State Highway Crossing Permit Application
CHECKLIST

☐ Complete the “Application for Utility Permit or Franchise”

☐ Determine appropriate Category 1, 2, 3, or 4: (Ch. 1, Attachment 1-3, pg. 8-12)
  (if unsure, contact the South Central Region Utility Office at 509-577-1788/1785)

☐ Review the General Provision on the back side of the Application

☐ Complete the Facility Description Sheet

☐ Prepare and Include Diagrams/Plans for Exhibits

  Diagrams/Plans shall include the following:
  ☐ Construction Details with
    ☐ A cross section of the proposed installation.
    ☐ Highway features noted to pinpoint location of proposed crossing.
       (Note the distance from a bridge, road intersection, milepost marker, ect.)
    ☐ Details of the proposed excavation needed to install the facility; dimensions, side slopes, protection, etc.
    ☐ Proposed hours of work and duration of work.
    ☐ Protection of work site.
    ☐ Traffic control measures.

☐ If this proposal includes the installation of any above ground object within the highway right of way (pole, post, hydrant, vent pipe, valve box, etc.)
  contact South Central Region Utility Office for further information needed to address protecting the object safely.
### General Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Highway</strong></td>
<td>A general term denoting a street, road or public way for the purpose of vehicular travel, including the entire area within the right of way.</td>
</tr>
<tr>
<td><strong>Conventional Highway</strong></td>
<td>An arterial highway without access control.</td>
</tr>
<tr>
<td><strong>Limited Access Highway</strong></td>
<td>A highway upon which the rights to ingress and egress, light, view and air are controlled by law.</td>
</tr>
<tr>
<td><strong>Full Control of Access</strong></td>
<td>Preference to through traffic is provided by prohibiting at grade crossings or connections.</td>
</tr>
<tr>
<td><strong>Partial Control of Access</strong></td>
<td>Preference to through traffic is provided by restricting access connections to selected public roads. There may be some at grade crossings and private driveway connections.</td>
</tr>
<tr>
<td><strong>Modified Control of Access</strong></td>
<td>Preference to through traffic is provided to the degree that most approaches existing and in use at the time of establishment may be allowed.</td>
</tr>
<tr>
<td><strong>Roadway Prism</strong></td>
<td>The portion of the highway right of way between the ditch lines, curb lines or toe of fills.</td>
</tr>
<tr>
<td><strong>Roadway</strong></td>
<td>The portion of a highway including shoulders, for vehicular use.</td>
</tr>
<tr>
<td><strong>Edge of Pavement</strong></td>
<td>The edge of the traveled way (fog line) not including shoulders and parking lanes.</td>
</tr>
<tr>
<td><strong>Utility Permit</strong></td>
<td>Granted for occupancy of highway right of way for utility line crossings and/or utility line installations of 300 feet or less longitudinal to the highway.</td>
</tr>
<tr>
<td><strong>Utility Franchise</strong></td>
<td>Granted for occupancy of highway right of way for utility line installations exceeding 300 feet longitudinal to the highway.</td>
</tr>
<tr>
<td><strong>Restoration</strong></td>
<td>A general term denoting replacing, repairing or otherwise rehabilitating the right of way to the same or equal conditions as before any change or construction thereon.</td>
</tr>
</tbody>
</table>
**Category 1 (Extensive Impact)**

Utility installations within this category include any or all of the following conditions:

- A. Longitudinal installations located within the roadway prism between the outside edges of the shoulders.
- B. Longitudinal Installations located within limited access.
- C. Installations requiring open cuts of the paved roadway.
- D. Installations attached to any bridge or structure.
- E. Buried installations located within the zone of influence of a bridge footing.
- F. Installations which are a variance to the requirement of the Utility Accommodation Policy.
- G. Above ground installations for which a Control Zone reclassification approval is required.

The application will include:

- The Utility Facility Description Form
- Utility developed plans which describe the installation in detail.
- Utility developed data which convincingly justifies the installation.
- Relocation records for above ground object installations.

These applications will be reviewed in detail by more than one DOT office.

---

The Bridge and Structures Office shall approve all excavations and borings below the bottom of footing, seal, or pile group which are within a horizontal distance from the edge of a structural footing equal to twice the width of the footing, or below the 45° envelope from the bottom of the footing as shown in the following details. Typical views below show the allowable limits.
Category 2 (Possible Impact)

Utility installations within this category include any or all of the following conditions:

A. Longitudinal installations located within an area described as:
   1. The horizontal distance (D1) from the outside edge of the shoulder to the bottom of ditch or toe of slope plus either:
      1. 3.05 meters (10 feet), or:
      2. The horizontal distance (D2) to a point 1.52 meters (5 feet) from the R/W line whichever is less (See examples below.)
   B. Above ground installations for which a Control Zone 5/15 reclassification approval is required.
   C. Installations which are relocated as a result of DOT highway project.
   D. Installations requiring a notice of filing.
   E. Installations requiring environmental permits.
   F. Limited access highway crossings.
   G. Installations for which an individual bond is required.
   H. Installations by a utility which has repeatedly violated the requirements of the Utility Accommodation Policy during previous facility installations.
   I. Drainage

The application will include:

- The Utility Facility Description Form
- Utility developed plans and data which adequately describes the installation and any special features.
- Relocation records for above ground object installations.

These applications may require review by more than one DOT office.
Category 3 (Minimal Impact)

Utility installation within this category include any or all of the following conditions:

A. Longitudinal installations located \textit{beyond} an area described as:
   The horizontal distance (D1) from the outside edge of the shoulder to the bottom of ditch or toe of slope plus either;
   1. The horizontal distance (D2) to a point 1.52 meters (5 feet) from the R/W line or;
   2. 3.05 meters (10 feet);
   whichever is less.(See examples below.)
B. Non-exempt same side service connections.
C. Non-limited access highway crossings.
D. Above ground installations complying with the Control Zone Location III object definition.
E. Installations involving a change in capacity of facilities located within existing conduits or on existing poles.

The application will include:

\begin{itemize}
  \item The Utility Facility Description Form
  \item Relocation records for above ground object installations.
  \item Justification for utility location if proposed between a point 3.05 meters (10 feet) beyond the bottom of the roadway ditch or toe of fill and a point 1.52 meters (5 feet) inside of the WSDOT right of way.
\end{itemize}

These applications will be reviewed in the Region Utilities Office to verify data submitted.
**Category 4 (Exempted Same Side Service Connections)**

Utility installation within this category include same side service connections meting all of the following requirements:

A. A service connection of a size which:

1. Power is 15kv or less
2. Telephone is 25 pair or less
3. Natural Gas is 1 ¼" I.D. or less
4. Gravity Sewer is 4" I.D. or less
5. Forced Sewer is 2" I.D. or less
6. Water is 1" I.D. or less
7. Television is ½" O.D. or less
8. Fiber Optic Communication serves 4 or less residential units.

B. Installation will not require open cuts of the paved roadway.
C. The service must originate at an existing Franchised or Permitted facility.

These installations will not require a permit; provided that,

- Written confirmation of compliance to the above requirements is submitted to the Maintenance Office.
- Installations will conform to the requirements of the Utility Accommodation Policy.
- Telephone notification will be made to the Maintenance Office prior to beginning work on the highway right of way.
CATEGORY 4
Utility Confirmation of Compliance

Date: ____________________

__________________________ REGION: AREA ____ MAINTENANCE OFFICE

UTILITY:
Contact: ____________________
Phone: ____________________
Fax: ____________________

UTILITY’S CONTRACTOR: ____________________
Contact: ____________________
Phone: ____________________
Fax: ____________________

Existing Permit or Franchise No. ____________________

Service Connection:
Size _________ Material _________ Type ____________________
When:
Date ____________________ Time ____________________

Where:
SR ______ Mile Post _________ Vicinity of ____________________

This installation will conform to the requirements of WAC 468-34-110 and the Utilities Accommodation Policy.

_________________________________ Authorized Signature

Name ____________________

SYMBOLS:
Right of Way (R/W) ____________________
Edge of Pavement (EOP) ____________
Centerline (C/L) of SR ____________
Edge of Pavement (EOP) ____________
Right of Way (R/W) ____________________

PLAN - UTILITY LOCATION
(Show North Arrow)
Instruction to complete
“Application for Utility Permit or Franchise”

(1) For Washington State Department of Transportation (Department) use only. Department assigned Permit/Franchise Number.

(2) Check appropriate type, either Permit, Franchise, or Franchise Amendment, Consolidation or Renewal. More than one box can be checked. Contact Regional Utilities Engineer for clarification if necessary.

Check appropriate Category Type, 1, 2, or 3. Category Definitions are further explained on other pages. See the procedures and other form if it is determined the installation is a Category 4.

(3) Brief description of the proposed installation, e.g. 25X aerial cable, 15Kv buried power.

(4) Enter State Route number.

(5) Beginning Milepost of Facility.

(6) Ending Milepost of Facility.

(7) County in which the facility is being proposed.

(8) Quarter (¼) Section description in which the beginning of the proposed facility is to be placed. (example, NE ¼ of SE ¼ )

(9) Enter Section number in which the beginning of the proposed facility is to be placed.

(10) Enter Township number in which the beginning of the proposed facility is to be placed.

(11) Enter Range number in which the beginning of the proposed facility is to be placed.

(12) Quarter (¼) Section description in which the end of the proposed facility is to be placed. (example, NE ¼ of SE ¼ )

(13) Enter Section number in which the end of the proposed facility is to be placed.

(14) Enter Township number in which the end of the proposed facility is to be placed.

(15) Enter Range number in which the end of the proposed facility is to be placed.

(16) Enter the proper fee from the top of the form. (Make checks or money orders payable to “Washington State Department of Transportation”.)

(17) Name of applicant such as “Acme Power”, address of applicant, telephone number including area code, applicant authorized signature, print or type name, enter title, enter date of application, enter Federal Tax ID or Social Security Number.
Application for Utility Permit or Franchise

Permit/Franchise No. 1

Applicant - Please print or type all information

Application is Herby Made For: ☐ Permit ☐ Franchise ☐ Amendment
☐ Franchise Consolidation $300.00 ☐ Franchise Renewal $250.00

 categoría 1 $500.00 ☐ Category 2 $300.00 ☐ Category 3 $150.00

Intended Use of State Right of Way is to Construct, Operate, and Maintain a:

on a portion of

State Route 4 (AT/From) Mile Post 5 to Mile Post 6 in 7 County,
to begin in the 8 Section 9 Township 10 North Range 11 West/East W.M.
and end in the 12 Section 13 Township 14 North Range 15 West/East W.M.

Fees in the amount of $ 16 are paid to defray the basic administrative expense incident to the processing of this application according to WAC 468-34 and RCW 47.44 and amendments. The applicant further promises to pay additional costs incurred by the Department on the behalf of the applicant.

Checks or Money Orders are to be made payable to "Washington State Department of Transportation."

Applicant (Referred to as Utility)

Applicant Authorized Signature

Address

Print or Type Name

City State Zip Code

Title

Dated this day of ,

Telephone

Applicant Reference (W/O) Number

Federal Tax ID Number or Social Security Number

Authorization to Occupy Only If Approved Below

The Washington State Department of Transportation referred to as the "Department," hereby grants this document (Permit or Franchise as applicable) subject to the terms and conditions stated in the General Provisions, Special Provisions, and Exhibits attached hereto and by this reference made a part hereof. Construction facilities proposed under this application shall begin within one year and must be completed within three years from date of approval.

For Department Use Only

Exhibits Attached

Department Approval

By:

Title:

Date:

Expiration Date:
Utility facilities shall be buried in accordance with the Provisions for Permits and Franchises.

Zone A is the area within the foreslope and backslope where routine maintenance operations generally occur. This area is defined as 1.52 meters (5 feet) beyond the bottom of the ditch or 4.5 meters (15 feet) beyond the edge of the shoulder, whichever is further.

Zone B is the area outside of the roadway and Zone A.
Instruction to complete
“Utility Facility Description” Form

(A) Utility Contact. The Company representative who is most knowledgeable about the proposed installation

(B) Telephone number including area code of Utility Contact.

(C) For Utility Use. Utility reference number/work order number.

(D) For WSDOT Use. Department assigned permit/franchise number.

(E) Enter State Route number.

(F) Scenic classification designation of the affected section of highway from the Accommodations Policy. (See the Route Information Sheets or contact the Department’s Regional Utilities Office)

(G) Access control designation of affected section of highway. (See the Route Information Sheets or contact the Department’s Regional Utilities Office)

(H) The beginning milepost of the proposed facility. (nearest hundredth of a mile)

(I) The ending milepost of the proposed facility. (nearest hundredth of a mile)

(J) Milepost (MP) of reference point, e.g. MP 8.80, Smith Road, or MP 9.00, Milepost Sign. (Possible reference points may include an intersection, junction, highway structure, etc.)

(K) Distance from Reference MP to the beginning of the proposed facility, e.g. 560 feet (170.68 meters) west.

(L) Description of facility. Be as complete as possible including changes in size, type or capacity of facility.

(M) Beginning Milepost and ending Milepost of distinct sections of the proposed facility, or Milepost of the crossing. Make an entry for each unique section, change in alignment, size, capacity, etc.

(N) Location of the facility (Left, Right, Crossing) with respect to the painted centerline of the highway looking toward increasing Milepost.

(O) Distance from the centerline to the proposed facility.

(P) Distance from the Edge of Traveled Way to the facility.

(Q) Depth or height of facility from finished grade.

(R) Horizontal distance from outside edge of shoulder to bottom of ditch or toe of slope.

(S) Description of facility to be constructed.

(T) Right of Way width on the left side measured from the highway centerline alignment. Contact the Regions Utilities Office if a copy of the right of way plan is needed.
(U) Right of Way width on the right side measured from the highway centerline alignment. Contact the Regions Utilities Office if a copy of the right of way plan is needed.

(V) Enter remarks to further describe the facility placement.
<table>
<thead>
<tr>
<th>MP to MP</th>
<th>LU/ RU/ Xing</th>
<th>Offset Distance</th>
<th>Description</th>
<th>R/W Width</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From Centerline</td>
<td>From Traveled Way</td>
<td>Depth Height</td>
<td>D₁</td>
</tr>
<tr>
<td>N</td>
<td>O</td>
<td>P</td>
<td>Q</td>
<td>R</td>
<td>S</td>
</tr>
</tbody>
</table>
Justification/Variance Procedures

Applications with proposed installations in the following areas, must also include the following support data to justify the installation.

Longitudinal installations outside the roadway prism within the right of way of an access controlled highway.

Areas to be addressed:

- Extreme difficulty of alternative installations --- example, problems encountered with rock outcroppins, environmentally sensitive areas, water, large trees, inaccessibility, etc.
- Unreasonably costly --- cost of installation within limited access right of way versus the cost of installation outside limited access right of way (frontage road, private easement, etc.)
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Will the installation as proposed by this franchise or permit adversely affect the design, construction, stability, traffic safety, and operation of the highway.
- Is routine maintenance necessary? If so, can the utility be maintained without access from the through traffic roadway or ramps?
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Any additional information that would support the application request.
Aerial installations on a scenic class “A” or “B” highway where aerial facilities are nonexistent within the right of way.

Areas to be addressed:

- Installation in an alternate location outside the right of way is extremely difficult, there are problems with alternate installation, and/or unreasonably costly --- cost comparison.
- Buried installation is not technically feasible (e.g. power line voltage in excess of 35 KV) or is unreasonably costly --- cost comparison.
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Type of construction --- trim line poles, short cross arms, low visibility.
- Location of pole line --- in trees, above or below roadway/viewing plane, on the side with the least view.
- Will the installation as proposed by this franchise or permit adversely affect the structural integrity, maintenance, appearance or operation of the highway.
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Any additional information that would support the application request.
Open cuts of state highway traveled lanes and shoulders. The proposed installation could be longitudinal to, or crossing of the highway.

Areas to be addressed:
- Installation in an alternate location outside the right of way is extremely difficult, there are problems with alternate installation, and/or unreasonably costly -- cost comparison.
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Type of traffic control, detours, etc.
- Will the installation as proposed by this franchise or permit adversely affect the structural integrity, maintenance, appearance or operation of the highway.
- Is this section of highway scheduled for reconstruction or paving? If so, provide schedule of State and Utility work.
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Width and surfacing material of the traveled lanes and shoulders.
- Any additional information that would support the application request.
**Longitudinal Installations Within Any Median.**

Areas to be addressed:
- Installation in an alternate location outside the roadway median is extremely difficult, there are problems with alternate installation, and/or unreasonably costly -- cost comparison.
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Type of traffic control, detours, etc.
- Will the installation as proposed by this franchise or permit adversely affect the structural integrity, maintenance, appearance or operation of the highway.
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Width and surfacing material of the traveled lanes and shoulders.
- Any additional information that would support the application request.
Application for Utility Permit or Franchise

Applicant - Please print or type all information

Application is Hereby Made For:  ☑ Franchise  ☐ Amendment  ☐ Franchise Consolidation $300.00  ☑ Category 1 $500.00  ☑ Category 2 $300.00  ☑ Category 3 $150.00  ☐ Franchise Renewal $250.00

Intended Use of State Right of Way is to Construct, Operate, and Maintain a:

proposed aerial and underground 12.5KV power facility  on a portion of

State Route  SR 163  (at/from) Mile Post  33.99  to Mile Post  34.24  in  King County,

to begin in the  NW 1/4 SE 1/4  Section  33  Township  21  North: Range  4  West/East W.M.

and end in the  SW 1/4 NE 1/4  Section  33  Township  21  North: Range  4  West/East W.M.

Fees in the amount of $  150  are paid to defray the basic administrative expense incident to the processing of this application according to WAC 468-34 and RCW 47.44 and amendments. The applicant further promises to pay additional costs incurred by the Department on the behalf of the applicant.

Checks or Money Orders are to be made payable to "Washington State Department of Transportation."

New Electric Power Company  John Doe

Applicant  Applicant Authorized Signature
(Referred to as Utility)

123 South 4th Avenue  John Doe

Address  Print or Type Name

Wahkiakum  W/A  99999  Line Extension Manager

City  State  Zip Code  Title

(206)42-1127  Dated this  31st  day of  February  1997

Telephone

X1234 John Doe  911-12345678

Applicant Reference (WC) Number  Federal Tax ID Number or Social Security Number

Authorization to Occupy Only If Approved Below

The Washington State Department of Transportation referred to as the "Department," hereby grants this document (Permit or Franchise as applicable) subject to the terms and conditions stated in the General Provisions, Special Provisions, and Exhibits attached hereto and by this reference made a part hereto. Construction facilities proposed under this application shall begin within one year and must be completed within three years from date of approval.

For Department Use Only

Exhibits Attached

Department Approval

By:

Title:

Date:

Expiration Date:
Utility Facility Description

Proposed 12.5kV aerial and underground power facilities.

<p>| Facility Detail |
|-----------------|----------------|
| <strong>Offset Distance</strong> | <strong>Description</strong> |</p>
<table>
<thead>
<tr>
<th><strong>MP to MP</strong></th>
<th><strong>LT/R/Xing</strong></th>
<th><strong>From Centerline</strong></th>
<th><strong>From Traveled Way</strong></th>
<th><strong>Depth/Height</strong></th>
<th><strong>D1</strong></th>
<th><strong>Item to be Installed / Constructed</strong></th>
<th><strong>R/W Width</strong></th>
<th><strong>Remarks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>33.99</td>
<td>Rt</td>
<td>46'</td>
<td>34'</td>
<td>30'</td>
<td></td>
<td>Aerial - Proposed 12.5kV</td>
<td>50'</td>
<td>Connect to Exis. Pole, Fm. 4762</td>
</tr>
<tr>
<td>33.99 34.06</td>
<td>Rt</td>
<td>46'</td>
<td>34'</td>
<td>30'</td>
<td></td>
<td>Aerial - Proposed 12.5kV</td>
<td>50'</td>
<td>Aerial to new pole</td>
</tr>
<tr>
<td>34.06</td>
<td>Xing</td>
<td></td>
<td></td>
<td>30'</td>
<td></td>
<td>Aerial service crossing</td>
<td>50'</td>
<td>Attach to pole R to outside RW Lt.</td>
</tr>
<tr>
<td>34.06 34.12</td>
<td>Rt</td>
<td>46'</td>
<td></td>
<td>30'</td>
<td></td>
<td>Aerial - Proposed 12.5kV</td>
<td>50'</td>
<td>End aerial at new pole with down guy</td>
</tr>
<tr>
<td>34.12</td>
<td>Xing</td>
<td></td>
<td></td>
<td>5'</td>
<td></td>
<td>Proposed 12.5kV Underground</td>
<td>50'</td>
<td>2&quot; BIP Casing</td>
</tr>
<tr>
<td>34.12 34.24</td>
<td>Lt</td>
<td>48'</td>
<td>36'</td>
<td>24&quot;</td>
<td></td>
<td>Proposed 12.5kV Underground</td>
<td>50'</td>
<td>Connect to Exis. U'gnd, Fm. 5434</td>
</tr>
<tr>
<td>34.24</td>
<td>Xing</td>
<td></td>
<td></td>
<td>5'</td>
<td></td>
<td>Underground service crossing</td>
<td>50'</td>
<td>2&quot; BIP Casing</td>
</tr>
</tbody>
</table>
ZONE A is the area within the five-lane right-shoulder and back-slope where routine maintenance operations generally occur. This area is defined as five feet beyond the shoulder of the six-lane or 15 feet beyond the edge of shoulder, whichever is further.

ZONE B is the area outside of the roadway and Zone A.

NOTES:
- Poles From MP 23.25 To MP 23.42 Are From NE-2 T.P.L.
- Poles From MP 23.58 To MP 23.75 Are New
- See Associated Description for List Of Facilities To Be Removed, Altered, Or Abandoned

SAMPLE EXHIBIT MAP
HIGHLIGHTED AREAS SHOW REQUIRED INFORMATION PLOTTED & LABELED BY THE UTILITY ON WIDOW FURNISHED MAP
DO NOT HIGHLIGHT THE EXHIBIT MAP ATTACHED TO APPLICATION.