

Instructions for Completing the Application

In order to process applications for special use of the County right of way quickly a complete and correct application is needed. These instructions are provided to assist applicants in completing the application. A complete application includes a drawing/sketch showing the intended use and proof of insurance protecting King County.

Applicant: The Applicant is the actual business or person that will be operating in the right of way.

Agent for Applicant: The Agent for Applicant is the person who is actually filling out the form. Name, address, email address, telephone number of the Agent (if different from the Applicant) are required on the form to record accurate information so the parties may be contacted if questions arise and to notify the applicant when the permit is ready.

Site Address/Location: Address of business location

Applicant Tax Parcel Number: The Tax Parcel Account number is an identifying number (commonly known as the "Parcel Number") that is assigned by the Assessor's Office. Real Estate Services uses the number to access information about the site. Fill in the number assigned to the business property. This number can be found online using the County's [<Imap>](#) or [<Parcel Viewer>](#) tools.

County Roads Impacted: List all County streets/roads you are requesting to use that abut the business property.

Description of Proposed Use: Describe the scope of work to be done, which should include a project summary, and all necessary information about the proposed uses and site.

Propose Start Date: Date when you would like to begin using the right of way.

Group Application: Is this information submitted in relation to group application such as a business association which covers a larger area? If so, provide the Group name and the permit number.

The permit number will look something like "*SUPM20-1234*".

Drawings Required: A clear drawing of the intended use is needed to authorize the permit. As long as the drawing shows Location of all property boundary lines, buildings, parking, and driveways. Provide dimensions for the area and layout of the propose use

Proof of Insurance Required: Copy of a current Certificate of Insurance, naming King County as an Additional Insured and each occurrence at \$1,000,000.00. Your business insurance agent should be able to provide this.

Sensitive/Critical Areas: Any area that is subject to natural hazards or a land feature that supports unique, fragile or valuable natural resources including fish, wildlife or other organisms or their habitats or such resources that carry, hold or purify water in their natural state, i.e., flood hazard, landslide, steep slope, wetlands, etc. If no such conditions apply, you can enter "None"

Signature and date: Application is invalid with applicant signature and date. The application may be signed using a digital signature in Adobe.