



## **Public Place Use Permits**

### **A guide to the City's various types of Public Place Use Permits**

Public places are areas such as streets, sidewalks, planting strips and rights-of-way. Permits are required to a public place, both above and below any right-of-way area. Any use of a public place must comply with the requirements in Chapter 12.14 of the Clyde Hill Municipal Code.

Public Place Use (PPU) permit applications are reviewed by the Public Works Director or City Administrator. Permit application fees are non-refundable.

#### **Short-Term Non-Profit Permit (Type A)**

Use of a public place for less than 24 continuous hours and non-profit purposes.  
For example: Races, parades, neighborhood parties

- Submit a complete PPU permit application form and a \$250 application fee.  
A cash bond may be required.
- **For block/neighborhood parties:**  
Submit a complete PPU permit application form and a \$35 cash bond.

If you plan to block-off streets, the City will notify the Clyde Hill Police Department and bring traffic cones to the location specified in your application.

Upon return of the City's traffic cones, you may request release of the bond.

#### **Short-Term For-Profit Permit (Type B)**

Use of a public place for less than 72 continuous hours and for-profit purposes.  
For example: Fairs, temporary sale of goods

- Submit a complete PPU permit application form and a \$250 application fee.  
A cash bond may be required.

If necessary, work with City Hall and the Clyde Hill Police Department to plan when and how streets will be blocked.

#### **Disturbance of a Public Place Permit (Type C)**

Activities that will alter the appearance of, or disturb the surface of, a public place.  
For example: Installation or demolition of driveways, curbs, drainage facilities, culverts

- Submit a complete PPU permit application form, a \$250 application fee and a \$500 cash bond.
- **For installing or repairing a driveway:**  
Submit a complete PPU application form, a \$150 application fee and a \$500 cash bond.

You may request release of the bond after an approved final inspection.

Additionally, you must submit a drawing that shows:

- The location of the proposed work.
- The utilities that may be affected.
- The location of "joints" in the proposed project that are in the ROW.
- A description of the pattern and the proposed material for re-surfacing.  
For example, if installing a driveway, specify concrete, pavers, brick...

### **Long-Term and Permanent Nonprofit Permit (Type D)**

Use of a public place for structures or facilities involving a long-term commitment.

For example: Bus stops, fences, landscaping, underground rights

Submit a complete PPU application form and a \$250 application fee.

A bond may be required during construction as determined by the Public Works Director or City Administrator.

Include a drawing that shows:

- The specific location of the item(s) in the ROW
- The utilities that cross the proposed improvement in the ROW.

#### **Insurance**

Record the approved Public Place Use permit and exhibit with the King County Assessor.

### **Long-Term and Permanent For-Profit Permit (Type E)**

For-profit use of a public place for structures or facilities involving a long-term commitment.

For example: Wireless communications facilities, utilities

A wireless communications facility must meet the requirements set forth in CHMC Chapter 17.77.