

## Street Use Policy & Procedure

**Subject:** Applications for utility permits to install aboveground cabinets in street and alley rights-of-way

**Approved:** \_\_\_\_\_ **Page** \_\_\_\_ **of** \_\_\_\_.

### 1.0 Purpose

- 1.1 To establish standard requirements for applications for utility permits to place above ground cabinets in the street and alley rights-of-way of the City of Seattle.

### 2.0 Organizations Affected

- 2.1 Seattle Transportation
- 2.2 Permittees who are responsible for install of aboveground cabinets in street and alley rights-of-way.

### 3.0 References

- 3.1 Title 15, Chapter 15.04 of the Seattle Municipal Code

### 4.0 Policy

- 4.1 It is the policy of the Seattle Transportation - Street Use Division to require permittees to give pre-application notification to the owners of all property lying within 300 feet of the proposed location of any aboveground cabinet which is taller than twenty-four inches in height or wider than eight inches (8") in width, for which application for a utility permit will be made to place said cabinet in a public street or alley right-of-way in the City of Seattle.

### 5.0 Definitions

- 5.1 Permittee: Individuals and/or companies who obtain utility permits allowing placement in street and alley rights-of-way of aboveground cabinets which are taller than twenty-four inches in height or wider than eight inches (8") in width.

- 5.2 Utility Permit: Permit issued by the Street Use Division of Seattle Transportation for the placement of aboveground cabinets in City of Seattle street and alley rights-of-way. The permit is issued in accordance with Title 15, Chapter 15.04 of the Seattle Municipal Code.

## **6.0 Responsibilities**

### **6.1 Street Use Division of Seattle Transportation**

6.1.1 Street Use will consider all comments, recommendations, and objections made by the owners of property lying within 300 feet of the location of the proposed cabinet in deciding whether or not a utility permit will be issued for placement of a cabinet at said location. If major complaints about the potential location of the proposed cabinet are received by permittee or Street Use, issuance of the utility permit is to be suspended pending resolution of the issue between the owner(s) and permittee.

6.1.2 Applications for utility permits to place aboveground cabinets in City street and alley rights-of-way that fail to provide the abovedescribed notification will be considered incomplete. Issuance of the utility permit cannot be done without a complete application being submitted to Street Use.

### **6.2 Permittee Responsibility**

6.2.1 Permittee shall have given written notification to the owners of all property lying within 300 feet of a cabinet, which is taller than twenty-four inches in height or wider than eight inches (8") in width, that is to be placed in public street or alley right-of-way in the City of Seattle.

6.2.2 If the cabinet is to be placed in location other than what was originally proposed in permittee's notification to the property owners, permittee shall again give written notification to the owners of all property lying within 300 feet of the new location of the cabinet.

6.2.3 Permittee shall meet with and attempt to resolve objections and/or conflicts identified by the property owners in the placement of the cabinet at the location proposed by permittee.

## **7.0 Procedures**

### **7.1 Notification**

7.1.1 Permittee shall have given written notification to the owners of all property lying within 300 feet of the proposed cabinet location; subject notification shall include:

- 1) an explanation of what permittee is proposing to construct and why it is needed at this particular location;
- 2) a statement that the proposed work requires a permit from the City of Seattle - Seattle Transportation/Street Use Division which will inspect the restoration of the street or alley right-of-way;
- 3) names and phone numbers of the permittee's representatives who the owners can contact to discuss the equipment, installation procedures, restoration of the street right-of-way, and community recommendations;
- 4) a statement informing the owners that questions regarding the permitting process should be addressed to Fred White, Street Use Division (684-5269); and,
- 5) a description of the equipment to be installed and a drawing of where exactly it is to be placed.

In the notice, permittee shall give a date in which owners' concerns will be considered; subject date to be at least ten days from the date of delivery of the notice. This notification must be delivered to the aforementioned property owners a minimum of thirty (30) days before applying for the utility permit; also, at the time said notification is sent, a copy of the written notification along with a list of the owners receiving the notification shall be given to the Franchise & Utilities Supervisor at the Seattle Transportation/Street Use office, Room 501 Municipal Building, 600 - 4th Avenue, Seattle, WA 98104.

## **8.0 Clearances**

8.1 Above ground cabinets shall be placed no closer than 3 feet, 1-foot, 5 feet and 5 feet, respectively, from the face of the street curb, edge of the sidewalk, edge of a driveway, and pole face.