



[Snohomish County Code Title 13 - B5](#)

## **Traffic Control Application Submittal Checklist**

*Due to Covid-19 Public Works is only accepting electronic submittals for all permits. Submit application and attachments to: [contact.pwcustomerservicecenter@snoco.org](mailto:contact.pwcustomerservicecenter@snoco.org)*

*Please allow two weeks for project review and insurance approval. Incomplete applications will be returned.*

### **Shoulder, Lane and/or Full Road\* Closure Requirements:**

- Public Works Right of Way Permit [Application](#) with all Planning and Development Services project file number(s) associated with the project
- Map of area with work area highlighted – County Road Atlas link: <https://www.snoco.org/v1/SPW/atlas/default.asp>
- Final construction plans (include plan sheets for all work in the public right of way)
- Acord Certificate of Insurance *and* CG2012 for contractor/firm performing the work
- Traffic control plan (TCP) appropriate to your project. 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>
- WSDOT approval if construction is within 500 feet of a state highway or signage will be placed in WSDOT right of way for work in County right of way
- \$170.00 application/permit fee (credit card is preferred payment method on invoice for accepted applications deemed complete, and review will commence on receipt of payment)

### **\*Additional Requirements for Daily or 24/7 Full Road Closures**

*Additional processing time is necessary. A professional TCP is recommended. An additional fee may be assessed.*

Check one:

- Daily closure – routing will include PDS inspector and Traffic Operations
- 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.*