

### III. PROCEDURE FOR OBTAINING PERMISSION TO WORK IN CITY STREETS

#### Except for emergencies

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 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 shall notify the Seattle Department of Transportation (SDOT), Traffic Management Division. If the work to be performed involves the issuance of a permit, the SDOT Street Use Division will perform this function. Street Use personnel are responsible for routing the permit to all affected City departments and are responsible for contacting all governmental agencies. City staff will input all work into the City's database to populate the City's GIS.

There are several intents of this notification process: to provide for emergency response access; to avoid 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.

Traffic control plans are required for submittal by the Contractor and approval by the Traffic Engineer as part of the Street Use permit process when:

- a) The project will involve an arterial street or high impact street closure
- b) Moving traffic lanes will be closed during peak hours (6:00 a.m. 9:00 a.m. and 3:00 a.m. 6:00 p.m. in the Central Business District; 7:00 a.m. 9:00 a.m. and 4:00 p.m. 6:00 p.m. elsewhere)
- c) Traffic control cannot be made to match sketches within this document
- d) Other special circumstances exist as determined by the City Traffic Engineer

Traffic Control Plans may take up to 10 working days for the Engineer to review and approve.

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 advance 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. Construction shall be planned accordingly. This requires advance notice to King County Metro Transit by no later than 10:00 a.m. on the Tuesday before. The South Lake Union Street Car has limited hours of closure, as does Sound Transit Link Light Rail, and will not modify hours of operation for construction.
- D. No two consecutive transit stops may be closed.

Contact King County Metro Transit at [Construction.Coordination@kingcounty.gov](mailto:Construction.Coordination@kingcounty.gov) or 206-684-2732 for all transit scheduling issues.

