



9605 NE 24th Street • Clyde Hill, Washington 98004  
425-453-7800 • Fax: 425-462-1936 • [www.clydehill.org](http://www.clydehill.org)

# Public Place Use Type C: Driveway Application and Permit

Permit # \_\_\_\_\_

Contractor: \_\_\_\_\_

email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

UBI Number: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I have obtained a Clyde Hill Business License

**Code any appropriate sales tax to the City of Clyde Hill's Sales Tax Number: 1708.**

Location of Proposed Work:

\_\_\_\_\_ Clyde Hill, WA 98004

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

email: \_\_\_\_\_

I have attached two sets of drawings clearly showing the following:

- Site plan with location of driveways and walkways that abut the City right-of-way
- Utilities crossing the driveway or sidewalk(s)
- Location(s) of joints
- Description of pattern and proposed material (concrete, brick, pavers, asphalt, etc.)

Existing driveway surface (gravel, asphalt, other):

\_\_\_\_\_

New driveway surface:

\_\_\_\_\_

Start Date: \_\_\_\_\_

**NOTE: All wash wastewater shall be controlled and prevented from discharging into drainage systems without prior and adequate treatment.**

*The undersigned owner and contractor hereby agree and promise to indemnify and hold harmless the City of Clyde Hill from any injury to persons or property caused by the construction, installation, negligence of the applicant or contractor or agents of either. In operating under the authority of any permit issued by the City upon this application, the applicant and contractor agree that they shall be bound by all the terms and conditions set forth in the permit (See **Conditions on Back**) and as provided by all applicable ordinances, including but not limited to CHMC Chapter 12.08.*

Owner or Agent \_\_\_\_\_

Date \_\_\_\_\_

For Office Use

Accepted by \_\_\_\_\_

Issued by \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Application Fee \$ \_\_\_\_\_

Cash Bond \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Receipt # \_\_\_\_\_

*Permission is hereby granted by the City of Clyde Hill to do the above-described work according to the conditions herein and according to the approved plans and specification pertaining thereto, subject to compliance with ordinances of the City of Clyde Hill.*

Date Approved: \_\_\_\_\_

**Subject to Special Instructions on back**

\_\_\_\_\_  
Public Works Director or Building Official

Permit Finalled by: \_\_\_\_\_

Date: \_\_\_\_\_



**Standards for Type C: Disturbance of Public Place** (CHMC 12.14.045 C.2, C.3)

- You must obtain a street opening permit for opening or cutting into a right-of-way. (CHMC 12.08)
- Type C permits may be issued for use of a public place for activities that will alter the appearance of or disturb the surface, supersurface, or subsurface of a public place on a temporary or permanent basis, but which activities do not constitute a street opening as defined by CHMC 12.08.010.
- Type C permits include, but are not limited to the following activities:
  - Installation or demolition of culverts, curb cuts, drainage facilities, or driveways
  - Installation or demolition of fences or landscaping
- All private roads and easements shall have a minimum 20-foot width with a minimum surfaced area of 16 feet extending from the public road to the property line of the building or residence site. However, a lesser width may be permitted if no public health and safety hazard is created and a signed written waiver is obtained from both the Fire Chief and the Public Works Director. (CHMC 17.44.040)

**Submittal Requirements**

- Any application to improve the public place abutting private property by installing a driveway using materials other than asphalt, gravel, or pavers set in a sand base shall require a Type C, Public Place Use Permit Application.
- The application shall include drawings of the proposed improvement showing the alternative material and all construction joints of not more than 6 feet by 6 feet in the City right-of-way.
- No use of rebar between construction joints will be allowed in the City right-of-way.
- Show location of all utilities buried in ROW. (For utility location service call 1-800-424-5555)
- A drainage plan will be required when any new or reconstructed driveway and/or parking area is added. (Refer to the Storm Drainage Control, Requirements and Guidelines document.)
- Landscaping in the right-of-way shall conform with the City's guidelines as required in Chapter 8.21 of the City of Clyde Hill Municipal Code and maintenance of said landscaping shall be the responsibility of the homeowner abutting that portion of the right-of-way.

**Conditions of Permit**

- This permit shall be valid for thirty (30) days.
- Rights acquired under this permit are inferior to those acquired under existing or future street improvement contracts.
- This permit is wholly temporary in nature and vests no permanent rights whatsoever and is revocable under the applicable City ordinances.
- All work within the street or right-of-way areas must be done in accordance with the specification of the City, as contained in Title 12 of the Clyde Hill Municipal Code. A copy of Title 12 may be obtained from the City Clerk.
- Traffic control and work area warning devices must conform to the requirements of the Manual on Uniform Traffic Control Devices, Part VI, Standards and Guides for Traffic Control for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations, as published by the US Department of Transportation, Federal Highway Administration.
- Mixing of concrete or mortar on sidewalks or streets is strictly prohibited. Wash wastewater shall be controlled and prevented from discharging into drainage systems without prior and adequate treatment.
- All trench backfilling and street restoration shall be accomplished subject to inspection and approval of the Director of Public Works or his/her representative. The applicant and/or contractor shall restore the street or right-of-way surface to the condition which will allow vehicles or persons to travel thereon safely, but at least to as good of condition as was existing at the time the applicant and/or contractor commenced work. Such restoration shall be made within a reasonable length of time and shall be performed to the satisfaction of the City of Clyde Hill.
- This permit does not constitute permission to connect utilities such as water, sewer, or electrical.
- All excavated material to be removed shall be disposed of by the owner and/or contractor. All backfill shall be approved by the City and shall meet the City's Standard Specifications defined in Title 12.

**Liability for Damages:** The City shall not be held liable for any claims or damage to Permittee's property, facilities, or appurtenances constructed or placed in, under, or upon said portion of City right-of-way by Permittee arising from the exercise of its permitted use of unimproved City right-of-way.

**Indemnification:** The Permittee further agrees to hold and save harmless the City from and against any and all claims for damages, whether to Permittee, or to other third persons or property, that may in any manner directly or indirectly arise out of the Permittees use of said portion of City right-of-way.

**Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_