



**Right-of-Way Permit Submittal Checklist:
ROW Occupancy (ROCC)**

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review.

Required Submittal Items	
<input type="checkbox"/>	<p>Site Plan A Site plan drawn to scale showing all parcel/property lines, the location and square footage of the area(s) to be occupied, address or parcel number, distance between proposed and existing structures, setbacks from property lines for proposed structures, significant grade changes and known wetlands, driveways, parking, and other paved/graveled areas.</p>
<input type="checkbox"/>	<p>Drawings (May be required if additional detail is necessary for review) Specifications, floor plans, and/or elevation drawings for any proposed or existing structure or utility to be constructed, erected, or maintained by the applicant.</p>
For Groundwater Monitoring Wells , the following items are also required:	
<input type="checkbox"/>	<p>Supplemental Application for Groundwater Monitoring Wells (GMW) A supplemental application is required for GMWs to provide additional information regarding the responsible parties, construction information, site information and included additional technical questions. A copy of this form can be found on the website noted below.</p>
Additional documents to be submitted following permit submittal (These documents are required prior to ROCC agreement execution and recordation)	
<input type="checkbox"/>	<p>Certificate of Insurance Insurance is required for all ROCC permits. The specific requirements and examples can be found on the website noted below. We advise that you forward those tip sheets and examples to your insurance provider to use as reference.</p>
<input type="checkbox"/>	<p>Groundwater Monitoring Well Bond(s) A \$10,000 bond is required per well. This can be accommodated by either a Bond or an Assignment-In-Lieu-of-Bond. Both forms can be found on the website noted below. We suggest separate bonds for each well if decommissioning is intended to happen at separate times. We are unable to release partial bonds.</p>
Responsible Party Documentation (These documents may be required prior to ROCC agreement execution and recordation)	
<input type="checkbox"/>	<p>Certificate of Authority Authorized signatories may require a certificate of authority or similar document to be submitted, if the chosen signatory is not listed as the Governor or Registered Agent on the Secretary of States website. This document provides written evidence that the person signing the contract has authority to act on behalf of the organization.</p>
<input type="checkbox"/>	<p>Proof of Ownership or Owner's Signature If an individual other than the owner on record at the Pierce County Auditor signs this application, proof of ownership (deed, title report) or signature authority is required.</p>
<input type="checkbox"/>	<p>Certificate of Title <i>Required if constructing a subsurface use of the right-of-way (areaway, fuel opening, sidewalk elevator/door, etc.)</i> A certificate of title or other document or indicia of title is required that shows the applicant to be the owner of the property abutting the public right-of-way where the said subsurface activity will occur.</p>
Additional Resources	
<p>Tip sheets, examples and other documentation regarding ROCC permits can be found here: https://www.tacomapermits.org/tip-sheet-index/rocc-permits</p>	

Note: This checklist does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030
 To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).
 TTY or STS users please dial 711 to connect to Washington Relay Services