



RIGHT OF WAY DISTURBANCE COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
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INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for right of way disturbance review. This outlines the minimum information that must be provided on your plan sheets.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4501.

SUBMITTAL OPTIONS:

<https://monroe.onlama.com/>

SUBMITTAL CHECKLIST

- Set of plans showing work to be done. If larger than 11" x 17", show at a scale of 1" = 50' or larger
- Aerial photo (using Google Earth or similar – see attached example) for traffic control plan **OR** scaled engineered traffic control plan
- Conform to most current MUTCD as much as feasible
- The use of Standard Details is **NOT** allowed for traffic control plans
- Proposed schedule showing:
 - Anticipated start date and time
 - Duration of work
 - Time of closures and detours
 - When sidewalks and/or streets are to be repaired
- Copy of valid insurance ACORD Certificate of Liability for commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence (\$2,000,000 aggregate).
- An insurance endorsement (Form CG 2012 is preferable) naming the City of Monroe as an additional insured. (Wording: "The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employees or authorized volunteer".)

Right-of-Way Disturbance Permit Process Flow Chart

