Street Use Permit Application

Right-of-Way Use Request (Building Permit)

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

JOB SITE INFORMATION AND LOCATION
Address of event site or location of POD Unit placement:
Suite/bldg./apt #:
Parcel Number (if no site address):
Nearest intersection if no site address:
Estimated attendance (not needed for POD Unit):

DESCRIPTION OF STREET USE PROPOSAL

☐ APPLICANT	
Business/Individual name:	
Contact name:	
Address:	
City/State/Zip:	
Phone: ( )	
E-mail (required):	
☐ **PROPERTY OWNER**	☐ **TENANT**
Name:	
Address:	
City/State/Zip:	
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
Proof of Insurance (certificate) naming the City of Vancouver as Additional Insured ***(NOTE:** For POD Unit only, a copy of the homeowner's insurance policy/certificate is required)*
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.
$25.00 Fee (due at time permit is issued)

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)

Question: 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.

Updated: September 2013

STREET USE PERMIT TYPE *Please check all applicable boxes and enter information where necessary.*				
Permit is requested for:	☐ **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).			
	☐ **Film Set**			
	☐ **Mobile Food Vendor (Food Truck)** ☐ **Sidewalk Vending Unit** ***Special Standards:*** • Cannot obstruct pedestrian traffic. • Cannot be on sidewalk for more than 3 hours. • Must adhere to sight-distance restrictions. • No use of ADA parking spaces. • Use of public parking space okay, if paid and does not exceed time limit.			
	☐ **Outdoor Seating** – Required dimensional drawing of sidewalk and seating requested.			
	☐ **Parade** ☐ **Run** ☐ **Walk** – Requires Traffic Control Plan for each.			
	☐ **POD Unit** – Homeowner's or Renter's insurance policy must be attached for POD units. POD unit must have reflectors attached.			
	☐ **Sidewalk Sale**			
	☐ **Street Mural** – Requires mural design drawing and Traffic Control Plan.			
	☐ **Long-Term Right-of-Way (Type D)** – Provide a description of object with dimensions and design drawings.			
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. 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		