



Snohomish County Code Title 13 - B5 **Traffic Control Application Submittal Checklist**

*Traffic control permits are issued in conjunction with approved Planning and Development Services Type D construction permits
Applications are handled in order received, please allow two weeks for review.*

Submit electronic applications to: contact.pwcustomerservicecenter@snoco.org

Submittal Requirements: *Incomplete applications will be returned*

Shoulder, Lane and/or Full Road* Closure

- Public Works Right of Way Permit application with PDS project file number(s) associated with right of way construction for the project. Description of work and location must fully describe how traffic will be impacted by the construction.
- Map of area with work location highlighted – County Road Atlas link:
<https://www.snoco.org/v1/SPW/atlas/default.asp>
- Final construction plans (include only plan sheets for work in the public right of way)
- Traffic control plan (TCP). Work on arterial roads greater than two lanes of traffic require a site-specific TCP. See typical plan here for non-arterial work or two-lane arterials:
<http://www.wsdot.wa.gov/publications/fulltext/standards/psl/tc-1-18/tc-1.pdf>
- Acord Certificate of Insurance *and* CG2012 for contractor/firm performing the work
- WSDOT or city approval if construction is within 500 feet of a state highway/city boundary or signage will be placed in WSDOT/city right of way for work in County right of way
- \$170.00 application/permit fee (credit card only. Accepted application will be invoiced for payment. Review will commence on receipt of payment.)

***Additional Requirements for Daily or 24/7 Full Road Closure**

A professional TCP is recommended. Additional processing time and fee may be required.

Check one:

- Daily closure – routing will include PDS inspector and Traffic Ops
- 24/7 closure – routing will include PDS inspector, Traffic Ops, and County Engineer

A complete application for a full road (daily or 24/7) closure shall include:

- Written justification detailing why a lane closure is not a viable option
- Site specific traffic control plan(s) showing the current road configuration
- Detour and signage plan

Advisory: An ADA Temporary Access Plan is required where pedestrian facilities exist in the work zone.