



City of Kelso

Public Right of Way/Easement/City Property Work Permit Application (Per KMC 2.48.020)

FOR OFFICE USE ONLY

Permit #:
Parent App #:

Questions and applications can be directed to the following:

Engineering
203 S. Pacific Ave., Suite 205
Kelso, WA 98626

360.423.6590 (office)
360.423.6591 (fax)
engineering@kelso.gov

PROJECT SITE INFORMATION

Address/Location: _____ Parcel #: _____

Inside City Limits?: Yes No

PROPERTY OWNER

Business Name:	Contact Name		
Mailing/Billing Address:	City:	State:	Zip:
Phone:	Email:		

APPLICANT (If different from property owner listed above)

Business Name:	Contact Name		
Mailing/Billing Address:	City:	State:	Zip:
Phone:	Email:		

CONTRACTOR

Business Name:	Contact Name:		
Mailing/Billing Address:	City:	State:	Zip:
Phone:	Email:		

WA State License # (Not UBI#):	Expiration Date:
City of Kelso Business License # (Permit cannot be issued until one is obtained):	Expiration Date:

PROJECT INFORMATION (Check all that apply)

Your Work Order #:	Start Date:	Duration:
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Description of all work to be done:

Closure: (MUST SUBMIT FOR APPROVAL A TRAFFIC CONTROL PLAN BASED ON MUTCD STANDARDS)

Sidewalk Street Both N/A

Construction:

Sidewalk Wheelchair Ramps Driveway Approach Street N/A

Utility Connections/Construction:

Sanitary Sewer N/A

New service: (Mark type)

Single Family Duplex Tri-Plex Four-Plex Apartments Total Units: ____ Commercial

Existing service:

Cap sewer Lateral repair

Stormwater N/A

Acre size in square ft.: _____ Impervious area in square ft.: _____

Water N/A

New service: Domestic Irrigation New Meter #1 Size: .75 | 1 | 1.5 | 2 | 3 | 4 | 6 | 8 | 10

Fire service line size: _____ New Meter #2 Size: .75 | 1 | 1.5 | 2 | 3 | 4 | 6 | 8 | 10

Existing service: Cap water Line repair Old Meter #1 Size: .75 | 1 | 1.5 | 2 | 3 | 4 | 6 | 8 | 10

Fire service line size: _____ Old Meter #2 Size: .75 | 1 | 1.5 | 2 | 3 | 4 | 6 | 8 | 10

Other Work in the Right of Way:

Lineal ROW ft. affected: _____

Cable Gas Phone PUD Tree/Shrub/Vegetation Removal

Place Waste Control Drop Box Move Structure Other:



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APPLICATION SUBMITTAL REQUIREMENTS AND CHECKLIST

The following is a checklist of the required information for submitting a Right of Way permit application. The application will not be approved until ALL of the following information is submitted and determined technically complete.

- Application Form
Completed and signed.
- Letter of authorization from property owner if application form is signed by their authorized representative.
- Two (2) copies of the Site Plan showing the following:
 - Named streets
 - Access points
 - Utility locations
 - Site size
 - Site dimensions
 - Orientation relative to North
 - The location of existing structures, utilities, and other improvements on the site; if any
 - The locations and dimensions of the proposed development
 - Landscape plan (if applicable)
 - Traffic control plan (if applicable)

SIGNATURE OF AGREEMENT

I agree to perform the work in strict compliance with Kelso Municipal Code, Chapter 12.08 & 12.14, the special conditions enumerated herein and the attached conditions I have read and will adhere to the general provisions applicable to permits contained on this form.

Signature:

Printed Name:

Date:

You must contact our office 24 hours prior to work commencing at 360-423-6590

UNDERGROUND UTILITIES COORDINATING COUNCIL



**Know what's below.
Call before you dig.**

It's the law!
Per RCW 19.122

At least 2 days before you dig:
Call either: 811 or 1-800-424-5555
Or visit: www.callbeforeyoudig.org

FOR OFFICE USE ONLY

Received By:

Date: