

# Right-of-Way Occupancy Design Guide

The following guidelines apply to any project in the right-of-way, regardless of whether the project requires a Right-of-Way Occupancy (ROCC) permit.

## RIGHT-OF-WAY WORK

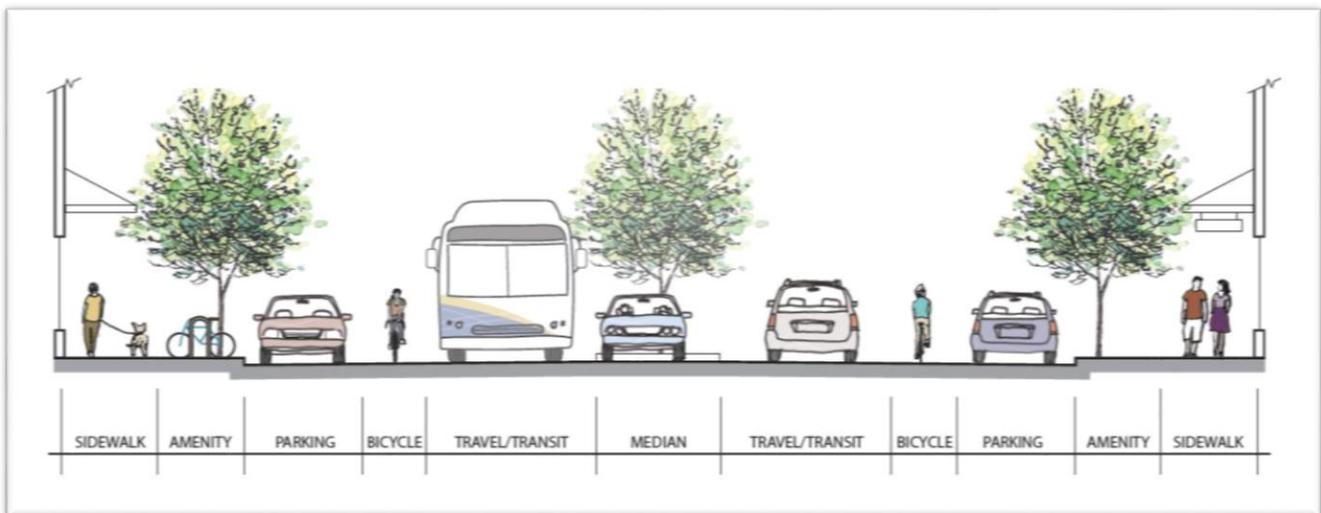
*Any use of, or work performed in, the ROW will require one or more of the following permits:*

- [Right-of-Way Use and Barricading](#) (RUSE), [Right-of-Way Construction](#) (RCON), [Work Order](#) (WO), [ROW Tree Work](#) (RTRE), ROW Utility (RUTI), [Right-of-Way Occupancy](#) (ROCC)

## DESIGN GUIDELINES

(Not to be considered a complete list of requirements, please contact staff for site specific comments)

### RIGHT-OF-WAY DESIGN MANUAL



## Amenity Zone

The amenity zone and sidewalk zone often complement one another and should be thought of as a system within a Complete Street (see Figure 4-14). Amenity zones help to buffer pedestrians from traffic and may contain many of the amenity features that contribute to an attractive and vibrant streetscape; including water features, street furniture, pedestrian lighting, street trees and vegetation, bicycle parking, loading/unloading room for on-street parking, kiosks, and public art. In constrained situations where the preferred sidewalk width is not achievable, the amenity zone can widen and enhance the sidewalk zone both visually and physically. Amenity zones may vary in width depending on available ROW. However a minimum width of 4 feet will minimize encroachment into the sidewalk zone when accommodating features such as street furniture, lighting and tree pits.



*Note: This Tip Sheet does not substitute for codes and regulations.*

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More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030

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## Signage

Signage is an essential component of the streets for providing traffic control, wayfinding, as well as visual cues to all road users. A number of sign standards are applicable within the City, including the MUTCD, AASHTO, City Standard Plans, MoMaP's Bike and Pedestrian Design Guidelines, neighborhood business district standards and CHAPTER 7.

Wayfinding signage shall be included as a standard feature for the addition of bicycle facilities along a designated bicycle corridor, unless waived by the City Traffic Engineer. See CHAPTER 10 for more information regarding bicycle path signage.

## Utilities

Utilities of all kinds need to be accommodated within the public ROW, whether in the roadway or the sidewalk and planting strip. The following points should be considered as well as consulting with the utilities in the project area. See CHAPTER 11 and City Standard Plans DR-04 and DR-05 for information concerning wastewater and stormwater design.

- Whenever feasible, utilities and municipal infrastructure should be placed within alleys.
- Utility poles and other utility-related structures should typically be placed within the planting strip and a minimum of 5 feet unobstructed sidewalk should be maintained.
- Utility vault covers and manhole covers must have non-slip surfaces; all features shall meet ADA requirements.
- Utility structures such as switch boxes, poles, etc. should be visually integrated into the streetscape.
- Pedestrian scale lighting shall be designed and located to improve visibility and help define pedestrian areas.
- The City supports underground power lines to improve aesthetics, however a range of factors must be considered. Consult with Tacoma Power's Transmission and Distribution at (253) 502-8277.

## Street Furniture

Street furniture such as benches, kiosks, newspaper stands, lighting, bicycle racks, trash bins, etc. play a major role in creating an inviting and comfortable pedestrian environment and can contribute to a neighborhood's identity and character. Several neighborhood business districts have developed streetscape design plans that identify a street furniture palette, which should be referred to when making streetscape improvements. See CHAPTER 5 for more information about pedestrian lighting, and Section 1.2 of this chapter for Citywide Design Guidelines.

## Walls

Where a public wall supports fill material from entering onto the ROW, the wall shall be placed **no closer than 2 feet from the back of the sidewalk or future sidewalk**. In areas where a wall will be placed to support material within the ROW, care should be taken by the design engineer to provide measures that will assure the safety of both traffic and pedestrians.



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## Stairs, Fences, Handrails

All stairs, fences and handrails shall be constructed **no closer than 2 feet behind the back of sidewalk, the future back of sidewalk alignment, or the edge of the roadway**, and shall meet all applicable ADA, PROWAG and other federal, state and local requirements.

## Mailboxes

The applicant must contact the United States Postal Service office serving the area in order to determine the requirements with regard to mailbox access. In some instances, the design of the street section will be affected by the requirements set forth by the Postmaster General. In areas of combination walk where mailboxes are required to be adjacent to the street, the design should reflect the requirements of City Standard Plan SU-06. In areas where a Neighborhood Delivery and Collection Box Unit are required, the applicant should refer to the Postmaster General.

## Bus Stops and Transit Routes

Prior to applying for City permits for any development impacting existing transit stops and routes, the design engineer is responsible for a preliminary design according to the guidance from the appropriate transit agencies. The City can help the design engineer with contact information for the appropriate transit agencies upon request. Transit stop locations are restricted and controlled, through coordination of the design engineer, City, and the transit agency, to achieve maximum safety and efficiency. A minimum 5 foot by 8 foot clear area (with the 8 foot dimension extending laterally from the curb) must be provided at transit stops placed within the amenity/sidewalk zone to meet ADA/Federal Transit Agency standards.

## Bike Parking

The City requires long and short term bicycle parking in association with certain development activities (see TMC 13.06). The MoMaP's Bike and Pedestrian Design Guidelines apply to bicycle parking located within the public ROW.

## Public Art, Civic and Cultural Features

Municipal projects are subject to a one percent contribution to the City's Municipal Art Program (see TMC 1.28B). The installation of public art and interpretive features shall be subject to the review and approval by City staff and designated City commissions. Consult with the City's Historic Preservation Officer at (253) 591-5220 and Arts Coordinator at (253) 591-5192 to obtain guidelines applicable to public art, civic, and cultural features proposed to be located within the public ROW.

Existing features located within the public ROW can have historic or cultural significance. Prior to removal of existing features which potentially may have such significance, consult with the City's Historic Preservation Officer. Any proposal that would affect or is adjacent to artwork from the Municipal Art Collection shall be coordinated with the Arts Administrator. Protection during construction may be required by the City even if the artwork will not be moved or altered. Costs associated with moving, relocating or protecting art are the responsibility of the project proponent.



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## ADDITIONAL REQUIREMENTS

### Traffic Engineering

In addition to the requirements shown in the Right-of-Way Design Manual, projects abutting the following parcel location types should contact a Traffic Engineer for site specific requirements. These include but are not limited to:

- Corner Lot, Lot with a driveway accessing a street, Corner lot adjacent to an alley, Lot on an arterial street

### Tacoma Water / Environmental Services

- Tacoma Water facilities must remain accessible at all times. Any damage to Tacoma Water facilities will be repaired by Tacoma Water crews at the expense of the developer.
- If existing water facilities need to be relocated or adjusted due to street improvements for this proposal they will be relocated by Tacoma Water at the owners' expense.
- If the water meter box needs to be adjusted for any of the proposed improvements it will be completed by Tacoma Water on a time and materials basis at the proponent's expense.
- Sanitary sewer mains and side sewers shall maintain a minimum horizontal separation of ten (10) feet from all water mains and water services. When extraordinary circumstances dictate the minimum horizontal separation is not achievable, the methods of protecting water facilities shall be in accordance with the most current State of Washington, Department of Ecology "Criteria For Sewage Works Design".
- For utilities other than sanitary sewer, the proposed facilities shall have a minimum horizontal separation of five (5) feet and vertical separation of twelve (12) inches from Tacoma Water facilities.

### Tacoma Power

- Appropriate clearances must be maintained between all structures and Tacoma Power's facilities. Typically a 4 foot clear area surrounding Power facilities (poles, anchors, transformers, etc.) is required. No building shall be constructed under a primary power line. Buildings in the vicinity of the overhead lines must meet WAC, NEC, NESC and Tacoma Power requirements for clearance. Alternatively, the [builder, developer, and/or owner] shall incur all costs associated with relocating Tacoma Power's facilities in order to obtain the appropriate clearances. Costs of relocation include demolition of existing facilities, construction of new facilities, restoration of property as necessary, and relocation of other utilities as necessary.

### Tacoma Fire

- Unobstructed access must be maintained to all fire protection equipment such as hydrants and fire department connections. A minimum clearance of 3-feet shall be maintained at all times.



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