



SUBMITTAL CHECKLIST

RIGHT OF WAY (PUBLIC WORKS)

This submittal checklist is intended to assist you in preparing and submitting for a ROW permit online. You must submit all items in **Part 1 - Submittal Requirements** in order for your application to be accepted. Once your application is determined to be complete, a review for technical completeness is conducted. You will be notified by email if additional information is needed. You may be required to submit **Part 2 – Supplemental Submittal Requirements** in order to proceed with further review of your application. For information on how to submit online please see additional resources located [here](#).

Part 1 – Submittal Requirements

Complete Submittal Items
1. Construction plans
2. Traffic Control Plan – Site Specific
3. Engineer’s Estimate – Value for all work within county Right of Way
4. Estimated work start and completion dates
5. *Review applicable Fee Schedule. Fees are due prior to issuance of the permit and will be assessed during technical review. To make a payment see here .

Part 2 – Supplemental Submittal Requirements

Supplemental Submittal Items – When required
6. Certification of Liability Insurance
**Performance Bond in the form of:
7. ___ Blanket Bond ___ Indemnity Bond ___ Assignment of Account ___ Bond on file
8. Preconstruction Video or Photos taken prior to any work ___ Video ___ Photo(s)
9. Board of County Commissioner Resolution for road closures exceeding 12 consecutive hours
10. Certified Erosion Control Lead’s contact information and copy of valid card
11. Request for Technical Deviation – in accordance with Kitsap County Road Standards section 1.4

*In accordance with Public Works fee policies, the base fee has been determined by an average processing time. If additional staff hours or inspections are required to process the permit exceed the base fee, additional charges may be incurred. The Fee Schedule can be viewed [here](#), under Helpful Links select Fee Schedule and proceed to the Kitsap County Public Works section.

**Performance bond needs to name Kitsap County as additional insured, and the dollar amount will be determined by the Right of Way Inspector.