

RIGHT-OF-WAY USE SUBMITTAL CHECKLIST

A Right-of-Way Use Application needs to include items listed below, unless specifically waived by the Development & Business Services department. No open cutting of fully improved streets is permitted without prior approval from the Public Works department.

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
- All plans must be prepared, stamped, and signed by a Washington State-licensed civil engineer
- Incomplete applications will not be processed
- If you have questions, please contact deveng@lynnwoodwa.gov
- The approval of a Right-of-Way Use Permit does not replace, modify, or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the DBS, Fire or Public Works Departments - you are advised to contact these departments concerning such requirements.
- Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application
- It is the responsibility of the owners, applicants, and agents to become aware of the requirements of the Lynnwood Municipal Code
- It is the responsibility of the applicant to contact the Underground Location Center at 1-800-424- 5555 (or dial 811) 48 hours prior to starting work
- Please request inspections through our permitting portal

Submittal Requirements

Project Narrative

- Length of work in right-of-way: X LF
- Number of days to complete work: X days
- Anticipated start date and anticipated finish date

Site Plan

- Name of the development
- Name, address, and phone number of applicant
- Legal description(s) and parcel number(s)
- Vicinity map, north arrow, and scale (1":100' maximum)
- The datum and location of the City benchmark used
- Site dimensions
- 2-foot contours over the site

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

- Location and names of all adjacent public rights-of-way or tracts;
- Location and recording number for all easements affecting the proposal;
- The location of all existing road right-of-way, pavement, shoulders, curbs, roadside features, existing utilities, etc.
- An erosion control plan
- Details of all proposed driveways
- Curb line spot elevations
- Proposed features, including
 - ADA ramp locations and details
 - Mailbox locations and details
 - Existing and proposed contours and/or catch slopes (2-foot)
 - Roadway centerline plan and profile
 - Roadway sections showing proposed widths and surfacing depths, including the driving surfaces and sidewalks. Sections should show the entire width of the ROW
 - 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

Traffic Control Plan

- See [City of Lynnwood Standard Plans](#) under “Traffic Control”

Other

- Plan and schedule for final site restoration
- If any open cuts in existing right-of-way are proposed, the applicant must 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](#)