



RIGHT OF WAY OBSTRUCTION CHECKLIST

Right of Way Obstruction Permit Application Checklist

- A licensed and bonded contractor is required to be able to perform work in the City's right of ways.
- A current City business license is required.
- A minimum of a \$10,000 bond is required to be submitted to perform the work.
- Have the dates and times of the obstruction ready.
- Have the contractor's UBI number ready for the application process. What is a UBI number? A UBI number is a **Washington State Unified Business Identifier**. A UBI number is a 9-digit number that registers you with several state agencies and allows you to do business in Washington State.

Submittal Requirement in PDF Format

- Traffic Control Plan meeting the standards in the Manual on Uniform Traffic Control Devices (MUTCD)
- Scope of Work Letter

Upload digital submittals after application has been submitted on the portal.



CONTRACTOR REQUIREMENTS FOR WORKING IN THE RIGHT OF WAY

Date: _____

To: _____

From: _____

Subject: RIGHT-OF-WAY BOND AND INSURANCE REQUIREMENTS

The City of Olympia requires the following bond and insurance information before a permit can be issued for work in the City Right-of-Way (ROW)

- City License Current City of Olympia business license
- State License Current State contractors license
- ROW Bond A ten thousand dollar (\$10,000.00) Street Excavation and Obstruction Bond.
For your use, a copy of our bond form is attached.

Note: Prior to issuance of any permits to work within the public right-of-way, a performance of work surety, of a value of no less than 125 percent of the work proposed, will be submitted and approved by the Director of Community Planning and Development. This surety is in addition to any contractor licenses, contractor bonds, or insurance requirements.

The type and amount of security will be pursuant to code or, if not specified, be at a minimum of \$10,000 or 125 percent of the value of the work performed, whichever is greater, at the discretion of the City of Olympia. Types of securities include, but are not limited to, a bond with a surety qualified to do a bonding business in this state, a cash deposit, an assigned savings account, or a set-aside letter as acceptable by the City Attorney.

- ROW Insurance A copy of your Certificate of Insurance with the following minimums:

100,000 Personal
50,000 Property
200,000 Per Occurrence

The certificate must list the City as: "**City of Olympia is added as additionally insured.**"

CITY OF OLYMPIA
RIGHT OF WAY PERFORMANCE BOND
BOND # _____

KNOW ALL PEOPLE BY THESE PRESENTS That we, _____ as Principal, and _____ incorporated under the laws of the State of Washington, with principal office in _____, as Surety, are held firmly bound unto CITY OF OLYMPIA as Obligee, in penal sum of Ten Thousand and no/100 dollars (\$10,000), [OR ENTER AMOUNT] _____ lawful money of the United States for which payment well and truly to be made, we bond ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly, by these presents.

WHEREAS, the above bounden Principal has obtained or is about to obtain from the said Obligee a license or permit for obstruction or construction of improvements per Section 12.20 of Olympia City Code, EDDS Section 2.030 F, and DDECM Vol 1-2.6.1; and the term of said license or permit is as indicated opposite the block checked below:

Beginning the ____ day of _____, 20____
and ending the ____ day of _____, 20____, OR
Continuous, beginning the ____ day of _____, 20____.

WHEREAS, the Principal is required by law to file with the City of Olympia, by virtue of Olympia City Code, Section 12.20.060 a bond for the above-indicated term and conditioned as hereinafter set forth.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounded Principal as such Licensee or Permittee shall indemnify said Obligee against all claims, loss, costs, expenses or damage to it caused by the work performed by said Principal under authority of said City of Olympia permit performed during the term of this bond, then this obligation shall be void, otherwise to remain in full force and effect. If the City of Olympia or any part to this agreement files suit to enforce the terms of this agreement, attorney's fees shall be awarded to the prevailing party.

PROVIDED, that if this bond is for a fixed term, it may be continued by Certificate executed by the Surety hereon; and

PROVIDED FURTHER, that regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable or paid, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of this bond; and

PROVIDED FURTHER, that if this is a continuous bond and the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving thirty (30) days notice in writing to said Obligee.

Signed, sealed and dated the ____ day of _____, 20____.

LOCAL AGENT NAME:

Principal

ADDRESS: _____

By:

By: _____

TELEPHONE: _____

Attorney-in-Fact