**DRIVEWAY ACCESS PERMIT**

**City of Edgewood**
Public Works Department

**Mailing Address:**
2224 104th Avenue East
Edgewood WA 98372-1513

**Telephone:** (253) 952-3299  
**Fax:** (253) 952-3537

**Permit Number**

**Expiration Date**
Permit is void if not activated before above date  
(90 days from issuance)

### PERMITTEE

<table>
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<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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### WORK REQUEST:

*Draw proposed driveway access in relationship to street and property lines including any culverts or other necessary provisions (You may attach a drawing or photo if appropriate room is not available below.) See example drawing on the next page.*

*A minimum **12-inch culvert** shall be installed beneath the driveway.
*A minimum of **3-inches of asphalt** shall be installed within the ROW.
*The connection to the existing driveway shall require a sawcut.
*Provide locates for all culvert installations and other utility installations.

### WORK LOCATION

ADDRESS or STREET & AVENUE of right-of-way  
Section  Township  Range

### PERMITTEE'S ACCEPTANCE

The undersigned has read, understands, and accepts the terms, conditions, and fees set forth on this document

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<th>Signature</th>
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Title  
Telephone No.  
FAX No.  

Email Address:
**CROSS SECTION**

**NOTES:***

1) DRIVEWAY WIDTH = 15' MINIMUM TO 25' MAXIMUM, OR 30' MAXIMUM FOR THREE CAR GARAGE ON LOCAL ROAD.

2) DRIVEWAY PAVING = 2" MINIMUM COMPACTED DEPTH HOT MIX ASPHALT CL 1/2 IN. OVER 2" MINIMUM COMPACTED DEPTH CRUSHED SURFACING TOP COURSE, OR 6" MINIMUM CEMENT CONCRETE.

3) STORM DRAINAGE FROM DRIVEWAY SHALL NOT BE PERMITTED TO DRAIN ONTO ROADWAY SURFACE, UNLESS ACCOUNTED FOR IN DESIGN.

4) DRIVEWAY SHALL NORMALLY BE AT 90 DEGREES TO ROAD CENTERLINE, BUT CAN VARY FROM 75 DEGREES TO 90 DEGREES.

5) RECOMMENDED MAXIMUM GRADES +/- 15% BEYOND GRADE BREAK POINT. VERTICAL CURVES NOT TO EXCEED A 3 1/4" CREST OR A 1" SAG IN A 10' CHORD.

6) 12" MINIMUM CONCRETE CULVERT, LENGTH AS DETERMINED BY WIDTH OF DRIVEWAY, PLUS 5' AT EACH END, WITH BEVELED END SECTIONS.

*NOT TO SCALE*
DRIVEWAY ACCESS PERMIT

CITY'S APPROVAL:

The undersigned is authorized by the City Engineer to issue this permit:

Staff Name: _____________________________

Signature: ______________________________

Date: ________________________________

ADDITIONAL CITY REQUIREMENTS:

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INSPECTION REQUIRED: Contact Rick Pederson @ (253) 878-2544 for an inspection

Inspected and Approved: __________________________ Signature: __________________________ Date: __________________________

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1. **Restoration Requirements:** *Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:*
   a. **Trench:**
      i. **Provide** at least 36 inches of cover over the top of any underground pipe or conduit installed in the City right-of-way (ROW) or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition). Cover is measured from the top of the pipe to the existing ground line.
      ii. **Backfill** trenches in the pavement area with 3-inch minus gravel base compacted in 1-foot loose lifts to 95% maximum density or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition).
   b. **Pavement:**
      i. **Restore** any pavement cuts using Class "B" asphalt concrete or cement concrete per patch details PC.A7.1 or PC.A7.2, experienced personnel and adequate equipment or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition).
         (a) **Meridian (SR161) Road restoration requirements**
            1. All transverse tranches must be t-patched. T-patch wings are ¼ of trench width on either side of trench. T-patch wing cannot be less than 12 inches. Minimum t-patch width (wings plus trench) is 10 feet.
            2. All trenches MUST be CDF filled (with weep holes to prevent damming effect) to last 6 inches. The last 6 inches is HMA. Cold patch is not permitted for the final permanent restoration.
            3. All seams/joints must be sealed.
            4. No longitudinal seams or joints along wheel paths.
            5. No feathered joints permitted, must be butt-joints.
            6. Longitudinal trench, 50 feet or greater, will require lane width street overlay, lane stripe to lane stripe.
            7. Asphalt surfaces with “5-year No Surface Cut Moratorium” will require replacement of entire asphalt mat in accordance with the limits set by the 5-year No Surface Cut Moratorium Ordinance.
         (b) **City Road restoration requirements**
            1. All transverse tranches must be t-patched. T-patch wings are ¼ of trench width on either side of trench. T-patch wing cannot be less than 12 inches. Minimum t-patch width (wings plus trench) is 5 feet.
            2. All trenches MUST be CDF filled (with weep holes to prevent damming effect) to last 4 inches. The last 4 inches is HMA.
            3. All seams/joints must be sealed.
            4. No longitudinal seams or joints along wheel paths.
            5. No feathered joints permitted, must be butt-joints.
            6. Longitudinal trench, 50 feet or greater, will require half street overlay (asphalt road).
            7. Longitudinal trench, 25 feet or greater, will require full street overlay (rock and oil road).
            8. Bore pits in the roadway will be treated as:
               1. Bore pit holes less than 5x5 – restoration in accordance with transverse trench requirements
               2. Bore pit holes larger than 5x5 – restoration in accordance with longitudinal trench requirements
            9. Asphalt surfaces with “5-year No Surface Cut Moratorium” will require replacement of entire asphalt mat in accordance with the limits set by the 5-year No Surface Cut Moratorium Ordinance.
      ii. **Place** either hot mix asphalt permanent patch or cold mix asphalt temporary patch immediately after backfilling any trench in the pavement area or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition).
      iii. **Replace** temporary patching with permanent patching within 45 working days after placing any temporary patching or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition).
      iv. **Cut** pavement in rectangular or circular shapes, constructed to be parallel with and perpendicular to the road centerline or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition).
   c. **Right-of-Way:**
      i. **Remove** all rubbish and debris from the City ROW that was left due to the work.
      ii. **Clean up** excavation and debris material concurrently with the burying operation whether by plowing or trenching. At no time shall there be debris and excavation material extending along a line for more than 500 feet or in accordance with WSDOT Standard Specifications for Road, Bridge and Municipal Construction (latest published edition).
      iii. **Restore** ROW to original condition before the permitted work began.
      v. **Complete** all work within the indicated number of working days.
      vi. **No stockpiling of materials** within City ROW.
      vii. **No overnight storage of equipment** within City ROW.
2. General Requirements: Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
   a. Traffic Control:
      i. Traffic Control Plans are accepted and placed on file with the issued permit at the City Hall. The City will only accept traffic control plans that are prepared in accordance with the latest edition of the "Manual on Uniform Traffic Control Devices" or in accordance with WSDOT Standard Plans Manual (latest published edition), stamped, dated and signed by a Licensed Professional Engineer with appropriate Traffic Engineering expertise and/or a Traffic Control Supervisor with valid certification. The City does NOT review or approve the traffic control plans.
      ii. Maintain at least one lane of traffic at all times unless a road closure permit has been obtained.
      iii. Place traffic signs in accordance with the traffic control plans on file or in accordance with the "Manual on Uniform Traffic Control Devices" (latest published edition) or in accordance with WSDOT Standard Plans Manual (latest published edition) or as directed by the Traffic Control Supervisor.
      iv. Erect, maintain, and provide proper lighting on such barriers and warning signs during the progress of the work as may be necessary or as directed by the Traffic Control Supervisor for the protection of the traveling public.
      v. Make no excavation and place no obstacle within the limits of a City road in such a manner as to interfere with the travel over said road.
      vi. Enforcement of the traffic control is at the sole discretion of the City. Non-compliant traffic control per traffic control plans on file at the City and/or the absence of traffic control may result in immediate work zone shutdown and/or a misdemeanor citation from the City Police Department for working without traffic control.
      vii. Signalized Intersection requires the following:
          1. Uniformed police officer is required for all traffic control within signalized intersection
          2. Police contact person – Jerry Johnson, 253.640.2594
   viii. Road Closures will require additional separate permit. Permit application is available from City Hall.

b. Working Hours:
   i. Perform the work only from 8:30 a.m. to 5:00 p.m. on non-holiday weekdays (except for Fridays 8:30 am to 12:00 pm), Monday through Friday, except for emergencies, or as otherwise approved by the Engineer. City holidays include January 1, 3rd Monday in January, 3rd Monday in February, last Monday in May, July 4, 1st Monday in September, November 11, 4th Thursday and Friday in November, and December 25. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday is observed, respectively.
      Work Hours Exception Meridian Ave E (SR 161) - One (1) lane closures restricted to the hours between 9:00 am to 3:00 pm; Two (2) lane (includes closure of center two-way-left-turn lane) closures restricted to the hours between 7:00 pm to 5:00 am
   ii. Noise Variance is required for work between 10:00 pm and 7:00 am except for emergencies. Noise variance is to be applied in writing through the City.
   iii. "After-Hours Memorandum Agreement" needs to be executed by the applicant to reimburse the City for any overtime costs incurred by the City for inspection of the work after before 8:30 am and after 5:00 pm.
   iv. Request for working after hours shall be submitted to the City approval ten calendar days prior to commencement of any scheduled after-hours work.

c. Miscellaneous:
   i. At the sole discretion of the Director, the Permittee may be required to Provide a performance bond in the amount determined by the Engineer for the City's benefit to insure compliance with all terms and conditions of this Permit.
   ii. The Permittee may be required to Provide an insurance policy approved by the City of Edgewood Risk Management Department prior to starting the work.
   iii. The Permittee shall Comply with the latest edition of the Washington State Electrical Code, Washington State Department of Transportation Standards and Standard Specifications for Road, Bridge and Municipal Construction, Civil Aeronautics Administration specifications, and all other applicable laws and regulations.
   iv. Perform the Work with restoration in accordance with the provisions set forth in this Permit. Any portions and/or all of the permitted work not completed according to the provisions set forth in this Permit, the City may at the sole discretion of the Director elect to complete said work and pursue compensation from Permittee.
   v. Final acceptance is at upon satisfactory inspection and acceptance by the Director.

3. Other Conditions
   a. In accepting this Permit, the Permittee agrees to protect the City and hold it harmless from all claims, actions or damages of every kind a description which may accrue to or be suffered by any person or person, corporation or property by reason of the performance of any such work, character of materials used or manner or installation, maintenance and operation or by the improper occupancy of right-of-way or public place or public structure, and in case any suit or action is brought against said City for damages arising out of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them of commencement of such action, defend the same at his or their own sole cost and expense and will satisfy judgment after the said suit or action shall have finally been determined if adverse to the City.
   b. If the work done under this Permit interferes with the drainage of the City roads, or causes damage, the Permittee shall wholly and at his own expense make such provision as the Engineer may direct to take care of said drainage and/or damage.
   c. The Engineer hereby reserves the right to order the change of location or the removal of any structure or structures authorized
by this Permit, at any time. Said change or removal shall be made at the sole expense of the Permittee.

d. All permitted changes, reconstruction or relocation by the Permittee shall be done in such manner as will cause the least interference with any City work. The City shall in no way be held liable for any damage to the Permittee by reason of any such work by the City, its agents or representatives, or by the exercise of any rights by the City upon the roads, streets, public places or structures in question.

e. The Permittee recognizes and agrees that it is responsible for and will make at its own expense any changes that may be required in the location of any utility constructed under this Permit due to any reconstruction, improvement, or maintenance of the roadway and/or other appurtenances including drainage facilities within the right-of-way and/or any damage that may be done the roadway or right-of-way or user of the road that may in any way be attributed by the Engineer to the utility installation or operation.

f. This Permit or privilege shall not be deemed or held to be an exclusive one and shall not prohibit the City from granting other permits or franchise rights like or other nature to public or private utilities, nor shall it prevent the City from using any of its roads, streets, or public places, or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered.

g. The Engineer may revoke, annul, change, amend, amplify, or terminate this Permit or any of the conditions herein enumerated if Permittee fails to comply with any or all of its provisions, requirements and regulations as herein set forth.

h. In accepting this Permit, the Permittee agrees that any damage or injury done to the property of the Permittee or any expense incurred by him through the operation of a contractor, working for the City, or of any City employee, shall be at the sole expense of the Permittee.

4. Definitions
   a. Director   City of Edgewood Public Works Director or designee
   b. Engineer   City of Edgewood City Engineer or designee.
   c. Permittee  The party or parties to whom this permit is issued, or their successors and/or assigns.
   d. City       The City of Edgewood.
   e. Work       The work herein contemplated and approved by this Permit.
   f. TCS        Traffic Control Supervisor with current certification.

The undersigned has read, understands, and accepts the conditions of approval listed above.

Applicant Signature ___________________________ Date ___________________________