



**City of
Wenatchee**

Department of Public Works

Wenatchee City Hall
301 Yakima Street
Wenatchee, WA 98801
PH: 509-888-3200

RIGHT OF WAY / PUBLIC EASEMENT PERMIT APPLICATION
FOR IMPROVEMENTS TO PUBLIC RIGHT OF WAYS OR PUBLIC EASEMENTS

PROJECT ADDRESS: _____

PROPERTY OWNER(S) NAME: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

AUTHORIZED AGENT/APPLICANT NAME: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

CONTRACTOR(S) NAME*: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

City and State License #: _____

*Note: If the proposed work in Right-of-Way or Public Easement is identifiable by any check box on this form, then it is NOT ACCEPTABLE to identify the Contractor as "TBD" on this application, and a Washington State licensed contractor with insurance naming "City of Wenatchee additional insured" is required. A copy of the insurance is to be provided along with this application unless a copy is on-file with City of Wenatchee Public Works. A 2 year Maintenance Bond is required for all excavations under street surfacing / paving and/or curbs according to WCC 7.28.

PERMIT APPLICATION TO:

CONSTRUCT

EXCAVATE

CONTROL TRAFFIC

Curb and Gutter

Under Pavement

For Pedestrian

Sidewalk

Under sidewalk

For Vehicle - block lane

Driveway approach

Under Landscape

For Road Closure / Detour

Street surfacing / Paving

By Utility Company / Franchise

Other Use of Right-of-Way as noted:

Additional details attached

By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee, State of Washington. Any deviation from this original application causes the permit to become null and void.

** This form does not constitute application to access the State Highway system within the city limits.

Property Owner Signature

Applicant Signature

Print Name

Print Name

OFFICE USE
Date Applied: _____
Permit #: RW- _____

Other Permits: _____
Parcel Number: _____



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CERTIFICATE OF LIABILITY INSURANCE

Permit Applicant: Give this memo to your insurance broker or agent.

The City of Wenatchee, Public Works Department requires a Certificate of Liability Insurance for most types of Right-of-way permits. This process will involve 2 documents, the certificate of insurance coverage and the endorsement naming the City of Wenatchee as an additional insured.

This is a very specific requirement and you will want to work closely with your insurance broker to obtain acceptable documents.

Minimum Liability Insurance Requirement:

\$1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage

Wording on the Certificate of Insurance must be as follows:

1. The City of Wenatchee is an additional insured under the commercial general liability insurance as respect to any Right-of-way Permit issued by the City of Wenatchee (See detail under IMPORTANT NOTICE TO INSURANCE BROKER/AGENT).
2. The City of Wenatchee is "primary and non-contributory" Additional Insured.
3. The City of Wenatchee shall be given not less than thirty (30) days notice of cancellation of the policy, except in the case of non-payment, then not less than ten (10) days prior to notice is required.

Commercial General Liability insurance must cover the period of the permit and include:

- Premises of Operations
- Products and Completed Operations
- Broad Form Property Damage Liability
- Personal Injury
- City of Wenatchee included as an Additional Insured for primary limits of liability
- The Certificate holder should be identified as:
City of Wenatchee

IMPORTANT NOTICE TO INSURANCE BROKER/AGENT:

The City of Wenatchee must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured endorsement or ISO CG 20 12 equivalent.

The additional insured endorsement must reflect the City's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the City. It also excludes blanket additional insured wordings that refer to written agreements or contracts, because permits are not agreements or contracts.

The additional insured endorsement or blanket policy wording must be attached to the certificate or the insurance will not be approved.

FOR RIGHT OF WAY PERMITS

Certificate of Liability Insurance are required, send certificate of insurance with attached additional insured endorsement or blanket policy wording appropriate for governmental permitting along with the Right-of-way application to:

Public Works, Engineering
Wenatchee City Hall
301 Yakima Street
Wenatchee, WA 98801

IMPORTANT NOTICE TO APPLICANT:

The permit will not be approved without having the required insurance in place.