

SECTION 2

2. RIGHT-OF-WAY REQUIREMENTS AND PERMIT PROCESS

2A. RIGHT-OF-WAY REQUIREMENTS

The land owner shall be required to provide needed right-of-way abutting the property subject to development. The right-of-way width will be determined by zoning and street classification.

2B. PERMIT PROCESS

2B.01 General

No person or any other entity shall commence construction, alteration or repair within the public right-of-way without a permit first having been obtained from the Town.

2B.02 Requirements

A. Plan Review Application

Any party requesting such permit shall file a Plan Review Application with the Town at least twenty (20) working days before construction is proposed to start. Application shall be made on a standard Town form provided for that purpose, and shall include:

- ◆ The name and address of the applicant.
- ◆ The name and address of the owner of the properties abutting the street where the work is proposed.
- ◆ The street location of the proposed work, giving the street address or legal description of the property involved.
- ◆ A detailed plan showing the dimensions of the abutting properties and the dimensions and location of all existing and/or proposed facilities and other pertinent features to understand the proposed work.

B. Plans Submittal

- (1) Detailed plans and required design calculations prepared by a licensed engineer, must be submitted to the Town for plan review and approval prior to the commencement of any construction. The Town may require, at its discretion, the filing of any other information when such information is necessary to properly enforce the Street and Storm Drainage Standards. The applicant's

engineer shall be a Professional Engineer, registered as such in the State of Washington. All plans must be signed and stamped by the applicant's engineer prior to submittal for plan review. Final plans shall be approved by the Town prior to the start of construction.

- (2) Two copies of the plans are required to be submitted along with a completed Plan Review Application. All drawings shall be on 24" x 36" sheet size. Original drawings of the approved plan shall become the property of the Town of Friday Harbor.
- (3) Plan and profile drawings are required for all proposed transportation-related improvements; street illumination; and storm drainage facilities. On occasion, the Town may decide the scope of a project may not require engineered plans.
- (4) Specifications shall be required and submitted with the plans if the General Notes do not adequately cover the project requirements.

C. Plan Review

- (1) All plans are to be submitted to the Town. Any necessary easements or dedications shall be submitted for review along with the plans. A cursory check of the plans against the Plan Checklist, at the end of this section, will be made by Town staff. If the plans meet the minimum checklist requirements as to content, the Plan Review process begins.
- (2) The initial turn around time for the first review of plans submitted is normally twenty (20) days. The engineer is then requested to submit the original drawings for approval or is notified of additional required revisions. Additional review time will be required if revisions are necessary.
- (3) Plans that have been approved for more than one year before construction begins (i.e., a preconstruction meeting scheduled and inspection fees paid) shall be subject to re-review.
- (4) No plan shall be approved nor a permit issued where it appears that the proposed work, or any part thereof, conflicts with the provisions of the Street and Storm Drainage Standards or any other standard or ordinance of the Town of Friday Harbor, nor shall issuance of a permit to be construed as a waiver of the Zoning Ordinance or other ordinance requirements concerning the plan for construction.
- (5) Revisions to Plans shall be approved by the Town.

D. Construction Control

- (1) Work performed for the construction or improvement of Town roads and utilities whether by or for a private developer, by Town forces, or by a Town contractor, shall be done to the satisfaction of the Town and in accordance with approved plans.
- (2) Failure to comply with the provisions of these standards may result in stop work orders, removal of work accomplished, or other penalties as established by ordinance.
- (3) A project is considered final when a letter of acceptance is issued by the Town to the party responsible for the project.

2C. VARIANCES

2C.01 General

The Town Council shall have the authority to grant a variance from the requirements of the Street and Storm Drainage Standards in accordance with FHMC 17.84.

2D. PLAN CHECKLIST

SUBMITTAL ITEMS

- Plan Review Application
- Plans
- Soils Report
- Drainage and Erosion Control Report
- Sanitary Sewer Calculations
- Easements and/or Dedication Deeds
- Contract Documents/Specifications

GENERAL STANDARD ITEMS

- Vicinity Map
- Legend (APWA Standard Symbols)
- North Arrow
- Scale Bar
- Datum-Bench Mark Elevation and Location (on all sheets where elevations are referenced)
- Title Block:
 - Title:
 - Design By:
 - Drawn By:
 - Date:
 - Checked By:
 - Sheet Number of Total Sheets:
- Section, Township and Range (every plan/profile sheet)
- Engineers Stamp (signed and dated)
- Project Title (cover sheet)
- Utility System Map (showing all proposed utilities on one drawing)
- Revision Block
- Approval Block

<p>APPROVED FOR CONSTRUCTION</p> <p>BY: _____ DATE: _____</p> <p style="text-align: center;">TOWN REPRESENTATIVE</p> <p>APPROVAL EXPIRES: _____</p>
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PLAN STANDARD ITEMS

- Centerline and Stations
- Edge of Pavement and Width
- Right-of-Way and Width
- Proposed Survey Monumentation Locations and Details
- Sidewalk and Width
- Roadway Sections
- Existing Utilities (above and below ground)
- Adjacent Property Lines, Ownership, Parcel Number, and Street Address

- Identify Street Names, Right-of-Way, Lots
- Identify/Match Existing Sheet Numbers and Stations
- Easements, Width and Type
- Define Survey Baseline
- Stations for Structures
- Flow Direction Arrows

PROFILE STANDARD ITEMS

- Profile Grades (decimal FT./FT.)
- Existing Ground
- Scale (horizontal and vertical)
- Stationing
- Vertical Elevation Increments
- Existing Utilities (if available)

SANITARY SEWERPlan View:

- Manhole
- Station Shown at Each Manhole
- Manholes Numbered
- Manhole Type Designation
- Flow Direction (with arrow on pipe)
- Depth at Property Line and Distance from Downhill Manhole for Side Sewer
- Distance from Water Lines
- Service to Each Lot

Profile View:

- Manholes Numbered
- Invert Elevation Showing Direction, In and Out
- Rim Elevation
- Grades Shown (decimal form FT./FT.) (minimum slopes)
- Type of Pipe
- Size of Pipe
- Length of Pipe (In LF)
- Existing Utilities Shown

Misc.:

- Detail Sheet
- Sewer General Notes

WATERPlan View:

- System Map (1" = 300') showing existing and proposed with line size, valves, and hydrants
- Existing Utility Conflicts
- Fixtures (need horizontal and vertical control)
 - Fire Hydrants (at all intersections)
 - Blow-off (at end of line)
 - Vacuum and Air Release Valves When Required
- Tees, Crosses, Elbows, Adapters and Valves Need Coupling Type, Meter Locations
- Valves (2 each tee, 3 each cross)
- Fire Department Connection
- Thrust Blocking Required at all Fittings Including In-Line Valves
- Distance from Sewer
- Service to Each Lot (include open tracts)

Profile View:

- Existing Utility Crossings
- Show Fixtures (tees, crosses, hydrants)
- Show Valves and Couplers
- Size of Watermain
- Length of Watermain in LF
- Cover Over Pipe
- Grades

Misc.:

- Detail Sheet
- Water General Notes

STORM SEWERDrainage Report:

- Cover Sheet
- Table of Contents
- Section 1 - Proposed Project Description
- Section 2 - Existing Conditions
- Section 3 - Infiltration Rates/Soils Report
- Section 4 - Wells
- Section 5 - Fuel Tanks
- Section 6 - Sub-Basin Description
- Section 7 - Analysis of the 100-Year Flood
- Section 8 - Aesthetic Considerations for Facilities
- Section 9 - Downstream Analysis
- Section 10 - Covenants, Dedications, Easements
- Section 11 - Homeowners - Articles of Incorporation
- Project Engineers Certificate
- Facility Summary Form
- Engineer's Estimate

Erosion Control Plan Report:

- Section 1 - Construction Sequence and Procedure
- Section 2 - Trapping Sediment
- Section 3 - Permanent Erosion Control and Site Restoration
- Section 4 - Geotechnical Analysis and Report
- Section 5 - Inspection Sequence

Maintenance Report:

- Required Type and Frequency of Long-Term Maintenance Organization
- Frequency of Sediment Removal
- Cleaning of Catch Basins
- Vegetation Control
- Annual Cost Estimate of Maintenance

Site Map:

- Existing Topography at Least 50 Feet Beyond Site Boundaries
- Finished Grades
- Existing Structures within 1,000 Feet of Project Boundary
- Utilities
- Easements, Both Existing and Proposed
- Environmentally Sensitive Areas
- 100-Year Flood Plain Boundary
- Existing and Proposed Wells within 1,200 feet of Proposed Retention Facility
- Existing and Proposed Fuel Tanks
- Existing and Proposed On-Site Sanitary Systems within 100 Feet of Detention/Retention Facilities
- Proposed Structures Including Roads and Parking Surfaces
- Lot Dimensions and Areas
- Proposed Drainage Facilities and Sufficient Cross-Sections and Details to Build

Plan View - Conveyance System:

- Station and Number at each Manhole/Catch Basin
- Manhole/Catch Basin Type and Size
- Manhole/Catch Basin Rim Elevation
- Flow Direction with Arrow on Pipe/Channel
- Type and Size of Pipe
- Length of Pipe in Lineal Feet

Profile View - Conveyance System:

- Station and Number at each Manhole/Catch Basin
- Rim Elevation
- Invert In and Out
- Length of Pipe in Lineal Feet
- Grades (FT/FT)
- Design Velocity

Erosion Control Drawing:

- Soil Types
- Locations of Soil Pits and Infiltration Tests
- Construction Entrance Detail
- Silt Fences and Traps
- Mulching and Vegetation Plan
- Clearing and Grubbing Limits
- Existing and Finished Grade
- Details and Locations of all BMPs Recommended
- Location and Details of Temporary Sediment Ponds

Misc.:

- Detail Sheet
- Storm General Notes

STREETPlan View:

- Flow Direction Arrows at Curb Returns Showing Grade
- Spot Elevations on Curb Returns
- Station PC, PT, PI and Intersections
- Curve Information Delta, Radius, Length and Tangent
- BCR and ECR (Begin Curb Radius, End Curb Radius)
- Identify All Field Design Situations
- Typical Sections
- Pavement Marking Details with Station and Offset
- Sidewalks
- Driveway Approach
- Handicap Ramps-Detail and Type
- Lighting
 - Station and Offset to Fixtures
 - Pole Type, Including Manufacturer and Model Number
 - Mounting Height, Arm Length, Anchor Bolt Size and Pattern
 - Power Source
 - Wire Size, Type, Conduit
 - Line Loss Calculations
 - Luminaire Type, Lamp Wattage
 - Location of Service Disconnects
 - J-Box Location (include station and offset)

Profile View:

- Vertical Information VPI, BVC, EVC, Low Point, High Point
- Show Grades in Decimal Form with (+ Or -) Slope
- Super Elevated Roadways
 - Detail-Show Transitions
 - Special Detail Showing Gutter Flowing Adequately

Misc.:

- Detail Sheet
- Street and Lighting General Notes
- Signing-Temporary and Permanent
- Channelization
- Location of Cluster Mailboxes
- AASHTO Street Design Worksheet, With Soils Report, if Applicable
- Line Loss Calculations