAN WITHIN CITY OF OHELLO RIGHT-OF-WAY

Please provide an illustration as to 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 thin black border, occupying the majority of the page below the text. It is intended for the user to provide an illustration of traffic diversion as requested in the text above.