



Permit to Occupy Right of Way Application

App fee: 205.00

Site Address: _____ parcel # _____

Property Owner: _____ Phone # _____

Business Owner: _____ Phone # _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Phone: _____ E-mail address: _____

Contractor (if applicable) _____

Phone _____ E-mail address: _____

Washington State Contractor's Registration # _____

- Describe what you plan to do: (Example: place planters and sidewalk seating for restaurant)

Documents that are required:

- Scaled, dimensioned site plan, maximum size 11 x 17 (or pdf)
- Certificates of liability insurance for a minimum of \$1,000,000 per occurrence, naming the City of Walla Walla as additional insured for business owner and property owner
- The City will prepare a Hold Harmless agreement to be signed by the property owner and business owner

Signature _____ Date _____

Owner or Contractor or Auth Agent

I certify, by my signature, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.



Development Services Department
55 E. Moore Street
Walla Walla, WA 99362
(509) 524-4710
permits@wallawalla.gov

PERMIT TO OCCUPY PUBLIC RIGHT-OF-WAY REQUIREMENTS

Outdoor dining facilities are recognized as contributing to the visual, cultural and economic vitality of downtown. This benefit must, nevertheless, be secondary to the basic purpose of safe pedestrian travel. A Permit to Occupy the Public Right-of-Way is reviewed by the Site Plan Review Committee (SPRC) with final approval by the City Engineer. The SPRC is responsible for balancing these interests to the best benefit of the downtown area when making a recommendation to the City Engineer. Please allow four weeks for review.

The requirements for outside seating are listed below:

1. **Placement Requirements:** Basic placement standards shall maintain a minimum of six (6) feet of unobstructed pedestrian walkway on the street side of the sidewalk. Dining area enclosures need to be designed to provide proper visibility for pedestrians, minimal damage to the sidewalk, minimal obstruction to pedestrian passage and maximum protection against pedestrian fall or collision hazard.

SITE PLAN: Your site plan needs to be drawn to scale (1"=20' or 1"=30') showing the area between the property line, most commonly the front of the building in the downtown area, and the curb to include all permanent fixtures in or on the sidewalk such as: Light poles, traffic poles, signs, street trees, benches, and garbage containers, and water meter location. If there are paver stones in the sidewalk, show where the transition is between the stones and the concrete sidewalk. Show the size and dimensions of the proposed seating area, table and chair layout, and lighting. Include a detailed drawing showing how the railing will be attached to the sidewalk. If an awning is required as part of the project, please include a detailed drawing of the awning; how it will be attached to the building.

2. **Certificates of Liability:** An insurance Certificate of Liability in the amount of \$1,000,000 per occurrence naming the City of Walla Walla as additional insured is required from both the **property owner** and **business owner**. The certificate needs this statement listed in the comments section "***City of Walla Walla is named as additional insured for placement of outside seating in the public right-of-way at site location***".
3. **Hold Harmless Agreement:** A Hold Harmless Agreement signed by the property owner and business owner is required agreeing not to hold the City liable should someone be injured. **Please provide legal names of both parties so the Hold Harmless Agreement can be prepared in our office and signed in front of a Notary Public.**

Application Process: To apply, submit a Commercial Remodel Application, the application fee, and the required detailed site plan to Development Services.



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