

Encroachment

Access Break: Permanent  Temporary

Permit/Franchise #:		Date:
SR:	MP Limits:	
Applicant:		
Installation Description (include project duration):		

**INSTRUCTIONS:** Answer each question thoroughly, providing detailed answers. Unanswered questions or vague, incomplete justifications will delay the review of your utility Permit or Franchise Application. (Section 4, Regional Considerations, is for Department use, and is attached as information only.)

**SECTION 1 – VARIANCE DESCRIPTION AND JUSTIFICATION (to be completed by applicant)**

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**Part A – Conditions, Alternatives, and Preferred Route Selection**

**1. Reason for Installation Inside Limited Access Right of Way**

Explain why it is unusually difficult or impossible to install the proposed utility outside limited access right of way:

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**2. Alternative Routes/Access Considered**

Identify all other route and/or installation alternatives considered, and explain why they were rejected. Is alternate access available? If so, explain why it can't be used? Attach a plan or sketch showing all routes considered:

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**3. Basis for Selection of Proposed Route**

Explain the basis for selection of the chosen route and why it is critical to the alignment of the utility:

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**4. Cost Justification**

If cost is a basis for justification, explain in detail what elements make the alternative locations cost-prohibitive. ( If this is for the Access Break 'only', cost alone is not sufficient reason to allow access break)

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## 5. Utility Maintenance

If utility maintenance is necessary during the life of this utility , explain the nature, frequency, duration, and management of maintenance operations, including proposed access to the utility, traffic control methods, and other aspects of maintenance operations:

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## 6. Existing Conditions

Provide photographs showing existing conditions at the location of the proposed installation. Include vegetated areas, slope treatment, guardrail, drainage facilities, existing utilities, geologic or other natural features, and other items that will be impacted by this proposal:

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## 7. Additional Information

Provide additional information in support of this Variance Request:

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## Part B – Variance Justification Submittal Requirements

Any Permit/Franchise application that includes a variance request to occupy access controlled right of way must include:

- The Limited Access Encroachment Variance Request Justification Questionnaire.
- Plan showing all alternative routes considered.
- Right of way plans, profiles, and details for the chosen route.
- Roadway cross section of the entire right of way at regular intervals (maximum 300-foot spacing and at all changes in terrain and topography). Show details relating to width of travel lanes, turn lanes, shoulders, and widened areas, and location of existing and proposed utilities.
- Description of how the right of way fence will be secured at the end of each work day (if applicable)
- Open trench cross section showing pipe and casing (if applicable), trench width, pipe zone bedding material, backfill material, and existing and replacement surfacing material, width, depth, and specification.
- Utility Maintenance Plan (if necessary).
- Cost estimate (if cost is the reason for rejection of alternatives).
- For Interstate projects environmental documentation will be necessary. For Utility installations a categorical exclusion needs to be obtained from the Region Environmental section.
- Any additional supporting information.
- Traffic Control Plan(s)

## Applicant Certification and Signature

To the best of my knowledge, the information provided herein by me, employees under my supervision, or consultants hired by me is complete and accurate and factually represents all aspects of the proposed utility installation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

**SECTION 2 – REGIONAL CONSIDERATIONS** (to be completed by WSDOT)

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**Variance Assessment**

Justification denied

Justification considered for approval

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If alternatives were **not** provided and the Region is considering approval of the request, clearly document any reasons for not requiring alternative investigations and file with the application.

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**Background**

If this is an Amendment, is the parent Franchise current (not expired)?

Yes

No

If the Franchise is not current, has the utility been advised that the it will need to be reinstated?

Yes

No

What is the reinstatement timeframe and/or mitigation plan, if required?

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**Administrative Assessment and Coordination**

Is there a need for a Notice of Filing?

Yes

No

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Are the proposed location, installation methods, and embankment materials adequate to meet Department requirements?

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If this utility installation will impact future design or construction of any currently programmed projects, list the projects and explain the effects of the proposed utility installation:

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If there is a probability of this installation affecting currently programmed projects, (1) have appropriate design and construction offices been given an opportunity to review and comment on the proposed installation, and (2) what steps will be taken to coordinate the utility installation with affected projects?

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Is a lease or easement needed?

Yes

No

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**Region Utility Office Recommendation**

What is the region's recommendation regarding approval of this Permit/Franchise application?

Application Approved

Application Denied

Provide a brief explanation of reason(s) for approval/denial and any specific compliance requirements:

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