

## FRANCHISE RIGHT OF WAY (ROW) SUBMITTAL CHECKLIST

### Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Incomplete applications will not be processed

### SUBMITTAL REQUIREMENTS

#### Before you apply, please gather this information

- Road Length of New Above Groundwork / Concrete Replacement / ROW patching - Linear Feet
- Road Length of Repair Work / Aerial Work - Linear Feet
- Road Length of Underground / Boring Work - Linear Feet
- Number of Poles to be installed

#### Civil Site Plan

- Graphic engineering scale (1" = 20' minimum)
- Vicinity map with north arrow
- Proposed right-of-way improvements and dimensions
- Legend
- Property lines, lot dimensions and existing utilities (water, stormwater, and sanitary sewer systems)
- The datum and location of the City benchmark used
- Identification of proposed or use(s) within each structure
- Proposed open space and dimensions
- Mailbox locations and details
- Location of any electrical vehicle parking stations and ADA parking locations
- Grading contours and/or catch slopes
- Proposed walkways including widths and materials
- Proposed easements with Snohomish County AFN
- Location and names of all adjacent public rights-of-way or tracts
- Location of any critical areas on or adjacent to the site with any required buffers
- Temporary Erosion Control Plan, if necessary
- Roadway centerline profiles
- Roadway section showing proposed widths and surfacing depths, including the driving surfaces and sidewalks
- Location of roadway signs
- Location of proposed roadway cuts and repair details
- All required traffic striping, signing, and signalization
- Survey monumentation of the proposed centerline
- Right-of-way radii and pavement radii in turnarounds and driveways

This document does not substitute for codes and regulations.  
The applicant is responsible for compliance with all codes and regulations.

### Traffic Control Plan

- Location of advance warning signage
- Location of flagger stations or uniformed police officer(s)
- Taper length table and signage/cone spacing tables
- Street name labels
- Proposed roadway detour route if road is proposed to be completely closed
- Pedestrian detour route if sidewalk is proposed to be closed
- Work area
- Existing utilities (water, stormwater, and sanitary sewer systems)

**Note:**

- All plans must be prepared, stamped, and signed by a Washington State-licensed Civil Engineer
- If any open cuts in existing right-of-way are proposed, you will need to submit all information as required by [LMC 12.04](#)
- If the barricading of any right-of-way is proposed, the applicant must supply information as required by [LMC 12.04](#)
- Please review and adhere to [City of Lynnwood standards](#) and [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)