



Snohomish County Utility Application/Submittal Process

Snohomish County Planning and Development Services (PDS) permitting is electronic (paperless).

Please email questions regarding utility submittal to SCD-Utilities@co.snohomish.wa.us

All utility applications should be emailed to: SCD-Utilities@co.snohomish.wa.us,

Each application should be **submitted in one email** and the following should be provided in **separate** pdf files:

Application

SWPPP

Construction plans

Approved Public Works Utility Pre-design Review Form (if required)

Approved Utility Public Works Deviation (if needed)

All approved applications will be issued and provided via email.

Please refer to our **Right of Way Use** web page (link below) section labeled *County Road Utility Construction* for complete submittal instructions and forms
<https://www.snohomishcountywa.gov/1301/Right-of-Way-Use>

Pre Design Required with Application

Per our Engineering Design standard, Chapter 8, Utility, a Pre Design review by Public Works **may** be required to be provided with your utility construction application submittal.

EDDS ENGINEER DESIGN AND DEVELOPMENT STANDARDS

8-04 UNDERGROUND UTILITIES

See Standard Drawings 8-010, 8-020

A. Pre-design Review and Location

1. A utility pre-design review is required with Public Works for **all** proposals (under either a Type D7 or D8 permit); to install, repair, or replace underground utilities that:
 - i. Require cutting the existing paved area of any arterial road right-of-way; or
 - ii. Exceed more than 2,000 lineal feet within an existing non-arterial road right-of-way.

The Pre-Design Review Form is here: <http://snohomishcountywa.gov/DocumentCenter/View/3872>. If you have any questions regarding the form, please contact spw-utility.pre-designreview@snoco.org.

The completed and signed utility pre-design review form shall be submitted with the right-of-way use utility application. Final approval of all utility installations within the road right-of-way rests with the Engineer.

Pre Design Required with Application, continued

Special Note: Any underground work on an arterial requires a utility predesign regardless of the scope of the work-D7 Blanket or D8 Major permit type.

Abandonment also requires predesign review by Dept. of Public Works prior to application.

Snohomish County Code Title 13 Roads and Bridges

13.01.04 Violations .

(3) It shall be unlawful to **abandon** or discontinue the use of any structure, object or feature within the right-of-way without the prior written approval of the department. If a structure, object or feature within the right-of-way is abandoned or discontinued, the person who placed the structure, object or feature within the right-of-way shall be solely responsible for its removal and proper disposal, as well as restoration of the county right-of-way to a condition equal to or better than that which existed prior to placement of the structure, object or feature in the right-of-way.

Deviation Required for Open Cut of Pavement

Design standards require an approved deviation by Public Works prior to open cutting pavement 3 years old or less, whether the new pavement is from a County improvement/overlay project or a new development (whether the work is minor (D7) or major (D8)).

EDDS ENGINEER DESIGN AND DEVELOPMENT STANDARDS

Newly paved roads:

8-05 UNDERGROUND UTILITY INSTALLATION

See Standard Drawings 8-030, 8-040

A. General

2) Pavement cuts shall not be allowed in roads that have been constructed, reconstructed, or resurfaced with either an asphalt overlay (HMA Class 1/2-inch) or reconstructed with permeable pavement within the past three (3) years unless a deviation is approved by the Engineer. This restriction does not apply to roads with a chip-seal surface. Further information is provided in Subsection B, "Installation," below.

B. Installation

1) Lateral trenching shall not be permitted in roads that have been constructed, reconstructed, or resurfaced with either an asphalt overlay or permeable pavement within the past 3 years, unless it is shown by the utility that alternatives, such as boring or jacking, are not feasible and a deviation is approved by the Engineer.

Snohomish County provides a current and historical list of paved roads done by or contracted by Snohomish County at the following web address:

[Road Resurfacing \(Paving and ChipSeal\)](#)

A site visit prior to application may be helpful to determine if the road has been paved within the last 3 years, whether the work falls under a minor permit (D7) or major permit (D8). **Note: Newly paved roads that have been done by land development as a condition of their projects would not show up on the County newly paved list**

Deviation Required for Open Cut of Pavement, continued

If a Deviation is required, the form can be found on our web page:

<https://snohomishcountywa.gov/DocumentCenter/View/3860/Deviation-Request-Form-Jan-2016?bidId=>

Requests for Utility Application Deviations ONLY should be submitted to the email address below, NOT to www.mybuildingpermit.co. You will be contacted when the deviation application is processed for payment.

SCD-Utilities@co.snohomish.wa.us

Code for Reference Sections:

Snohomish County Code 13.110.010 Fees to be charged.

1) Application Fee, Where applicable, this fee shall be charged to compensate the department for preliminary application screening, the establishment or administration of the permit application file and verification that any required plans comply with the applicable county requirements and conditions. Application fees shall be collected at the time of permit application and are not eligible for refund.

Please note application and permitting fees for all Blanket D7 and Major D8 submittals are invoiced to the franchised utility. Fees are not due at the time of application unless specifically required by Snohomish County.

Snohomish County Code 13.10.050 Permit Exemptions:

2) Utility purveyors with a franchise or a Type C10 permit when responding to emergencies that require work in the right-of-way such as repair of water or were main breaks, gas leaks, downed power lines or poles, except for when the new pole placement is substantially different from the original: provided, that the responding utility purveyor shall notify the department, verbally or in writing , as soon as practicable following onset of an emergency and shall apply for an appropriate right of way permit at that time.