



CITY OF WENATCHEE

P.O. BOX 519 • WENATCHEE, WASHINGTON 98807-0519 • (509) 888-3200

DEPARTMENT OF PUBLIC WORKS
Right of Way or Public Easement Application

Date Stamp _____

Project Address: _____

Applicant/Contact Name: _____

Mailing Address : _____

Contact Phone Number: _____ Email: _____

Owner Name: _____

Mailing Address: _____

Owner Phone Number: _____

Contractor Name: _____

Mailing Address: _____

Contractor Phone Number: _____

Washington State UBI #: _____ Expires: _____

City Business License #: _____ Expires: _____

Provide City of Wenatchee "Additional Insured" Endorsement Expires: _____

THE APPLICATION, HEREBY APPLIES FOR A PERMIT TO:

- | | | |
|--|--|---|
| <p>Construct:</p> <p><input type="checkbox"/> Curb and gutter</p> <p><input type="checkbox"/> Sidewalk</p> <p><input type="checkbox"/> Driveway approach</p> <p><input type="checkbox"/> Street surfacing/paving</p> <p><input type="checkbox"/> Other use of right-of-way as noted below</p> | <p>Excavate:</p> <p><input type="checkbox"/> Under pavement</p> <p><input type="checkbox"/> Under sidewalk</p> <p><input type="checkbox"/> Under landscape</p> <p><input type="checkbox"/> By Utility Company/Franchise</p> | <p>Control Traffic:</p> <p><input type="checkbox"/> For Pedestrians</p> <p><input type="checkbox"/> For Vehicle – block lane</p> <p><input type="checkbox"/> For Road Closure/Detour</p> <p><input type="checkbox"/> Additional Details attached</p> |
|--|--|---|

The applicant hereby certifies that the information given is true and accurate and further agrees to perform work authorized by the permit in accordance with all applicable ordinances and statues. Any deviation from this original application causes the permit to become null and void.

Signature: _____

Printed Name: _____

Date: _____

NOTE: If 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 Contractor as "TBD" on this application, and a Washington State licensed contractor with insurance naming "City of Wenatchee additional insured" required (copy to be attached to this form, unless on file). 2 Year Maintenance Bond required for all excavations under street surfacing / paving and / or curbs according to WCC 7.28. This form does not constitute application to access the State Highway system within the city limits.

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 when 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-ofway Permit issued by the City of Wenatchee (See detail under IMPORTANT NOTICE TO INSURANCE BROKER/AGENT).
2. The City of Wenatchee is “primary and noncontributory” 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 nonpayment, then not less than ten (10) days prior notice is required.

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

- Premises 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 excluded 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
Public Services Center
1350 McKittrick Street, Suite A
Wenatchee, WA 98801.

*As of November 1st, 2022, we will be located at: 301 Yakima St., Suite A
Wenatchee, WA 98801

IMPORTANT NOTICE TO APPLICANT:

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