

# FIBER INSTALLATION PERMIT CHECKLIST



Applicant Name: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## Fiber Installation Permit Submittal and Process Requirements

1. A preconstruction meeting with Public Works staff is required prior to starting construction.
2. Upon approval of the Civil Plans, a Public Works Permit will be issued to the applicant/contractor, and Public Works fees for plan review and inspection will be required at this time.
  - a. Fees for plan review and inspection shall be in accordance with the Public Works Chapter 3 Development Standards (Permitting Chapter).
  - b. Bonding Required by City of Ellensburg Public Works Development Standards and/or Franchise Agreement (provided with Public Works Permit)
  - c. Insurance Requirements of City of Ellensburg Public Works Development Standards and/or Franchise Agreement (provided with Public Works Permit)
3. Prior to permit approval, the applicant shall contact the City Light Department and submit an application for a Pole Attachment Permit as described in the Pole Attachment License Agreement for all proposed attachments to city owned utility poles.
4. The following application items shall be submitted to the Community Development Department:
  - Fiber Installation Permit Application and Intake Fee
  - City of Ellensburg Franchise Agreement in current standing
  - City Business License
  - Civil Plans for each geographical area included in the application. As noted in the Public Works Development Standards (Drafting Chapter) the drawings shall include, at a minimum:
    - Street Names
    - North Arrow
    - Right of way and/or easement location and easement language
    - Physical Features including but not limited to:
      - Pavement, gravel, or type of ground surface
      - Concrete curb and sidewalk locations
      - Fences
      - Trees, shrubs, or other vegetation
      - All City utilities located in the area (Water, Sewer, Storm, Electric, Natural Gas, City Fiber)
      - Whether work is overhead or underground
      - Whether new installations will be in existing or new conduits or direct buried
      - A clear legend showing what is proposed to be installed, and the method of installation (open trench, plow, bore, etc.)
      - All critical area boundaries and buffers within project limits. Critical areas include wetlands, floodplains, creeks, and hillsides.

- The location of all proposed ground disturbance, construction, and other work in relation to any critical areas.
- Any signed agreements with neighboring properties
- Landscaping and right of way restoration plan
- Signature certifying that applicant has reviewed each site for adequacy and completeness of permit submittal requirements

## Critical Area and SEPA Fiber Permit Submittal Requirements (as applicable)

5. Critical Area Review Application and review fee of \$120 at time of submittal, if project includes any groundwork in critical areas and/or critical area buffers.
  - Site Plan Showing all Critical Area boundaries and buffers, in relation to the proposed groundwork.
  - Diagrams or drawings demonstrating the dimensions and physical impact of proposed groundwork
    - Example: If trenching is proposed within a critical area or buffer, then demonstrate how large/ wide/ deep a trench goes, and where it would be located.
    - Example: If a new pedestal is proposed within a critical area or buffer, then demonstrate through diagrams the overall dimensions of the pedestal, how deep in the ground it is installed, and where it is located.
  - A copy of the Permit Civil Plans from the Fiber Permit
6. SEPA Checklist and Review Fee of \$640 at time of submittal, if proposal includes any installation or construction on lands covered by water.
  - Per WAC 197-11-800- Utility work in right of way can be exempt from the SEPA process, unless the proposed work involves "Lands Covered by Water".
    - "Lands covered by water" means lands underlying the water areas of the state below the ordinary high-water mark, including salt waters, tidal waters, estuarine waters, natural water courses, lakes, ponds, artificially impounded waters, and wetlands.
  - A complete SEPA application shall include a Site Plan (see Critical Area Site Plan requirements) and completed checklist, that address the entire scope of the project. SEPA permits address full scope and are not applied for on a permit-to-permit basis.

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Applicant Signature

\_\_\_\_\_, 20\_\_\_\_\_  
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