



**Permit Center**

Location: 400 W. Gowe  
 Mail to: 220 4th Avenue S. • Kent, WA 98032  
 253-856-5300 FAX: 253-856-6412  
 KentWA.gov/permitcenter

|                         |                 |
|-------------------------|-----------------|
| Type                    | Tracking Number |
| Date Submitted          |                 |
| Application Received by |                 |

**Franchise Utility Application for No Cut in Right-of-Way**  
*(Non invasive work and operation in the public right-of-way)*

| Utility Company |        |      |
|-----------------|--------|------|
| Company Name:   |        |      |
| Contact Person: |        |      |
| Address:        |        |      |
| City:           | State: | Zip: |
| Phone(s):       | Cell:  |      |
| Email:          |        |      |

| Contractor                 |        |      |
|----------------------------|--------|------|
| Name:                      |        |      |
| Contact Person:            |        |      |
| Address:                   |        |      |
| City:                      | State: | Zip: |
| Phone(s):                  | Cell:  |      |
| Email:                     |        |      |
| Contractor License Number: |        |      |

Number of Work Zone Locations: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

| Nearest Address or Cross Streets of Work Zone | Total Work Hours | Daylight or Nighttime Hours                                 |
|---|------------------|---|
| 1.  |                  | <input type="checkbox"/> Day <input type="checkbox"/> Night |
| 2.  |                  | <input type="checkbox"/> Day <input type="checkbox"/> Night |
| 3.  |                  | <input type="checkbox"/> Day <input type="checkbox"/> Night |
| 4.  |                  | <input type="checkbox"/> Day <input type="checkbox"/> Night |
| 5.  |                  | <input type="checkbox"/> Day <input type="checkbox"/> Night |

**Traffic Control Supervisor Name:** \_\_\_\_\_

**Issued By:** \_\_\_\_\_ (Attach more if necessary)

**License #:** \_\_\_\_\_

- American Traffic Association (ATSSA)
- Evergreen Safety Council (ESC)
- Northwest Laborers-Employee Training Trust Fund (NWLETT)

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

*I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.*

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Instructions and Checklist for Franchise Utility Applications No Cut in Right-of-Way

THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION IN ORDER TO ACCEPT A UTILITY APPLICATION FOR REVIEW:

- Completed Application Form**
- Completed Checklist for Completeness of Traffic Control Plan (TCP)**
- Traffic Control Plan: 1 Copy for Each Work Zone Location**

The Traffic Control Plan (TCP) showing how traffic will move safely through the construction area per Kent Design and Construction Standards.

| Traffic Impacts  |   |
|--|---|
| <input type="checkbox"/> Road Closure/Detour                     | <input type="checkbox"/> No Road User Impacts |
| <input type="checkbox"/> Multi-Law Closure                       | <input type="checkbox"/> Flagger Control      |
| <input type="checkbox"/> Lane Closure                            | <input type="checkbox"/> Sidewalk Closure     |
| <input type="checkbox"/> Lane Shift                              | <input type="checkbox"/> Pedestrian Detour    |
| <input type="checkbox"/> Shoulder Closure                        | <input type="checkbox"/> Spotter              |
| <input type="checkbox"/> Other (please describe below):<br>_____ |   |

- Plan must show a simple list of traffic impacts such as:
- Plan must clearly show name, license # and license expiration date of Traffic Control Supervisor who prepared and/or approved the plan.
- Plans must not include a disclaimer of liability.

- List of Work Zone Locations (i.e. Streets and Cross Streets)**

List shall indicate sites where night work is proposed.