



**City of
Wenatchee**

Department of Public Works

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

PRIVATE ROAD RIGHT OF WAY PERMIT APPLICATION

FOR IMPROVEMENTS TO PRIVATE ROADS WITHIN DEVELOPMENTS OR SUBDIVISIONS

PROJECT ADDRESS:

ABBREVIATED LEGAL DESCRIPTION OF LAND ADJACENT TO

PROPERTY OWNER(S) NAME:

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

AUTHORIZED AGENT/APPLICANT NAME:

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

CONTRACTOR(S) NAME (if different from applicant):

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

City and State License #: _____

PRIVATE ROAD FRONTAGE IMPROVEMENTS:

Sidewalk

Street surfacing / Paving

Driveway approach

Landscape / Street Trees / Ground Cover

Curb and Gutter

Other: _____

Is a Building or Land Use Permit associated with this proposal?

Yes

No

According to Wenatchee City Code, Private roads that are part of a Planned Development or a Subdivision are required to meet City road standards. This application for improvements is to verify that this work meets those standards. This application provides a process to schedule inspections and document completion of the requirements.

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.

Property Owner Signature

Applicant Signature

Print Name

Print Name

OFFICE
USE

Date Applied: _____

Other Permits: _____

Permit #: RW-PVT- _____

Parcel Number: _____

REV 01/23



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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:

\$2,000,000 each occurrence, \$2,000,000 general aggregate, and a \$2,000,000 products-completed operations aggregate limit, with verification that there are no exclusions for "explosion, collapse, and underground property damage (XCU)" or "subsidence" perils, automobile liability with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per occurrence. The minimum limits for Commercial General Liability identified above may be met through a combination of Commercial General Liability and Umbrella Liability on a per occurrence and aggregate basis to meet or exceed the minimum limits identified herein. Under no circumstance shall the Permittee reduce the Commercial General Liability limits below \$1,000,000 on a per occurrence or aggregate basis by substituting with Umbrella Liability.

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.