



Right-of-Way Use (ROW) Class A Permit Application

COMMUNITY & ECONOMIC
DEVELOPMENT
DEPARTMENT
Engineering Review Division
4800 S 188th St
SeaTac, WA 98188
206-973-4750

It is unlawful for anyone to make private use of any public right-of-way without a right-of-way use permit issued by the City. Class A permits include but are not limited to the following when for nonprofit purposes: Assemblies, bike races, block parties, parades, parking, processions, nonmotorized vehicle races, street dances, street runs. (SeaTac Municipal Code 11.10.070)

PERMIT # ROW _____ - _____

Applicant and Contact Information			
Name & Title			
Street Address			
City, State, Zip Code			
Contact Phone Number			
Fax			
E-Mail Address			
Sponsoring Organization			
Primary Contact Person On Site Day of Event Phone Number			
Backup Contact Person on Site Day of Event Phone Number			
General Event Description:			
Type of Event (Check all that apply)			
<input type="checkbox"/> Run		<input type="checkbox"/> Parade	
<input type="checkbox"/> Walk		<input type="checkbox"/> Filming	
<input type="checkbox"/> Street Fair		<input type="checkbox"/> Other(explain):	
Event Title			
Event Date(s)			
Event Location			
Event Hours		Start	End
Set Up Times		Date	Beginning/End Time
Break Down Times		Date	Beginning/End Time
Attendance	Participants	Spectators	Total Attendees

Logistical Details (i.e., Emergency Personnel, Event Staffing, Traffic Control Measures, etc.)

Please describe any requested street closures, including starting and ending times, below and attach a traffic plan.

Name of Street	Date/Hour Start Time	Date/Hour End Time

Will the event have amplified sound? Please describe including whether sound will be stationary or mobile. Noise restrictions may apply.

Will there be any barricaded areas? Please describe. Include placement and dimensions in your site plan.

Will you have a waste/recycling plan for the event? Please describe.

Rules and Regulations

1. Right-of-way use permit applications should be submitted 30 days in advance. Expedited review may prompt additional fees. (SMC 11.10.090)
2. A site plan is required for all events showing locations of activities. For mobile events, a traffic plan is required. Routes for any shuttles should be included in that traffic plan.
3. Additional information required by the City will depend on the type of event. Please refer to the Right of Way Class A Permit Checklist for any additional requirements to process this application.
4. If additional City staffing is requested or required by the City, the applicant may be responsible for additional fees (i.e., fire, public works and police services). The City will determine the appropriate staffing. (SMC 11.10.100)
5. If a permit is accepted with conditions, those conditions must be met in order to proceed with the event.

Insurance Requirement

A Certificate of Insurance naming the City of SeaTac as a primary, non-contributory additional insured with limits no less than \$2.0 million covering automobile and general liability is required to be submitted to the City prior to permit issuance. The City may require additional insurance for activities which the City determines, in its sole judgment, that there is increased liability risk to the City.

Release of Liability and Hold Harmless

For and in consideration of the City of SeaTac allowing use of its right-of-way, the applicant/organization hereby agrees to Defend, Indemnify and Hold Harmless the City of SeaTac, its officials, officers, employees, agents and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities including, without limitation, their respective agents, licenses and representatives, arising from, resulting from, or connected with the use of the premises, or from any error or omission of the undersigned, its partners, shareholders, officers, agents, employees, invitees, volunteers, or by the breach of this Right of Way Class A Permit Application, unless such injury or damage is caused by the sole negligence of the City of SeaTac.

Printed Name and Title

Date

Signature of Authorized Representative

Please Note: This application may be denied if the proposed activity unduly interferes with the rights and safety of the public.



Right-of-Way Use (ROW) Class A Permit Checklist

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THE FOLLOWING CHECKLIST MUST BE COMPLETED BY APPLICANT AND VERIFIED BY PERMIT COORDINATOR (using √ or N/A) & APPLICABLE DOCUMENTS MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

REQUIRED:

- Completed ROW Class A Permit Application
- Receipt of Permit Application Fee & Initial Plan Review Fee
- Certificate of Liability Insurance
(A Certificate of Insurance naming the City of SeaTac as a primary, non-contributory additional insured with limits no less than \$2.0 million covering automobile and general liability is required to be submitted to the City prior to permit issuance. The City may require additional insurance for activities which the City determines, in its sole judgment, that there is increased liability risk to the City)

ADDITIONAL CHECKLIST ITEMS AS MAY BE REQUIRED DEPENDING ON EVENT:

- Traffic Control Plan
- Route Map
- Notification to affected businesses on the route is the responsibility of the applicant.
- Notification to transit operations regarding the impact to their services and estimated hours of operation is the responsibility of the applicant.
- Notification to residents (homes and apartments) about traffic detours is the responsibility of the applicant
- Other department or agencies' assistance on this event with contact names and numbers for the day of the event and prior for planning purposes. – PLEASE LIST BELOW:

AGENCY NAME	CONTACT NAME	PHONE #

___ Attach any draft press releases by the applicant to local media

___ Possible school impacts dependent on location of event (contact, impacts on their property or transportation). – PLEASE LIST BELOW

SCHOOL NAME	CONTACT NAME	PHONE #

___ Parking locations for participants and any shuttle routes. Require proof of permission of property owner for off-site parking.

___ Medical support

___ Proof of Automobile Insurance

___ Transitioning in or out of neighboring jurisdictions (list Jurisdictions & related permits) – PLEASE LIST BELOW

JURISDICTION NAME	PERMIT NUMBER(S)	CONTACT NAME /PHONE #
Port of Seattle		
City of Tukwila		
City of Kent		
City of Des Moines		
City of Burien		

___ **SITE PLAN**