



Street Use Permit Application

Right-of-Way Use Request (ROW)

CITY OF VANCOUVER

Vancouver Public Works, Traffic Engineering and Operations
 Phone: 360-487-7729 | Email: TrafficEngineering@cityofvancouver.us
 www.cityofvancouver.us/streetpermits

TRAFFIC CONTROL PLAN REQUIREMENT

Any event controlling traffic requires a certified flagger per WAC 296-155-305

JOB SITE INFORMATION AND LOCATION

Address of event site or location of POD Unit placement:

DESCRIPTION OF STREET USE PROPOSAL

APPLICANT

Business/Individual name:

Contact name:

Address:

City/State/Zip:

Phone:

E-mail (required):

PROPERTY OWNER

TENANT

Name:

Email:

Phone:

STREET USE REQUIREMENTS

For this application to be deemed complete and eligible for consideration, you must submit the following for all permit types, except POD units:

Completed Application w/required neighborhood signatures if applicable.

Proof of Insurance (certificate) naming the City of Vancouver as Additional Insured (**NOTE: Insurance not needed for POD Units**)

Hold Harmless Agreement - Signed and **NOTARIZED** (**NOTE: City does not provide this notarization service.**)

Dimensional Drawing or Map of the requested street use showing all details and traffic control devices.

Fees – see fee associated with type

Submittal Timeline: Applications are due 21 days in advance of event.

Review Period: The review and processing period for this application is a maximum of ten (10) business days from the time the application is deemed complete in accordance with Vancouver Municipal Code, www.cityofvancouver.us/vmc

Questions: If you have questions regarding this application, please contact Vancouver Public Works Traffic Engineering and Operations by e-mail at TrafficEngineering@cityofvancouver.us or by phone at **360-487-7729**.

STREET USE PERMIT TYPE

Please check all applicable boxes and enter information where necessary.

TYPE A PERMIT: \$40

Block Party – Requires Traffic Control Plan. Block Parties must provide one Hold Harmless Agreement per 50 people, up to 100 people. Each Hold Harmless Agreement must be from a different owner or tenant. For attendance by 100 or more people, a Special Events Permit is required. Written consent of each property owner and/or tenant inside the barricaded area must be attached. Traffic Control Plans are required for block parties. Applicant must provide signs and devices per the Manual or Uniform Traffic Control Devices (MUTCD–Chapter 6).

Parade **Run** **Walk** **Sidewalk Sale**

TYPE B PERMIT: \$40

Awning/Banner

TYPE C PERMIT: \$40

Mobile Food Vendor (Food Truck) **POD Unit**

TYPE D PERMIT: \$719 | TYPE E: \$2,879

Fence, Retaining Wall (Type D)

Street Mural (Type D) – Requires mural design drawing and Traffic Control Plan.

Long-Term Right-of-Way (Type D or E) – Provide a description of object with dimensions and design drawings.

Permit is requested for:

Use Dates: From: _____ To: _____

Use Times: From: _____ To: _____

Permittee:

1. Is responsible for complying with Vancouver Municipal Code requirements and any applicable state and federal law. VMC 11.060
2. **Must allow 20 ft. access for emergency vehicle access at all times.**
3. Understands that any street use permit that authorizes conduct in violation of any Vancouver municipal Code provision or other applicable law is void
4. Accepts sole responsibility for any loss, injury, or damage resulting from the issuance of a void permit.

Applicant signature: _____

Print name: _____ Date: _____

Owner signature (If different than applicant): _____

Print name: _____ Date: _____

BELOW TO BE COMPLETED ONLY BY CITY OF VANCOUVER

Approved by City of Vancouver: _____

Date: _____

Map Police Fire C-Tran Insurance

Traffic Control Approved Block Party / Required Signatures

We're hosting a block party on this street!

Date(s):

Hours:

Dear neighbor, We're letting you know about a Block Party permit we plan to, or have applied for, with the City of Vancouver. A Street Use Permit allows us to temporarily close our street to safely meet our neighbors, host activities, and let our kids play.

Local access for neighbors, deliveries, and emergency vehicles will stay open.

If you agree with the closure as proposed, please complete this form and return to me for the permit application.

Today's date: _____

Organizer name: _____

Street to be closed: _____

Between: _____ & _____

Activities planned:

Please review and contact us (or the City) with questions.

Contact name: _____

Phone: _____

Email: _____