

CITY OF KIRKLAND

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**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY**

Policy G-10: GUIDELINES FOR TEMPORARY USE OF RIGHT-OF-WAY

Before allowing use of the right-of-way, consider the following factors:

1. Is it at all possible to find a way to do the activity outside the right-of-way? All options should be pursued. Consider times when parking is not regulated.
2. Is parking regulated (time limits) in the area and during the time where the activity is taking place? If so, coordinate with the Public Works Transportation Group before permitting any activities.
3. Is the work part of a permitted development review project? If it is, then it should be handled as part of that permitted project. Coordinate with project inspectors or others.
4. The City does not provide any barricades or other traffic control devices.
5. Make sure that use of the right-of-way does not interfere with any Special Events.

Type of Activity	Action
Moving vehicles	Can be permitted in areas with hourly regulated parking stalls. Three days maximum stay. Fee is charged If parking is regulated where the moving vehicle is to be located, spots may be reserved with permission of PW Transportation Group and coordinated with the Police Department as needed.
<ul style="list-style-type: none"> • PODS or other storage containers • Job Shacks • Portable toilets • Piling of materials (bark, gravel, etc.) 	Not allowed in right-of-way
Parking for construction workers	Can be permitted for small construction jobs in areas with hourly regulated parking stalls. One month maximum stay. Fee is charged. If parking is regulated where the vehicle is to be located, spots may be reserved with permission of PW Transportation Group and coordinated with the Police Department as needed. Otherwise, follow existing parking regulations.
Special Events that do not qualify for a Special Event Permit	Can be permitted in areas with hourly regulated parking stalls. One day maximum stay. Fee is charged. If parking is regulated where the vehicle is to be located, spots may be reserved with permission of PW Transportation Group and coordinated with the Police Department as needed.
Dumpster	Can be permitted. Activity must be construction related. One week maximum stay. Permits are issued through the Public Works Development Engineering Group.

<p>Maintenance of building, loading/unloading of construction materials. Painting, crane needed to unload objects, etc.</p>	<p>Can be permitted. Fee may be charged.</p> <p>In the CBD, parking stalls are usually available only in front of the site where work is occurring. However, the parking stalls used for the Argosy Cruises may be available during certain times of the year.</p> <p>Work should be short term (the maximum stay time in a regulated stall or 4 hours – whichever is less) and no lane or sidewalk is blocked. Coordinate with Public Works Transportation Group as needed.</p> <p>If work is not in the CBD or short term: Applicant must submit sketch and traffic control plan. Approval by Public Works Transportation Group. Coordinate with Police Department as needed.</p>
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