



Planning and Development Services

Type
A-7b

RIGHT-OF-WAY SPECIAL EVENT PERMIT SUBMITTAL CHECKLIST

The following information is needed in order for your application to be submitted for review. Please read each item carefully and provide all applicable information.

- City of Shoreline Right-of-Way Permit Application** (Attachment A)
- Map or Drawing:** Submit two (2) copies on 8½” x 11” or 8½” x 14” paper.
The map or drawing is a graphical representation of your total proposal as seen from above.
Please show the following details on the map or drawing:
 - ◆ Graphic scale and north arrow
 - ◆ Designate the proposed street to be closed
 - ◆ Designate the location of adjacent streets
 - ◆ Designate the Special Event route (if applicable)
- Agency Notification (to be completed a minimum of 3 calendar days prior to event):**
Notify the Shoreline Police Department, Shoreline Fire Department, Shoreline School District Transportation, and King County Department of Transportation (METRO Transit Division), using the Agency Notification form (Attachment B).
 - ◆ Two (2) copies of the completed Agency Notification form.
- Door Hanger Notifications/Flyers:** Provide notifications/flyers to affected residents. Submit proposed wording of the door hanger notification/flyer with application.
- Certificate of Liability Insurance:** Provide certificate of liability insurance naming the City of Shoreline as additional insured. Provide Special Event Insurance coverage for the date of the event
- Post Road Closure Signs 3 Days Prior to Event:** Inspector to review wording of sign and sign locations prior to the closure. Signs must indicate time, date and duration of closure in two-inch (2”) black lettering on white background. Signs must also state: “Local and Emergency Access Only”. Closure devices shall be standard lit traffic barricades (see Attachment C) or 18” tall reflective cones (for daylight hours only). See attached road closure code – SMC 12.15.130 (Attachment D).
- Fees:** You may be required to pay two fees:
 - a) Special Event Insurance – insurance fees paid directly to your insurance carrier, or Washington Cities Insurance Authority (WCIA). WCIA application available on request from City of Shoreline.
 - b) Right-of-Way permit fee determined by an hourly rate of \$122. The minimum fee is \$122.00. Some permits may cost more due to application review time and inspection time. Fees shall be paid at the time of permit pick-up. Certain fees may be waived or reduced by the City Manager’s Office. See SMC 3.01.060 (Attachment E). See also the attached policy (Attachment F) for more information on fee waivers or reductions for special events.

Please note: Fees effective 01/01/04 and are subject to change.

NOTE: All drawings and submittal items must be legible. No pencil drawings will be accepted.

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08/30/04

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The Development Code (Title 12) is located at mrsc.org