

TEMPORARY RIGHT-OF-WAY PERMIT APPLICATION INSTRUCTIONS:

As of August 2024, there are no permit fees for a temporary right-of-way permit. However, there are fees for off duty Deputies used for traffic control. Contact the Sheriff's Office (360-778-6600 main number) for information. Your application can require **three to four weeks to process** depending upon issues requiring extensive review.

Answer all questions.

1. Application date – enter the date you completed the application
2. Name of organization – name of the group, organization, individual, etc. (include EIN if an IRS-certified Charitable Organization)
3. Contact person – this is someone who is responsible for the event and can be contacted for questions and information during the day.
4. Address of organization – include street number, name, city, state, and zip code where executed permit will be mailed or emailed.
5. Daytime telephone number – of the contact person who can be reached during the day.
6. Email Address – Email address if necessary to notify of further requirements prior to permit issuance. Otherwise, a letter will be mailed.
7. Event name – what is the name of your event (i.e. Discovery Days, Ski to Sea, etc.)
8. Number of participants – this would be an estimate of the number of individuals you expect to attend. This will assist with traffic control preparation.
9. Requested date – this is the date you would like your event to be held.
10. Starting time – when do you expect to require traffic control devices **to be in place, not** the actual time your event will begin. Often, traffic control must be in place hours prior to the start of an event.
11. Ending time – when do you expect traffic control devices to be removed and all traffic to have dispersed.
12. Location – an actual address such as 500 block to 700 block of W. Smith Road. Include a clearly marked road map* noting all impacted areas in order to remove all confusion with traffic control, route, barricades, intersections, parking, etc.
13. Is this a one-way street – answer yes or no.
14. Describe use of road – block party, parade, race, etc. Be specific and attach additional pages if necessary. Will Emergency Vehicles be able to access roads?
15. How will road be blocked – what type of traffic control devices will you use? Describe the devices (barricades, saw horses, etc.) Be specific (type I, II, or III). NOTE: if you block a road you need traffic control devices that are approved by the current edition of The Manual on Uniform Traffic Control Devices ** Trained and certified personnel must be used to divert traffic.
16. How many lanes of travel will be blocked – be specific. If all lanes will be blocked, please state. If there are lanes or alleys that must be considered, please state. If only the northbound lanes will be blocked and the southbound lanes are open, please state. If you only list 2 lanes, we will assume that this means all lanes of travel. NOTE: if you block any lanes of travel, certified flaggers shall be necessary. Be specific and include all details on the map. If you block all traffic lanes, you will require off duty sheriff assistance. Indicate the detour route with sign locations marked on the map if a road closure is planned. All signage must meet the requirements of the Manual on Uniform Traffic Control Devices (current edition).
17. Is traffic control necessary – see #18 and #19 below. If you answer yes, please complete the following 3 blocks. If you answer no, put N/A in each of the following blocks. Road Closures are subject to [WCC 12.06 CLOSURE OR RESTRICTED USE OF ROADS](#) **It is a requirement** that you must post County Engineer approved signs **at least 3 days in advance** of the event notifying the public of any road closure **AND** publish a Notice including the effective date(s) in one issue of a newspaper of general circulation in the county.
18. Number needed – specify the exact number of traffic control devices you will use. Use additional pages if necessary.
19. Who will provide (Flaggers operating in roadway must be certified)– necessary in order to determine who will be involved in the event.
20. Between what hours – be specific. If you need the road blocked by 10:00 AM, you might require traffic control devices at 9:00 AM.
21. Is litter control provided – yes or no. If yes, complete the next block.
22. If yes, by whom – private pickup, volunteers, etc. Be specific.
23. Are there animals involved – As animals pose additional danger. If yes, complete next block
24. What kind – horses, dogs, etc
25. Will there be music – yes or no. If yes, please indicate hours and kind.
26. Will there be floats – yes or no. If yes, please indicate general size and number.
27. Sign the application, print name, include date signed and name of organization.

* Applications submitted without a traffic control plan and map are considered incomplete and will be returned to the applicant as unapproved. Whatcom County reserves the right to request that submitted plans be revised or further detail listed prior to permit approval.

** WCPW can only provide signs and barricades to IRS-certified Charitable Organizations