

Right-of-Way Permits

1. When do I need a Right-of-Way Permit?

A City Right-of-Way (ROW) Permit is required for work or activities in the right-of-way including utilities and landscaping and for events such as parades and block parties. (MMC 12.04)

2. What do I need to submit to apply for a ROW permit?

- Completed application, as provided by the City.
- Two drawings, scaled, dimensioned, and large enough to clearly identify proposed work showing right-of-way in relationship to property.
- Application fee. A re-inspection fee will also be required if necessary. Right-of-Way permits to construct road, or storm drainage improvements, which will improve the public access, or for landscaping the right-of-way frontage(s) of single family residences, or parking, or utility connections, and lower City or public utility maintenance costs, require a “No Fee” permit. The “No Fee” permit applies to property owners only and not to development or utility agency activities.

3. How long is a ROW permit good for and can it be renewed?

Right-of-Way permits are valid for a period of six (6) months after date of issuance except for those permits issued in conjunction with a building permit or otherwise specified on the permit.

If continued use of the right-of way is desired, a new permit should be applied for thirty (30) days prior to expiration. ROW permits issued with building permits shall be valid for the same period as the building permit.

4. What are the criteria used for approving right-of-way permits?

Each request will be examined to determine if it complies with the provisions of MMC Chapter 12.04 and adopted engineering and development standards of the City.

5. How long will it take to process my application?

Upon receipt of a **complete** application, project review by the City Engineer shall be acted on within ten (10) working days.

6. Can the City Engineer's Decision be appealed?

Any applicant who questions the specific procedures or requirements regarding issuance and/or enforcement of a ROW permit may request in writing that the Mayor grant relief from the requirement or grant on alternative interpretation of the requirement.

7. What is an example of a ROW permit?

A homeowner may wish to enhance his property by filling in an existing ditch to provide on-street parking or improve his driveway from gravel to paving. A neighborhood may wish to have a block party and close of the right-of-way for the event.

ROW permits are required for alteration of or construction within the public ROW, except for incidental or routine maintenance activity.

For questions or additional information:

Call: (425) 263-8000

Visit us at City Hall: 11930 Cyrus Way, 98275

Hours: Monday – Friday 7:30am-5pm and Fridays to 4:30pm

Online: <https://mukilteowa.gov/departments/planning-development/>

Email: Permittech@mukilteowa.gov

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