

III. PROCEDURE FOR OBTAINING PERMISSION TO WORK IN CITY STREETS

Except for emergencies (see Section VIII)

All persons performing work within the street right-of-way (except as discussed in II-F) shall obtain approval to partially or completely restrict any city street, sidewalk, or alley. Such restrictions include partial or full lane closures, parking restrictions, sidewalk closures, detours, complete street closures, shoulder work, and pedestrian rerouting, as well as the placing of building materials or equipment on city streets, sidewalks, or alleys. Persons performing any work which results in such restrictions on arterial streets shall notify Seattle Transportation, Traffic Management Division at (684-8482), located on the 37th floor of Seattle Municipal Tower. If the work to be performed involves the issuance of a permit, the Street Use Division will perform this function. Street Use Division personnel will be responsible for routing the permit to all affected city departments and will also be responsible for contacting all governmental agencies. Seattle Transportation contracts do not require further permits, however, notification must be given to the Traffic Management Division for partial or full street closures.

The intent of this notification process is to provide for emergency response access, avoiding the conflict of two or more agencies from performing work in the same place at the same time or in conflict of special events, and to monitor and assist construction and maintenance activities on the street right-of-way which impacts vehicular, bicycle and pedestrian movement.

An Agency/Contractor applying for a street use permit shall first submit and receive approval of a traffic control plan by the Traffic Engineer prior to commencement of the work. Traffic Control Plans may take up to 10 working days for the Engineer to review. Traffic control plans will be required when:

- a) the project will involve a complete arterial street closure or a detour; or
- b) moving traffic lanes will be closed during peak hours (6:00 - 9:00 A.M. and 3:00 - 6:00 P.M. in the Central Business District, and 7:00 - 9:00 A.M. and 4:00 - 6:00 P.M. elsewhere); or
- c) traffic control cannot be made to match exactly sketches within this document; or
- d) other special circumstances exist as determined by the City Traffic Engineer.

Advance notice to the Street Use Division shall be made before any work will be allowed in the street right-of-way as indicated below:

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| 24 hours for: | 1) Partial closure of any arterial street |
| | 2) Complete closure of any local access street, alley or sidewalks. |
| 48 hours for: | 1) Parking Restrictions |
| 72 hours for: | 1) Complete closure of any arterial street |

The contractor shall notify King County Metro Transit in advance of any construction that may disrupt transit service according to the following schedule:

- A. Five working days advanced notice for any work requiring a temporary bus stop
- B. Ten working days advance notice for relocation of a bus shelter

C. King County Metro Transit is unable to motorize trolley routes except on weekends, and construction shall be planned accordingly. This requires advanced notice to King County Metro Transit by no later than 10:00 AM on the Tuesday before. Contact King County Metro Transit at Construction.Coordination@metrokc.wa.us or 206.684.2732.

The permit when required shall be displayed at the job site at all times.